1. Agenda

    Documents:

        2020-04-06.PACKET_REDACTED.1.PDF

2. Meeting Materials

    Documents:

        2020-04-06.AGENDA.UPDATED.PDF

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, April 6, 2020, at **7:10 p.m.** at City Hall, 418 E. 2nd Street, 2nd Floor.

Ordinance numbers start with 20-05. Resolution numbers start with 20-11.

Due to the Stay-at-Home Directive from Governor Bullock, due to the global outbreak of COVID-19 Novel Coronavirus, the City Hall will remain closed. The meeting will be remotely held through WebEx. We encourage individuals who wish to provide public comment should submit a letter to the City Clerk, Michelle Howke at mhowke@cityofwhitefish.org prior to the meeting to be read aloud in the record, or drop a letter by 5:00 at City Hall in the Utility Drop Box. Individual who wish to provide public comment orally should register ahead to receive a caller ID number to help with remote coordination. Live streaming of the meeting may not be available. Audio of the meeting will be uploaded as soon as possible after the meeting. Please see below to provide public comment via WebEx:

Monday, April 6, 2020 7:00 pm, Mountain Daylight Time (Denver, GMT-06:00)

Event address for attendees:

https://cityofwhitefish.webex.com/cityofwhitefish/onstage/g.php?MTID=e58778fbde5f5b09d75288bc7ccf6ba7

Audio conference information

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-408-418-9388 United States Toll

Global call-in numbers

Event number (access code): 963 891 238

Note when an Attendee follows the link above it will take them to the Event Information page. From there they can register and on the night of the event, starting at 7:00 PM they will be able to Join the Event.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) PRESENTATION
   a) Annual Review and consideration of approval for Whitefish Convention and Visitors Bureau Marketing Plan and Budget for FY21 (p.19)

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)

5) COMMUNICATIONS FROM VOLUNTEER BOARDS

6) CONSENT AGENDA
   a) Minutes from March 16, 2020 Regular Session (p.62)
   b) Resolution No. 20-__; A Resolution of the City Council of the City of Whitefish, Montana, amending Resolution No. 18-19 to extend the duration of the Highway 93 South Corridor Plan Steering Committee through September 30, 2020 (p.66)

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))
   a) Consideration of a request from Mireille Bierens for a Conditional Use Permit to construct an accessory apartment located at 553 Park Avenue, zoned WR-2 (Two-Family Residential) (WCUP 20-02) (p.69)
   b) Consideration of a request from Montana Commerce, LLC for a Conditional Use Permit to construct a gas station and convenience store located at 6045 Highway 93 S, zoned WB-2 (Secondary Business District) (WCUP 20-01) (p.95)
   c) Consideration of a request from Joseph and Jill Courtney for a Conditional Use Permit to construct a guesthouse, located at 535 Colorado Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-04) (p.239)
   d) Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, implementing the "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government," issued by Governor Steve Bullock on March 24, 2020, amending Ordinance No. 20-04, and waiving a second reading (Only Reading) (p.268)

8) COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR
   a) Consideration of a request from Randy Dunlop and Cam Clark for a Whitefish Lake and Lakeshore Protection Permit located at 736, 751, and 810 Birch Point Drive to remove existing individual docks and install new shared docks (WLP 20-W01) (p.286)

9) COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR
   a) Consideration for Authorization to Contract for the 2020 Transportation Plan Update (p.325)
   b) Consideration for Approval of Plans and Authorization to Bid Baker Avenue Underpass Project (p.371)

10) COMMUNICATIONS FROM CITY MANAGER
   a) Written report enclosed with the packet. Questions from Mayor or Council? (p.398)
   b) Other items arising between April 1st and April 6th
   c) Resolution No. 20-12; A Resolution of the City Council of the City of Whitefish, Montana, relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions thereof (p.402)

11) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
   a) Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, prohibiting motels, hotels, short term rentals, and all other lodging facilities from accepting reservations for non-essential purposes through April 30, 2020, and waiving the second reading (Only Reading) (p.476)

12) 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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April 1, 2020

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

Mayor Muhlfeld and City Councilors:

Monday, April 6, 2020 City Council Agenda Report

There will be no work session. Food will not be provided.

Due to the Stay at Home Directive from Governor Bullock, due to the global outbreak of COVID-19 Novel Coronavirus, the City Hall will remain closed. The meeting will be remotely held through WebEx. We encourage individuals who wish to provide public comment should submit a letter to the City Clerk, Michelle Howke at mhowke@cityofwhitefish.org prior to the meeting to be read aloud in the record, or drop a letter by 5:00 at City Hall in the Utility Drop Box. Individual who wish to provide public comment orally should register ahead to receive a caller ID number to help with remote coordination. Live streaming of the meeting may not be available. Audio of the meeting will be uploaded as soon as possible after the meeting. Please see below to provide public comment via WebEx:

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

PRESENTATION

a) Annual Review and consideration of approval for Whitefish Convention and Visitors Bureau Marketing Plan and Budget for FY21 (p.19)

CONSENT AGENDA

a) Minutes from March 16, 2020 Regular Session (p.62)
b) Resolution No. 20-__; A Resolution of the City Council of the City of Whitefish, Montana, amending Resolution No. 18-19 to extend the duration of the Highway 93 South Corridor Plan Steering Committee through September 30, 2020 (p.66)

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

Items 'a & b' are administrative matters.

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) Consideration of a request from Mireille Bierens for a Conditional Use Permit to construct an accessory apartment located at 553 Park Avenue, zoned WR-2 (Two-Family Residential) (WCUP 20-02) (p.69)

From Senior Planner Wendy Compton-Ring's transmittal report.

Summary of Requested Action: Mireille Bierens is requesting a Conditional Use Permit to construct an accessory apartment at 553 Park Avenue. The site is developed with a single-family home and an existing garage to be removed as part of this project. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to eight conditions set forth in the attached staff report.

Public Hearing: No members of the public spoke at the public hearing on March 19, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-02 with Findings of Fact and recommended Conditions of Approval.

Planning Department Recommendation: The Planning Department continues to recommend approval of the project subject to the findings of fact in the staff report and conditions outlined in Attachment 'A'.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from the Planning Staff and the Planning Board, approve WCUP 20-02, the Findings of Fact in the staff report and the eight conditions of approval.

This item is a quasi-judicial matter.

b) Consideration of a request from Montana Commerce, LLC for a Conditional Use Permit to construct a gas station and convenience store located at 6045 Highway 93 S, zoned WB-2 (Secondary Business District) (WCUP 20-01) (p.95)

From Planner II Bailey Minnich's transmittal report.

Summary of Requested Action: Montana Commerce LLC, on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects, is requesting a Conditional Use

Permit to construct a gas station and convenience store, over 10,000 square feet, at 6045 Highway 93 South. The proposed main structure is approximately 13,700 square feet gross. Two detached automobile fueling stations and one detached RV fueling station are also proposed on the subject property. The property is zoned WB-2 (Secondary Business District) and the Whitefish Growth Policy designates this property as 'Suburban Residential.'

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to twelve conditions set forth in the attached staff report.

Public Hearing: Four members of the public spoke at the March 19, 2020 public hearing with concerns regarding traffic, the location near the hospital, environmental impacts, the use of the property, and views coming into town. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board approved the request on a 4-3 vote (Linville, Beckham, Middleton in opposition). In making their decision, the Planning Board adopted staff report WCUP 20-01 with Findings of Fact and recommended Conditions of Approval.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from the Planning Staff and the Planning Board, approve WCUP 20-01, the Findings of Fact in the staff report and the twelve conditions of approval.

This item is a quasi-judicial matter.

c) Consideration of a request from Joseph and Jill Courtney for a Conditional Use Permit to construct a guesthouse, located at 535 Colorado Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-04) (p.239)

From Senior Planner Wendy Compton-Ring's transmittal report.

Summary of Requested Action: Joseph & Jill Courtney are requesting a Conditional Use Permit to construct a guesthouse at 535 Colorado Avenue. The site is developed with a single-family home and an existing garage to be removed as part of this project. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to six conditions set forth in the attached staff report.

Public Hearing: The applicant attended the hearing via conference call. No other members of the public spoke at the public hearing on March 19, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In

making their decision, the Planning Board adopted staff report WCUP 20-04 with Findings of Fact and recommended Conditions of Approval.

Planning Department Recommendation: The Planning Department continues to recommend approval of the project subject to the findings of fact in the staff report and conditions outlined in Attachment 'A'.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from the Planning Staff and the Planning Board, approve WCUP 20-04, the Findings of Fact in the staff report and the eight conditions of approval.

This item is a quasi-judicial matter.

d) Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, implementing the "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government," issued by Governor Steve Bullock on March 24, 2020, amending Ordinance No. 20-04, and waiving a second reading (p.268)

From City Attorney Angie Jacobs staff report.

Introduction/History

On March 11, 2020, the World Health Organization ("WHO") declared a global pandemic due to the spread of Novel Coronavirus "COVID-19." The WHO's declaration set off a flurry of emergency declarations, including those by Governor Steve Bullock and President Donald Trump. On March 15, 2020, Governor Bullock directed the closure of public schools in Montana for two weeks to reduce the spread of COVID-19 and strongly recommended the public limit all gatherings, especially those in excess of 50 people.

The next day, the City adopted emergency Ordinance No. 20-04 with the purpose of reducing the spread of COVID-19. At the time Ordinance No. 20-04 was adopted, the City had little or no direction or guidance from the state or other cities regarding municipal operations during the COVID-19 emergency, including how to comply with Montana's "Sunshine Laws." As such, Ordinance No. 20-04 provided that in the event the Flathead City-County Health Department directed or suggested a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings would be cancelled through April 30, 2020.

One of the primary concerns raised with respect to cancelling Planning Board and City Council meetings was that state law and local ordinances require the City Council to act on certain land use applications within defined timeframes. Specifically, if the City Council does not act upon an application for a conditional use permit within 90 days, it is deemed approved. *See* Whitefish City Code § 11-7-8-E-7. Additionally, a municipality is subject to penalties if it does not act on subdivision applications within a certain timeframe. *See* Mont. Code Ann. § 76-3-604. As a result, the City Council directed staff to draft an emergency interim zoning ordinance removing the 90-day CUP approval deadline and placing a moratorium on accepting subdivision applications.

Current Report

On March 24, 2020, Governor Bullock issued a "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government." The Directive allows local governments to waive several statutory requirements that dictate how they operate. The Directive allows local governments to modify: (1) office hours; (2) vacation and sick leave policies; and (3) employment policies, including minimum work-week requirements. The Directive also allows local governments to toll and hold in abeyance certain deadlines set by state law:

Title 7, Chapter 2, Parts 43-48 (annexation laws)
Title 7, Chapter 5, Parts 1 and 42 (ordinances, resolutions and initiatives and referendums)
Title 7, Chapter 15, Parts 42-43 (urban renewal)
Title 7, Chapter 21, Part 10 (local review of site-specific development)
Title 76, Chapters 1-8 (planning and zoning, subdivisions, floodplain and floodway)
Local actions related to A.R.M. 17.36

On March 27, 2020, in response to a request lodged by local governments, the Montana Attorney General released a letter of advice clarifying how the "Sunshine Laws" should be applied during the COVID-19 emergency. The Attorney General opined that local government may conduct public meetings by electronic means during the emergency. He also approved guidelines for public meetings including: (1) cancelling all non-essential meetings; (2) limiting meetings to critical items only; (3) holding remote meetings; (4) noticing meetings as to inform the public of the method of which they will be held; and (5) providing remote communication systems that allow the reasonable opportunity for public comment.

An emergency interim zoning ordinance appears unnecessary in light of the Governor's Directive. Additionally, placing a moratorium on subdivision applications could result in a substantial burden on staff as well as delays for developers when the COVID-19 emergency has passed. The proposed emergency ordinance authorizes the City Manager to modify City Hall hours, vacation and sick leave, and employment policies as necessary. It also tolls and holds in abeyance the statutory deadlines referred to in the Directive as well as deadlines set forth by City ordinances. Finally, the proposed ordinance amends Ordinance No. 20-04 to allow Planning Board and City Council to hold meetings remotely in accordance with the guidelines approved by the Attorney General.

Financial Requirements/Impacts

Allowing the City Manager to alter employment policies to comply with new federal regulations regarding paid leave may have a financial impact on the City. Additionally, there likely will be costs associated with holding public meetings remotely.

RECOMMENDATION: Staff respectfully recommends the City Council, after considering testimony at the Public Hearing and the recommendations from the City Attorney, adopt Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, implementing the “Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government,” issued by Governor Steve Bullock on March 24, 2020, amending Ordinance No. 20-04, and waiving a second reading.

This item is a legislative matter.

COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR

a) Consideration of a request from Randy Dunlop and Cam Clark for a Whitefish Lake and Lakeshore Protection Permit located at 736, 751, and 810 Birch Point Drive to remove existing individual docks and install new shared docks (WLP 20-W01) (p.286)

From Planner II Bailey Minnich's transmittal report.

Summary of Requested Action: The applicants are requesting a standard lakeshore permit to remove three individual docks from each of the subject parcels and install a new shared dock between all property owners. Shared docks are permitted where multiple contiguous property owners, or a single property owner with multiple contiguous properties, lakeshore frontage exceeds 200-feet combined. Special standards permit shared docks to have a greater total wing length of 60-feet but requires greater setbacks of 40-feet between outer riparian boundaries. The proposed shared dock will be 'T' shaped, with a breakwater wing 58.3 feet in length by 8-feet wide. Three inner wings will be approximately 4 ½-feet wide by 23-feet long. The proposed shared dock will be connected to the shoreline by an attached gangway 3-feet wide by 20-feet long. The total dock length including the gangway is approximately 98-feet long. The applicant's representative submitted a water depth profile, which states the water depth at 60 feet is only 3-feet, 2-inches. The profile shows that at the proposed 98-feet into the lake, the water depth is 3-feet, 11-inches. The applicant is also proposing to install 3 shore stations, each with a canopy. The shore stations would be approximately 10-feet wide by 24-feet long. Additionally, three jet ski ports are proposed on the shared dock.

The constructed area for the shared dock, three shore stations with canopies, and three jet ski ports is approximately 2,184 square feet. No other structures are located within the lakeshore protection zone.

Planning & Building Department Recommendation: Staff recommended approval of the standard permit request subject to sixteen (16) conditions set forth in the attached staff report.

Lakeshore Protection Committee Meeting: The Whitefish Lakeshore Protection Committee met on February 12, 2020 and considered the request. One member of the public spoke at the meeting with concerns regarding the placement of the proposed dock in relation to the Whitefish River and the amount of lakeshore frontage used for calculation of the constructed area allowance. The draft minutes for this item are attached as part of this packet.

Following staff's presentation, the Lakeshore Protection Committee voted to table the application until the applicant submitted a revised site plan detailing the property lines and the difference between the lake frontage and Whitefish River frontage, which passed unanimously. The Lakeshore Protection Committee also recommended an additional condition that the dock be placed 40-feet from the western property line and a water depth profile be submitted for that location. The motion passed 3-1 (Schuber opposed).

Update Following LPC Meeting: The applicant submitted updated information for the March 18, 2020 Lakeshore Protection Committee meeting, including a revised site plan, a revised dock design utilizing a reduced amount of property frontage, and a letter from the property owners on the proposed dock placement. However, due to COVID-19, all public meetings have been cancelled. Since lakeshore permits must be acted on within 90 days from the date of submittal, the application must be forwarded to the City Council with no recommendation from the Lakeshore Protection Committee.

RECOMMENDATION: City staff respectfully recommends the City Council approve WLP 20-W01 staff report as Findings of Fact, with the proposed seventeen (17) conditions of approval, as recommended by the Lakeshore Protection Committee on February 12, 2020.

This item is a quasi-judicial matter.

COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR

a) Consideration for Authorization to Contract for the 2020 Transportation Plan Update (p.325)

From Director Craig Workman's staff report.

Introduction/History

The 2009 Whitefish Transportation Plan projected future transportation improvements out to the year 2030. It has become apparent that parts of the City's transportation system are over capacity during the peak season and alternative routes of travel and modes of transportation are needed and an update to the 2009 Transportation Plan is needed to assist city staff in coordinating proposed projects with the planned future transportation grid. Thus, Council Goal PW 20-09 was created to update the City's Transportation Plan.

This planning process will engage the public in identifying and evaluating transportation conditions and alternative modes within Whitefish such as biking, walking and public transit. The plan will also evaluate projects to complete the network and fill the needs of various types of users. The ultimate outcome is the adoption of a Transportation Plan Update that will prioritize goals and objectives to improve transportation into the future and provide a practical set of policies and ranked tasks to achieve those objectives.

Current Report

An RFP was issued for the plan and proposals were due on January 10, 2020. The City received two proposals – one from Robert, Peccia, and Assoc. and the other from KLJ.

On February 3, 2020 Council appointed Craig Workman and Karin Hilding to serve on the Rating Panel, as well as appointing Craig Workman, Karin Hilding, and Mayor Muhlfeld to the Selection Panel for the 2020 Transportation Plan Update. Due to several scheduling conflicts, Mayor Muhlfeld asked Frank Sweeny to take his place on the Selection Panel.

Interviews were held on February 27, 2020 and both firms clearly displayed their ability to do the work.

Financial

The FY20 Budget includes $50,000 for the update to the transportation plan. Since the City is currently engaged in several other planning efforts with significant transportation components, it is anticipated that this project may carry over into FY21. The FY20 budget will be used to engage a consultant, evaluate the level of effort necessary to update the plan, and determine if additional budget allocation is necessary.

RECOMMENDATION: Staff respectfully recommends the City Council authorize the City Manager be authorized to execute a contract with KLJ to complete the 2020 Transportation Plan Update.

This item is a quasi-judicial matter.

b) Consideration for Approval of Plans and Authorization to Bid Baker Avenue Underpass Project (p.371)

From Director Craig Workman's staff report.

Introduction/History

Downtown Whitefish has a visitor-driven economy dependent on creating a pedestrian oriented setting. Improvements such as widened sidewalks, pedestrian-scaled streetlights, landscaped curb extensions (bump-outs), and well-defined crosswalks help to enhance the downtown character achieve this pedestrian friendly environment. The Baker Avenue Underpass is one of the important elements that has not been built yet, although it has been a priority project in several city planning documents for more than a decade.

The City was recently granted access by BNSF to build the Baker Avenue Underpass, which prompted council to authorize staff to proceed with the design of the project. Council awarded the design contract to WGM Group (WGM) on January 6, 2020 and they have hit the ground running so that we can get the project under contract for construction by July 15, 2020 to make use of TIF Funds.

Current Report

Staff has presented design progress to Council at two public meetings, which were held during Council Work Sessions on 2/3/2020 and 2/18/2020. Significant public input was received at these meetings and important direction was given by council. Based on this guidance, staff has worked with WGM to move into final design of the project. The 60% Plans set is included with this packet and staff believes the plans provide enough information for Council to determine if we are ready to proceed with project bidding. The following sections highlight the key components of the Baker Avenue Underpass Project.

Structure Type: There are several different types of structures that were considered for the Baker Avenue Underpass. The two primary types that were evaluated were a corrugated metal structure, and a concrete structure. While a corrugated metal structure would provide the most cost-effective approach, the interior of the structure comes with maintenance concerns, would not be conducive to future art projects, and ultimately would reduce the clearance of the tunnel. Steel structures also have a utilitarian feel, which does not meet the intent of this project. It was the direction of council that we proceed with a concrete structure for this project. Concrete will offer a clean, durable, vandal resistant underpass with opportunities for future design elements to be incorporated throughout.

Structure Size: The Downtown Business District Master Plan recommended a minimum span of 20' for the Baker Avenue Underpass. Staff evaluated a larger span of 24' and it was determined that a 20' underpass sufficiently accomplish the goals of the project. A structure of this size will still be airy and bright and allow for visibility through the underpass from Depot Park to the west side of the viaduct.

Wing Walls: One of the key components of the underpass is the wing walls that will be required to retain the soil back to create the entrance on either side of the tunnel. These walls will be prominent features and considerable attention was given to the type of material to be used. Materials considered included poured concrete wall using decorative forms, keystone block

retaining wall system, and Redi-Rock blocks. While any of these wall systems would be suitable for the Baker Avenue Underpass, it was determined that the "Ledgestone Redi-Rock System" would strike a balance between aesthetics and cost effectiveness. These blocks will provide a random, stacked stone look that will bring character and functionality to the project.

Lighting: For the Baker Avenue Underpass to be successful it must be well lit. Adequate ambient day lighting, accent lighting for the walkway, and special façade lighting have been incorporated into the design. At the direction of Council, the interior of the structure will utilize tunable LED lighting which will be controlled by a central panel located adjacent to the underpass. Downlights will be installed along the wing walls of the structure to promote safety and accent the decorative precast stone. In addition, path lights will be provided to guide pedestrians along the paths leading up to and away from the underpass.

The Baker Avenue Underpass is a key component of the Downtown Business District Master Plan. The project will provide a direct linkage between Depot Park and areas to the west. Under the careful design of WGM's professional team, staff has developed a plan that will accomplish the following goals of the project:

- Create a secure and welcoming environment that provides clear sightlines to and through the underpass.
- Is well lit and incorporates bright, 24-hour lighting and security cameras linked to 24-hour surveillance
- Easily accessible for all users.
- Consist of an airy 20' width and 10' height.
- Considers methods to reduce maintenance with durable and long-lasting materials that are easily cleaned and maintained
- Minimizes extrusions, ledges or dark places that provide opportunities for bird nests, litter, or areas for transients to congregate.

Financial Considerations

Unfortunately, the City was not awarded the Transportation Alternative (TA) Grant during the last grant cycle. TA funds were planned to provide the majority of the costs of the project, however, at a work session during budget season council determined that TIF could fund a larger portion, if not all, of the project if other projects were re-allocated or removed from the list. Therefore, the $400,000 of matching funds committed from TIF Funds would need to increase to cover the entire project.

The original estimate for the project was $1.1 million in 2017 and the current cost estimate, based on the plans is $1.6 million. While there are adequate TIF funds for the project, we will need to look at a portion of the project being covered by paved trail impact fees since a very small portion of the project is outside of the TIF District boundaries. The exact amount has not been determined, but since it only includes the paved trail portion west of the tunnel, the cost should be able to be absorbed with only minor delays in other path projects.

RECOMMENDATION: Staff respectfully recommends the City Council approve the plans and authorize staff to bid the Baker Avenue Underpass Project.

This item is a quasi-judicial matter.

COMMUNICATIONS FROM CITY MANAGER

a) Written report enclosed with the packet. Questions from Mayor or Council? (p.398)
b) Other items arising between April 1st and April 6th
c) Resolution No. 20-12; A Resolution of the City Council of the City of Whitefish, Montana, relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions Thereof (p.402)

From City Manager Dana Smith's staff report.

Introduction/History

The Wastewater Treatment Plant Improvement Project entails complete reconstruction of the City's sewage treatment facility, which is required by the Montana Department of Environmental Quality in order to bring the WWTP into compliance with updated requirements for removal of ammonia, nitrogen and phosphorous. The project involves the replacement of the current lagoon system with a Sequencing Batch Reactor (SBR) Plant. This is an innovative type of wastewater treatment technology where multiple unit processes are contained within the same concrete basin, saving both space and cost. The equipment for the SBR was bid in the fall of 2018 and the City selected the AquaNereda (Nereda®) system. This technology will allow us to build smaller basins which are less than ⅓ the size of more traditional SBR basins, allowing for construction savings, reduced energy consumption, and more effective use of the land at the treatment plant site. Once the equipment procurement process was complete, the City was able to proceed with the final design for the wastewater plant improvements. Ultimately, plans were completed, and final approval was received from DEQ on October 16, 2019.

At the December 16, 2019 City Council meeting, the City Council awarded Swank Enterprises the construction contract for $20,370,000 after the project was publicly bid. Construction began shortly after in January 2020. The substantial completion date is August 6, 2021 with a final completion date of September 16, 2021. We anticipate final payments to be completed no later than December 31, 2021.

The project will be paid through five different funding sources. In addition to the anticipated financing of the project through the State's Revolving Fund Loan Program (SRF) and the cash contributions of about $4 million, the City was awarded three grants to help fund a portion of this project. The grants include $625,000 from the Treasure State Endowment Program (TSEP) and $125,000 from the Renewable Resource Grant and Loan Program (RRGL), and $270,000 from the Water Resources Development Act (WRDA).

Current Report

The Wastewater Treatment Plant Upgrade Project is currently underway. To work towards finalizing the financing portion of the project, staff has worked with the City's bond counsel, Dorsey & Whitney, on Resolution No. 20-12. We anticipate an initial draw and closing date of May 6, 2020, for the 2020A and 2020B Bonds. The final 2021C Bond is expected to be closed in early 2021 or when funding is needed. Other grant funding will be utilized first to limit the amount of interest due.

Financial Requirement

The maximum committed loan amount for the sewer revenue bond is $19,925,000. The loan will bear a total interest and surcharge rate of 2.50% payable over 20 years. The first payment date will be January 1, 2017, which is included in the FY2017 budget.

Net Revenues (annual operating revenues minus annual operating costs) currently meet the 110% coverage requirement. Therefore, no additional rate increases are needed to pay for this bond or project. Also, please be aware that the taxing powers of the City may not be used to pay principal of or interest on the bonds and no funds or property of the City other than the Net Revenues may be required to be used to pay principal of or interest on the bonds.

RECOMMENDATION: Staff respectfully recommends the City Council approve Resolution No. 20-12; A Resolution of the City Council of the City of Whitefish, Montana, relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions Thereof

COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

a) Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, prohibiting motels, hotels, short term rentals, and all other lodging facilities from accepting reservations for non-essential purposes through April 30, 2020, and waiving the second reading (p.476)

ADJOURNMENT

Sincerely,

Dana

Dana Smith
City Manager

Table 1: Common Motions Used in a Meeting.[1]

	Wording	Interrupt another speaker	Requires a second	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions							
Fix time for next meeting (12)	"I move that we meet next at..."	No	Yes	No	Yes	Majority	Yes
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority	No
Take a recess (12)	"I move that we recess. . ."	No	Yes	No	Yes	Majority	No
Raise a question of privilege	"I rise to a question of privilege affecting the assembly"	Yes	No	No	No	(1)	No
Call for the orders of the day	"I call for the orders of the day"	Yes	No	No	No	(1) (15)*	No
Subsidiary Motions							
Lay on the table	"I move to lay the question on the table" or "I move that the motion be laid on the table"	No	Yes	No	No	Majority	(3)*
Previous question (to close debate)	"I move the previous question" or "I move we vote immediately on the motion"	No	Yes	No	No	2/3 of assembly	Yes
Limit-extend debate (12)	"I move the debate be limited to. . ." or "I move that the speaker's time be extended by. .	No	Yes	No	Yes	2/3 of assembly	Yes
Postpone to a definite time (12)	"I move that the question be postponed until. . ."	No	Yes	Yes	Yes	Majority	Yes
Refer to a committee (12)	"I move to refer the matter to the . . . committee"	No	Yes	Yes	Yes	Majority	Yes
Amendment to the main motion (12)	"I move to amend by adding/striking the words. . ."	No	Yes	(5)	Yes	Majority	Yes
Postpone indefinitely (12)	"I move that the motion be postponed	No	Yes	Yes (16)	No	Majority	(4)
Main Motions							
Main Motion	"I move that we..."	No	Yes	Yes	Yes	Majority	Yes
Incidental Motions (11)							
Suspension of rules	"I move to suspend the rules so that. . ."	No	Yes	No	No	(9)*	No
Request to withdraw a motion (13)	"I move that I be allowed to withdraw the motion"	*	*	No	No	Majority*	(3)
Objection to the consideration of a question (10)	"I object to the consideration of the question"	Yes	No	No	No	2/3 of assembly (17)	(3)
Point of order	"I rise to a point of order" or "Point of order!"	Yes	No	No	No	(1)*	No
Parliamentary inquiry	"I rise to a parliamentary inquiry" or "A parliamentary inquiry, please"	Yes	No	No	No	(1)	No
Appeal to the chairperson	"I appeal from the decision of the chair"	Yes	Yes	Yes*	No	(7)	Yes

	Wording	Interrupt another speaker	Requires a second	Debatable	Amendable	Vote Required	Reconsider
Point of information	"I rise to a point of information" or "A point of information, please"	Yes	No	No	No	(1)	No
Division of assembly	"Division!" or "I call for a division"	Yes	No	No	No	(14)	No
Division of a question	"I move to divide the motion so that the question of purchasing ... can be considered separately."	No	Yes	No	Yes	Majority	No
Renewal Motions (8)							
Reconsider* (2)	"I move to reconsider the vote on the motion relating to. . ."	No*	Yes	(5) (16)	No	Majority	No
Take from table	"I move to take from the table the motion relating to. .	No	Yes	No	No	Majority	No
Rescind	"I move to rescind the motion passed at the last meeting relating to. . ."	No	Yes	Yes (16)	Yes	(6)	(3)
Discharge a committee	"I move that the committee considering . . . be discharged."	No	Yes	Yes (16)*	Yes	(6)	(3)

[1] Source: Robert, H. 2000. *Robert's Rules of Order* (Newly Revised, 10th Edition) New York: Perseus Books Group; Sturgis, A. 2000. *The Standard Code of Parliamentary Procedure* (4th Edition). New York: McGraw-Hill.

**** Refer to Robert's Rules of Order Newly Revised***

(1) The chair decides. Normally no vote is taken.

(2) Only made by a member who voted on the prevailing side and is subject to times limits.

(3) Only the negative vote may be reconsidered.

(4) Only the affirmative vote may be reconsidered.

(5) Debatable when applied to a debatable motion.

(6) Majority with notice, or 2/3 without notice or majority of entire membership.

(7) Majority or tie vote sustains the chair.

(8) None of these motions (except Reconsider) are in order when business is pending.

(9) Rules of order, 2/3 vote—Standing rules, majority vote.

(10) Must be proposed before debate has begun or a subsidiary motion is stated by the chair (applied to original main motions).

(11) The Incidental Motions have no precedence (rank). They are in order when the need arises.

(12) A Main Motion if made when no business is pending.

(13) The maker of a motion may withdraw it without permission of the assembly before the motion is stated by the chair.

(14) The chair can complete a Division of the Assembly (standing vote) without permission of the assembly and any member can demand it.

(15) Upon a call by a single member, the Orders of the Day must be enforced.

(16) Has full debate. May go into the merits of the question which is the subject of the proposed action.

(17) A 2/3 vote in negative needed to prevent consideration of main motion.

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March 31, 2020

Whitefish City Council
P.O. Box 158
Whitefish, Montana 59937

Dear Mayor Muhlfeld and City Council,

I am pleased to present the Whitefish Convention and Visitors Bureau (WCVB) Fiscal Year 2021 Marketing Plan and Budget. This document must be presented to the Montana Office of Tourism and Business Development (MOTBD) by May 1, 2020 for approval by the Tourism Advisory Council. In order to receive vital Lodging Facility Use Tax Funds (Bed Tax), **the WCVB Board requests that City Council approve the WCVB FY21 Marketing Plan and Public portion of the budget at the April 6, 2020 meeting.**

The tourism industry in Whitefish is having another successful year. Through January 2020, fiscal year Resort Tax collections are up over 6% compared to the same time last year while 2019 Whitefish Bed Tax Collections increased 5% over the previous year.

Representatives from the WCVB Board of Directors plan to be in attendance at the April 6th meeting. At that time, our Executive Director, Dylan Boyle, will present the FY21 Marketing Plan, so you can see the thoughtful and data driven decisions behind the smart and creative campaigns we produce to bring high-value, low-impact visitors to our town.

For your edification, we have also included the overall projected budget, including FY21 Private Membership. As we monitor collections closely, we may adjust that portion of the budget, if necessary, prior to the July 1, 2020 fiscal year starting date.

As our community and organization are currently experiencing unprecedented impacts as a result of COVID-19, our Executive Director has created a briefing paper on the next page. This briefing paper address the current economic situation and how we are now projecting our budget for the upcoming fiscal year.

Thank you for your consideration of this important issue. If you have questions in advance of the meeting, please contact Dylan Boyle, at 406-862-3390 or dylan@explorewhitefish.com

Sincerely,

Zak Anderson
Chair, Whitefish Convention and Visitors Bureau

Briefing Paper For City Council: COVID-19
March 31, 2020

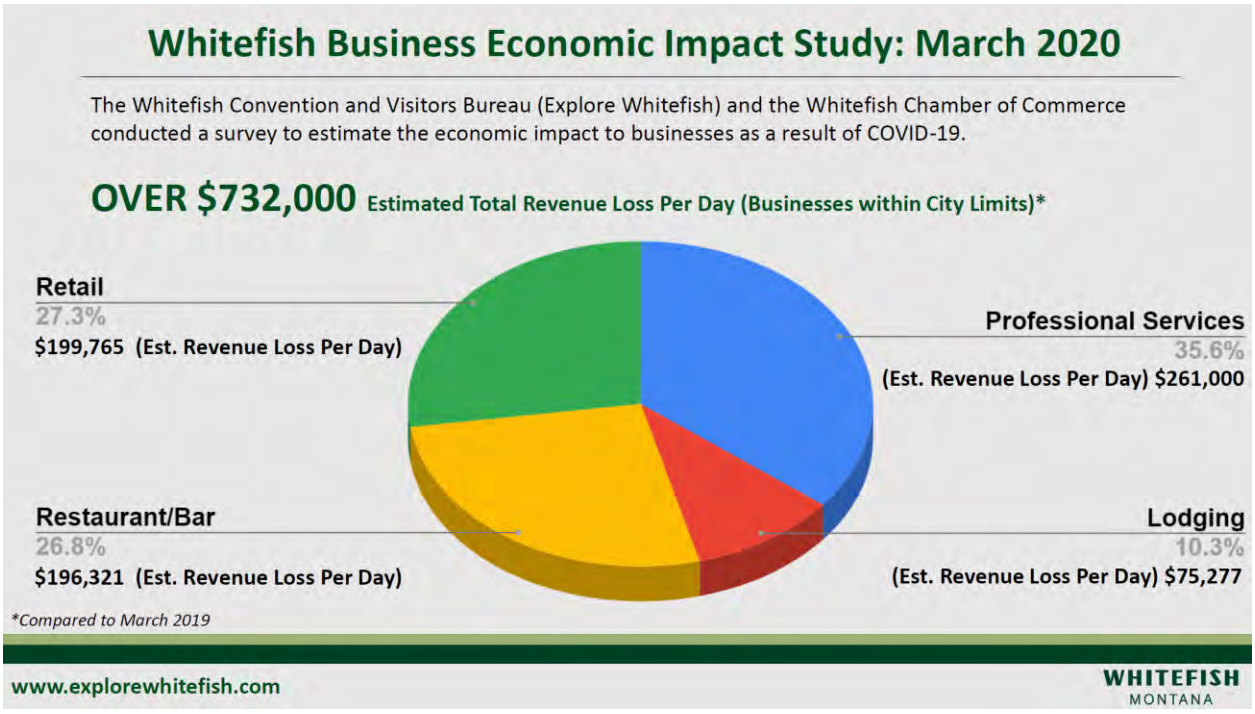
Economic Impact of COVID-19

The Whitefish Convention and Visitors Bureau (Explore Whitefish) and the Whitefish Chamber of Commerce has released a "Whitefish Business Economic Impact Study" to estimate the economic impact on businesses in the last two weeks of March, as a result of the COVID-19 emergency.

Initial estimates reveal that the business community operating within the City of Whitefish is experiencing total revenue losses of over $732,000 per day compared to the same time period last year.

The revenue losses were calculated from a survey of 115 businesses that responded to the survey. This data was then extrapolated to estimate losses across the entire business community, based on the number of business licenses per category, in retail, restaurant/bar, professional services, and lodging.

See below for the full report.



FY21 Public Budget Projections During COVID-19

The Whitefish Convention and Visitors Bureau begins our budget process for the upcoming fiscal year during early January with initial approval by the Board of Directors in early March. Since this time, the impacts of COVID-19 have forced us to begin to reevaluate our budgets, not only for this current fiscal year, but for FY21 as well.

These projections are extremely difficult due to the fluid nature of the current situation without knowing how long it will be until it is safe to travel again and visitors return to Whitefish. We have utilized projections from the Montana Office of Tourism and Business Development (MOTBD) among other sources as baselines to create the following revised budget. This budget is also located on page 12 of the FY21 Marketing Plan.

Initial Projected FY21 Public Budget: $150,000
REVISED Projected FY21 Public Budget: $78,000 (50% of the original projection)

Calculations based on:

- April – June 2020 bed tax collections (compared to 2019) will be down 75%
- July – Sept 2020 bed tax collections (compared to 2019) will be down 50%
- Oct – Dec 2020 collections (compared to 2019) will be down 25%
- Jan – March 2021 (compared to 2018) will be flat

As we monitor collections closely, we may need to adjust these projections.

You will also notice that we are looking at a similar projection for our FY21 Private Budget. Since we are still monitoring the situation and creating projections for the FY21 Private Budget, I've provided the overall percentages each budget line item is allocated for the FY21 Private Budget in order to show the City Council the full scope of services provided by the Whitefish Convention and Visitors Bureau.

We look forward to continuing to provide community and economic development services to Whitefish during and after this unprecedented time.

Sincerely,

Dylan Boyle

Dylan Boyle
Executive Director, Whitefish Convention and Visitors Bureau

WHITEFISH
MONTANA

EXPLORE WHITEFISH
WHITEFISH CONVENTION & VISITORS BUREAU
FY21 MARKETING PLAN
July 1, 2020 to June 30, 2021

PO Box 4232
Whitefish, Montana 59937
EXPLOREWHITEFISH.com
phone: 1.406.862.3390
contact: Dylan Boyle, *Executive Director*
dylan@explorewhitefish.com

FY 21 MARKETING PLAN EXECUTIVE SUMMARY

Whitefish, Montana is an authentic mountain town located in the northern Rockies, home to some of the world's most beautiful mountains and spectacular, unspoiled nature. Just 25 miles from Glacier National Park, Whitefish offers close access to the hanging valleys and emerald peaks of this UNESCO World Heritage Site. The majority of our visitors come during the summer months of late June, July, August and early September. This seasonality presents problems for the many small businesses dependent upon non-resident travelers. As a result, we spend a large majority of our marketing budget on promoting the winter and shoulder seasons. The influx of 3 million Glacier National Park visitors annually allows Whitefish to offer excellent dining, expansive lodging options, and exceptional recreational opportunities. Having a viable, robust downtown is very attractive to our visitors. We are also home to Whitefish Mountain Resort, offering 3,000 acres of great skiing, abundant snow and incredible views of Glacier National Park as well as world class mountain biking in the summer months.

Whitefish aligns perfectly with the Montana Brand pillars:

- More spectacular unspoiled nature than anywhere else in the lower 48
- Vibrant and charming small towns that serve as gateways to our natural wonders
- Breathtaking experiences by day and relaxing hospitality at night

We utilize the Montana Brand pillars in unison to create a cohesive and encompassing message. In our ads and collateral, we serve up beautiful high resolution photos of the scenic beauty and incredible nature that surrounds us. Photos of our iconic downtown are an important part of our collateral. Visitors are very attracted to our downtown and it is a primary economic driver for the town. In addition, we try to counter the preconceived notions that Montana is remote and does not have adequate facilities by showcasing the beautiful lodging and incredible dining that can be found here. **Exhilaration by day and comfort by night** truly defines us.

Whitefish Mountain Resort is our most important marketing partner. In summer, if the town does well, the ski resort gets the lodging overflow. In winter, if the ski resort does well, the town benefits. The addition of enhanced on-mountain activities at the resort has increased their summer and early fall offerings and has also resulted in international recognition as a mountain biking destination.

Seattle, Portland, Minneapolis, Chicago, California, and regional drive-to markets including Spokane, Washington are our core geographic markets identified as having the largest potential for growth. Alberta, Canada is an established geographic market with historically strong visitation to Whitefish. However, fluctuations in international currency rates severely affects visitation and spending from Alberta, Canada. As a result, we are cautious to not become overly reliant on this single market.

We measure our effectiveness in several ways. The Whitefish Resort Tax is a great indicator of how businesses are performing. A total of 3% is levied on lodging, restaurants/bars, and many retail items. The Lodging Facility Use Tax collected by accommodations in Whitefish is an indicator of overnight stays. We also compare the Explore Whitefish Tourism Promotion Assessment (TPA) year to year. This is a voluntary 1% fee that local restaurants, rental car agencies, and lodging facilities place on each guest check. The TPA accounts for most of our private funding. We also offer memberships to businesses located within the 59937 postal code of Whitefish. We track the effectiveness of our campaigns through various metrics: click through rates, website success measurements, travel guide requests, social media engagement, public relations audience reach, etc.

Our Public Relations Program has been incredibly effective. Working directly with travel writers, hosting press trips and digital influencers as well as other targeted promotions all bring a very desirable return on investment. Because we have an experienced and talented PR team, we have also been able to craft and effectively implement crisis communication strategies.

We utilize many sources for our research that validates our marketing plan. The non-resident data collected by the Institute for Tourism and Recreation Research (ITRR) at the University of Montana is an invaluable tool for determining where our customers come from, what they do, how much they spend, what they like and do not like. We also use data from the US Travel Association (USTA) for broad industry indicators as well as Smith Travel Research and VisaVue for data on lodging occupancy and visitor expenditures. In addition, the information provided by the Montana Office of Tourism and Business Development (MOTBD) regarding the effectiveness of campaigns, ad awareness, likelihood to travel, etc. also determines the co-op advertising opportunities in which we participate.

Explore Whitefish is very pleased with the progress we have made in the past few years. Whitefish FY19 Resort Tax collections were up approximately 6% over the previous year. The Resort Tax is a good indicator of the state of the economy because the 3% tax is collected on lodging, restaurants/bars and many retail items. Our shoulder season efforts are also showing great success. The April – June 2019 Resort Tax collections were up 5% over the previous year. During the same period, State Lodging Tax collections for Whitefish increased 12% and FY19 collections were also up 12% over the previous year. In 2019, approximately 616,235 nonresident travelers spent at least one night in Whitefish (See Appendix). This is about a 6.8% decrease from 2018.

1 NARRATIVE

1.1 PURPOSE OF THIS MARKETING PLAN

The purpose of the Explore Whitefish Marketing Plan is to sustainably grow the economy of Whitefish by emphasizing its desirability as a travel and recreation destination to non-resident visitors who appreciate and respect the character of the place.

We recognize the strain that increased summer visitation places upon our town. As such, Explore Whitefish supports business strategies that emphasize economic and social benefits to our community while maintaining the integrity of place and quality of life of local residents. Our mission is to build a high level of awareness and intent to travel by developing support for Whitefish as a premier year-round mountain town. This includes increasing the occupancy for lodging facilities in Whitefish during lower occupancy times of the year.

Established by the City of Whitefish, Explore Whitefish is the officially designated organization charged with tourism promotion and marketing of Whitefish. The organization also provides critical support for visitor information services, travel infrastructure development, market research, and public relations.

1.2 ABOUT WHITEFISH, MONTANA

Whitefish, Montana is an authentic mountain town located in the northern Rockies, home to some of the world's most beautiful mountains and spectacular, unspoiled nature. Just 25 miles from Glacier National Park, Whitefish offers close access to the hanging valleys and emerald peaks of this World Heritage Site. The summer season has historically been the busy season for Whitefish, with Glacier National Park as a key draw. Whitefish Lake, at the edge of town, has also been a popular warm season draw. Research also indicates that visitors are attracted to Whitefish because of the distinctive and inviting qualities of the eminently walkable downtown and Central Avenue district.

The world-class ski slopes and facilities of Whitefish Mountain Resort serve as a key driver for winter visitation to Whitefish. The relationship between the mountain resort and the town of Whitefish is symbiotic. As a result, improving and enhancing the connectivity of the mountain and the town experience helps improve the economic outcomes of both and improves the overall visitor experience as well. Whitefish Mountain Resort summer activities have expanded considerably over the last several years, improving the summertime vitality of the mountain resort experience as well as enhancing the overall attraction of Whitefish as the preferred place to base a northwest Montana and Glacier National Park region vacation.

1.3 WHITEFISH, MONTANA AND THE MONTANA BRAND

Whitefish aligns perfectly with the Montana Brand pillars. In all our ads and collateral, we serve up beautiful high resolution photos of the scenic beauty and incredible nature that surrounds us. Photos of our iconic downtown are an important part of our collateral. Visitors are very attracted to our downtown and it is a primary economic driver for the town. In addition, we try to counter the preconceived notions that Montana is remote and does not have adequate facilities by showcasing the beautiful lodging and incredible dining that can be found here.

While the incredible scenic and wild landscapes that surround Whitefish are a key and compelling inspiration to travel to Whitefish, these landscapes are placed in the context of hospitality. The broad majority of travelers are intimidated by wildness without the tempering possibility of civilization. Beyond the adventure of wilderness by day, they want a good place to eat and a comfortable place to sleep. We utilize the Montana Brand pillars in unison to create this cohesive and encompassing Whitefish experience which is communicated in our marketing efforts.

1.4 STRENGTHS AND CHALLENGES OF WHITEFISH RELATIVE TO OTHER DESTINATION MOUNTAIN TOWNS

STRENGTHS

- Whitefish aligns perfectly with the three Montana Brand pillars
    - More spectacular unspoiled nature than anywhere else in the lower 48
    - Vibrant and charming small towns that serve as gateways to our natural wonders
    - Breathtaking experiences by day and relaxing hospitality at night
- Proximity to Glacier National Park — National travel forecasts have predicted an increase in travelers expressing an interest in visiting sites managed by the National Park Service. In addition, the significant name recognition that Glacier National Park holds among North American and international travelers provides an advantage to "putting Whitefish on the map" for potential visitors. According to the National Park Service, visitors to Glacier National Park spent an estimated $344 million in local gateway communities during 2018 (+25%). An estimated $141 million of those dollars were spent on lodging, comprising the highest percentage of expenditure at 41% of the total expenditures. Visitors spent an estimated $54.4 million on restaurants, comprising the second highest percentage of expenditures at 16% of the total expenditures. Visitation to Glacier National Park continues to be very strong with approximately 3 million visitors in 2019. This is a 4% increase from 2018, and is the second busiest year on record. Increased visitation provides us with the opportunity to highlight the many visitor experiences available outside of Glacier National Park, particularly in Whitefish.
- Downtown Whitefish and the alluring character of the town's built environment — Research indicates that visitors are attracted to the character and scale of Whitefish, especially the town's Central Avenue district. These are attributes that form the foundation of the town's appeal to visitors who stay in, or around the community, eat at the town's various restaurants, and shop at local stores. Additional amenities such as pedestrian friendly sidewalks, miles of trails and ability to see the night's sky all add to the Whitefish character.
- Access to recreational activities — A wide variety of recreational opportunities in and around Whitefish is a major draw for visitors. These include Whitefish Mountain Resort, the Whitefish Trail, Whitefish Lake Golf Club, Whitefish Lake, and the Whitefish River, as well as the trails, rivers and scenic roadways in and around Glacier National Park.

CHALLENGES

- Limited Transportation Infrastructure — Public transportation options and visitor infrastructure services in and around Whitefish and Glacier National Park are fewer than those provided at competitor destinations.
- Highly Seasonal Visitation Patterns — Visitation patterns to Whitefish are highly seasonal with the majority of visitation occurring during the high demand months of July and August. This seasonality impacts the operating effectiveness of Whitefish businesses that must accommodate these aforementioned demand swings.
- Limited Access To And Traffic Issues On The Going-to-the-Sun Road — The Whitefish summer tourism season is directly tied to the opening and closing dates for automobiles on the alpine section of the Going-to-the-Sun Road in Glacier National Park.
- Uncertain Weather — During some years, low snow levels in the winter hamper winter visitation and spending while summer fire seasons affect willingness for visitors to travel in summer and fall.
- Market Perception — Research performed by the Montana Office of Tourism and Business Development in key destination markets reveals that Montana is perceived to offer lower quality amenities and services to visitors. While Montanans are perceived as being friendly, it should be distinguished that this friendliness does not automatically translate into a guest's perception of a high level of service.
- Lack of Competitive Pricing for Air Access and Limited Seats — When compared to mountain communities with which Whitefish competes for destination visitors, airline seats to Glacier Park International Airport are limited, with fewer flights, limited markets and are priced higher. Within the state, deboardings at Glacier Park International Airport (351,719 in 2019) accounted for 15% of the total deboardings in the state, trailing Missoula (19%), Billings (19%), and Bozeman (33% - See Appendix). Deboardings at Glacier Park International Airport have been rapidly increasing, with 2019 deboardings showing a 15% increase from 2018, indicating that Glacier Park International Airport is one of the fastest growing airports in the state. Also, the work of Glacier AERO on

new and expanded air service continues to yield increases in seat capacity year over year.

- Gasoline Prices — The fluctuation of gas prices affects willingness to travel to Whitefish in two ways. Lower gas prices have the ability to spur domestic travel as the cost of driving or flying becomes less expensive. Conversely, the Canadian dollar is a commodity based currency and the exchange rate can fluctuate based upon higher or lower gas prices. As a major producer of oil, lower gas prices often mean a less advantageous exchange rate for Alberta visitors.
- International Travel — The strength of the U.S. dollar in addition to the uncertain climate related to international travel to the U.S. has the potential to result in a decrease of international travelers.
- COVID-19 — Due to the fluid nature of the current situation, it is very difficult to predict how long it will be until it is safe to travel again and when visitors will return to Whitefish in historic levels.

1.5 KEY TRAVEL BUYER MOTIVATIONS FOR WHITEFISH, MONTANA

Whitefish experiences an uneven cycle of visitation with a busy summer season that operates with high lodging occupancy. Very deep shoulder seasons include early spring and late autumn, with moderate visitor and business activity during the winter season. Higher winter activity and occupancy exists during the Christmas holiday period and also during select holiday periods throughout the ski season.

WHITEFISH CITY LIMITS AVERAGE LODGING OCCUPANCY BY QUARTER

Source: SMITH TRAVEL RESEARCH, Calendar Year 2019

- January - March: 43.3%
- April - June: 59.1%
- July - September: 82.2%
- October - December: 44.3%
- *Calendar Year 2019 Average Lodging Occupancy: 59.1%*

Summer occupancy is primarily driven by the town's proximity to Glacier National Park. The quality lodging opportunities, dining and nightlife possibilities coupled with the town's distinctive downtown environment have made Whitefish a preferred location to base a vacation to the Glacier National Park region. Summer visitation is also supported by the attractions of Whitefish Lake and the expanding attractions in addition to Glacier National Park including the Whitefish Trail and other recreational opportunities in and around town. The activities available at

Whitefish Mountain Resort enhance the downtown shops, restaurants and galleries of the town itself. Many warm season festivals and events support the active and vibrant social environment of the town's core, which serves as a key visitor attraction.

Winter travel is primarily driven by the skiing and snowboarding opportunities at Whitefish Mountain Resort. However, this relationship has become increasingly symbiotic as winter visitors increasingly seek off-slope activities as part of their vacation. Winter experience in Glacier National Park, including cross-country skiing, snowshoeing, and sightseeing are examples of unique off-slope activities increasingly promoted by Explore Whitefish. Furthermore, travel groups may include those who do not ski or snowboard. Good places to eat, active nightlife, shopping, arts and other winter sport activities, attractions, and events have become an increasingly important component of the overall winter vacation product mix.

Specific motivations for spring and fall season travel are less centralized than summer or winter travel. Additional research should be focused around travel motivations for these time periods. Currently, Explore Whitefish has focused its marketing efforts around extending the summer season—Summer Plus (building early autumn visitation), Secret Season (building late spring/early summer visitation), and growing winter visitation during select periods of time with historically lower business levels. Central to this effort is to communicate specific reasons for travel in these time periods, including visitation to Glacier National Park. This means communicating activities, features, and events worth experiencing during these time periods that cannot be experienced at other times of the year and are unique to our area

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1.6 THE TRAVEL DECISION FUNNEL: INSPIRATION, ORIENTATION, FACILITATION

The overall vision for Whitefish is to have integrated communication throughout the travel planning funnel:

INSPIRATION > ORIENTATION > FACILITATION

Inspiration. At the highest levels of communication, Explore Whitefish leverages the Montana branding guidelines in its selection of imagery and development of creative content, while applying its own Whitefish spin on things. We want to foster an emotional connection with this combination of imagery and creative content so that the viewer will move forward with the primary call to action, which is to visit ExploreWhitefish.com.

Orientation. Orientation to new opportunities is administered through interactive maps within the Explore Whitefish website, as well as companion maps within the Travel Guide and a printed town map available for visitors at kiosks and visitor centers. All maps have a consistent look between them. Depending on the method of communication, the location of Whitefish within the state, or its proximity to other points of interest in the region is detailed.

Facilitation. Facilitation (connecting users with stakeholder businesses) is achieved by empowering individual businesses with the capacity to create and maintain business information, specials, packages, video and events that are displayed at ExploreWhitefish.com. The travel guide and locator maps are made available at local visitor information kiosks, visitor information centers and business locations throughout the town.

1.7 KEY MARKETS FOR WHITEFISH, MONTANA

Our potential visitors are targeted by geographic location, demographic characteristics, and values that distinguish our overall potential visitor as a "high potential visitor" (as defined by research conducted by Destination Analysts) and our niche visitor as a "geotraveler" (as defined by research conducted by ITRR, the Travel Industry Association of America (TIA) and the National Geographic Society). The following section provides information on the distinguishing characteristics of potential visitors defined by MOTBD along with the core geographic markets for Whitefish.

HIGH POTENTIAL VISITORS FOR MONTANA

Recently, the Montana Office of Tourism and Business Development (MOTBD) engaged in a destination brand research study with Destination Analysts in which the characteristics of the most desirable visitors to Montana were defined. The "High Potential Visitor" profile aligns with the demographics and psychographics of the geotraveler that Explore Whitefish has been marketing to and has had significant success.

MONTANA'S HIGH POTENTIAL VISITOR CHARACTERISTICS

Source: Destination Analysts, Montana Destination Brand Research, 2016

- 60% have HHI (Household Income) above $80,000
- 54% Male, 46% Female
- 68% have college degrees or above
- Average age: 36.4 years old
- Expected Days Spent in Montana: 8.1
- Expected Total Expenditures in Montana: $1,887
- Frequent travelers who live in urban areas yet are outdoor-oriented travelers and heavy consumers of recreational activities

WHITEFISH NICHE VISITOR: GEOTRAVELERS

Geotourism is defined as tourism that sustains or enhances the geographic character of the place being visited including its environment, culture, heritage, landmarks and the well-being of its residents. According to the ITRR study, "Statewide Vacationers to Montana: Are They Geotravelers," the strong geotraveler spent the most money per day while traveling in Montana ($141.79) followed by the moderate geotraveler ($134.10) and the non geotraveler vacationer spent ($133.27). Visitors who agreed with the principles of geotourism spend more money per day while traveling in Montana than non- geotravelers. A 2016 ITRR Study, "The Importance of Traveler Spending on Locally Produced Goods & Services," further examined geotraveler spending. The results of this study showed that visitor groups who purchased "Made in Montana " products, items from local farmers' markets, and who used local guides and outfitters spent $184.76 more per stay than visitors who did not purchase these products and services.

Geotravelers are low impact, high value visitors who appreciate the unique characteristics and natural values of the places they visit. They place a high value on authentic travel experiences that respect and support the local character of place and its environment, and are less likely to become discouraged in their travel experiences by travel distances, difficulties and variable weather, especially during the shoulder seasons.

Values – Creative, curious, connected, engaged, adventurous, independent, mindful.
Source: Geotraveler Exploratory, Alexis Sanford, 2008.

Attitudes – Immerse yourself in the culture, go off the beaten trail, get out of your comfort zone, allow for spontaneity, take a risk, pay attention, go now.
Source: Geotraveler Exploratory, Alexis Sanford, 2008.

- A segment of the U.S. total travel market estimated to include over 55 million people.
- They seek authenticity in travel experiences.
- They seek out opportunities to experience businesses and activities that are locally unique.
- Travel is an important part of their "lifestyle" and they often combine learning with travel.
- They spent a disproportionate amount of their income on travel compared to other travelers.
- They are more likely to be aware of their own impact, both environmental and community, on the places they are visiting.

NON-RESIDENT WHITEFISH VISITOR CHARACTERISTICS

Source: 2019 ITRR Non-Resident Visitor Study

- 95% visited Glacier National Park
- 43% traveled as a pair (2 persons)
- Average group size was 2.25
- 67% have HHI (Household Income) above $75,000
- 51% Male, 49% Female
- 29% were first time visitors (up from 17% in 2018)
- 72% plan to return within 2 years

- Average age of visitor was 57 years old
- Average length of stay in Montana was 6.06 nights (down from 6.42 nights in 2018)

NON-RESIDENT WHITEFISH VISITOR AGE GROUPS REPRESENTED

Source: 2019 ITRR Non-Resident Visitor Study. The total response percentage exceeds 100% because the question allowed for multiple choices thus the total number of answer choices selected were greater than the number of respondents

- 27% Under 18 years old (23% in 2018)
- 7% 18-24 years old (2% in 2018)
- 27% 25-34 years old (16% in 2018)
- 19% 35-44 years old (15% in 2018)
- 17% 45-54 years old (16% in 2018)
- 35% 55-64 years old (41% in 2018)
- 27% 65-74 years old (40% in 2018)
- 8% 75 and older (5% in 2018)

TOP FIVE NON-RESIDENT VISITORS TO WHITEFISH ACTIVITIES WHILE IN MONTANA

Source: 2019 ITRR Non-Resident Visitor Study

- 60% Scenic driving
- 56% Day hiking
- 39% Nature photography
- 38% Wildlife watching
- 35% Visit local brewery
- 34% Recreational shopping

WHERE NON-RESIDENT VISITORS TO WHITEFISH PRIMARILY COME FROM

Source: 2019 ITRR Non-Resident Visitor Study

- 9% Minnesota (3% in 2018)
- 8% Alberta (9% in 2018)
- 7% Idaho (4% in 2018)
- 6% Texas (2% in 2018)
- 6% California (6% in 2018)
- 6% Arizona (2% in 2018)
- 58% Everywhere else in the U.S. and the world (without any regular pattern)

WHITEFISH 2019 NON-RESIDENT DOMESTIC VISITOR EXPENDITURES: *$32.3 Million*

Source: VisaVue and other sources

- 17% California (16% in 2018)
- 14% Washington (13% in 2018)
- 8% Texas (6% in 2018)
- 5% Colorado (4% in 2018)
- 5% Oregon (4% in 2018)

WHITEFISH 2019 NON-RESIDENT INTERNATIONAL VISITOR EXPENDITURES: *$7.7 Million*

Source: VisaVue and other sources

- 92% Canada (92% in 2018)
- 2% United Kingdom (2% in 2018)
- 2% Australia (2% in 2018)

- 0.6% Germany (1% in 2018)
- 0.5% France (0.5% in 2018)

CORE GEOGRAPHIC MARKETS FOR FOCUS

Explore Whitefish will focus its attention during this fiscal period on low impact, high value potential visitors who match the geotraveler profile in the following geographic markets. It is possible that opportunities will arise in additional markets in partnership with other tourism organizations, such as the Montana Office of Tourism and Business Development. In these instances, Explore Whitefish may extend its efforts beyond these core focus markets.

- **Seattle, Washington (Puget Sound Area)** – Seattle and the Puget Sound area have been historically strong markets for Whitefish. The existence of the Amtrak train route has made this connection logical, as well as daily direct flights. Explore Whitefish invests in print, digital, and out of home campaigns in this market as well as actively cooperating with Whitefish Mountain Resort (WMR) on multi-channel marketing campaigns. During 2019, approximately 3% of visitors surveyed who spent at least one night in Whitefish originated in the state of Washington.
- **Portland, Oregon** – The existence of the Amtrak train route has made this connection logical, as well as seasonal direct flights and short connecting flights the rest of the year. Explore Whitefish invests in print, digital, and out of home campaigns in this market as well as actively cooperating with Whitefish Mountain Resort (WMR) on multi-channel marketing campaigns. During 2019, approximately 4% of visitors surveyed who spent at least one night in Whitefish originated in the state of Oregon.
- **Chicagoland (Chicago core and northern suburbs to Madison, Wisconsin)** – During FY19, Explore Whitefish engaged in its fifth consecutive comprehensive cooperative marketing campaign with Whitefish Mountain Resort in the Chicago market with many years of assistance of MOTBD. There is currently a weekly winter seasonal direct flight from Chicago O'Hare (ORD) to Glacier Park International Airport (GPIA). Daily direct flights are also available during the holiday season. A significant expansion of seats for warm season service have also been added in recent years as well as multiple carriers now flying this route daily direct seasonally. During 2019, approximately 4% of visitors surveyed who spent at least one night in Whitefish originated in the state of Illinois.
- **Minneapolis, Minnesota** – This has been a historically strong market for Whitefish in terms of visitation and ease of travel due to daily direct flights and Amtrak service. During FY21, Explore Whitefish will increase investment in this market in order to continue building awareness of Whitefish as a premier travel destination. During 2018, approximately 9% of visitors surveyed who spent at least one night in Whitefish originated in the state of Minnesota.
- **California (San Francisco/Oakland & Los Angeles)** – Although California consistently ranks as a top market of visitors to Whitefish, the addition of enhanced direct air service has made California a core geographic market for Explore Whitefish. Daily direct service during the warm season of 2017 was added for San Francisco and daily direct seasonal service for Los Angeles began in the spring of 2018. As of 2019, multiple carriers will be flying to Los Angeles with seasonal daily direct flights. During 2019, approximately 6% of visitors surveyed who spent at least one night in Whitefish originated in the state of California.
- **Regional Drive-To (including Spokane, Coeur D'Alene, British Columbia)** – Explore Whitefish invests in regional drive-to markets as these potential visitors have the ability to travel on short notice, particularly during the shoulder seasons. Although the amount of investment is significantly smaller than the aforementioned core geographic markets, we believe it is important to continue to raise awareness and intent to travel in these regional drive-to markets.

ESTABLISHED GEOGRAPHIC MARKET

Explore Whitefish has identified the following established geographic market due to current and historic visitation numbers, as well as historical investment in marketing. Although this market is very important from a visitation perspective, Explore Whitefish is currently choosing to invest in the core geographic markets identified above as having the largest potential for growth.

- **Alberta** – Alberta has been a historically strong market for Whitefish. Awareness of Whitefish as a premier travel destination has been well established and the fluctuations in currency exchange play the single biggest factor in increased or decreased visitation and expenditures to Whitefish. During 2019, approximately 8% of visitors surveyed who spent at least one night in Whitefish originated in the province of Alberta. In 2018, this number was 9%.

- **Missoula, MT** – Missoula has been a historically strong market for Whitefish in terms of visitation and ease of travel due to proximity to Whitefish. The ability to make short shoulder season trips and last minute trips makes this market desirable. Explore Whitefish will pursue the possibility of using only private funds for specific, targeted marketing opportunities.

1.8 MARKETING PLAN GOALS

- Support the brand identity and presence of Whitefish, Montana in the marketplace as a destination for active experience-seeking travelers.
- Encourage destination visitation from the core geographic markets.
- Aggressively showcase varied winter vacation experiences in and around Whitefish and Glacier National Park.
- Position special events messaging to enhance visitation during the “Secret Season” of May-June, and the “Summer Plus” season of September-October.
- Position Whitefish as the basecamp for Glacier National Park visitors with the natural, cultural, and culinary assets of Whitefish.
- Improve “Secret Season” visitation by promoting bicycling, wildlife viewing, birding, fly fishing, golf, water sports, horseback riding, performing arts, culinary experiences, and community events.
- Improve “Summer Plus” visitation by promoting fall foliage, wildlife viewing, hiking, birding, golf, fly fishing, bicycling, non-motorized water sports, horseback riding, performing arts, culinary experiences, and community events.
- Stimulate the publication of feature stories in national and regional publications, digital media, and broadcast media.
- Encourage corporate retreats and improve meeting and convention market with emphasis in shoulder seasons.
- Expand the pursuit of year-round airline markets to improve access, ease, and affordability of travel.
- Collaborate with regional and state tourism partners, including Glacier National Park, to develop and build out support for shoulder season visitation.
- Participate in the implementation of a Whitefish Sustainable Tourism Management Plan in conjunction with the City of Whitefish

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1.9 COOPERATIVE MARKETING OPPORTUNITIES

MOTBD COOPERATIVE MARKETING

Explore Whitefish has actively participated in the past and anticipates participating in the future in a variety of cooperative marketing programs with the Montana Office of Tourism and Business Development (MOTBD). Explore Whitefish participation in MOTBD marketing programs in the past have primarily centered around spring, fall, or winter campaigns. Winter MOTBD cooperative campaigns that focused on the destination ski market have been of particular interest to Explore Whitefish. Spring and autumn cooperative campaigns that are focused on the active outdoors traveler within our core geographic markets have also been of particular interest. Without the lead of MOTBD and their financial assistance, Explore Whitefish would be unable to make a significant impact in these markets. In FY21, Explore Whitefish will consider cooperative opportunities and research cooperative opportunities which align with our budget, timing, and marketing goals.

PAST COOPERATIVE MARKETING EFFORTS (SUCCESSFUL AND NOT SUCCESSFUL, WHY?)

Explore Whitefish has engaged in many cooperative marketing initiatives with the Montana Office of Tourism and Business Development in the past. We have made adjustments to future participation based on previous tracking and we have found the most success in MOTBD cooperative efforts that are aligned with our primary seasonal and geographic targets.

OTHER COOPERATIVE MARKETING EFFORTS

Explore Whitefish actively cooperates with Whitefish Mountain Resort (WMR) on multi-channel marketing campaigns in key target markets including Seattle, Portland, and Chicago. Explore Whitefish also cooperates locally with Glacier AERO (Airline Enhancement and Retention Outreach), WMR, and Discover Kalispell to promote inbound travel on new and expanded air service to Glacier Park International Airport.

Explore Whitefish partners with Glacier Country Regional Tourism including cooperative media events, special events, press trips, FAM trips, and groups marketing.

2 BUDGET OVERVIEW

2.1 PROVIDE A BUDGET AMOUNT FOR ADMINISTRATION, EACH MARKETING SEGMENT, AND EACH SEGMENT'S METHOD WHEN PROVIDING OVERALL BUDGET

FY21 PUBLIC & PRIVATE BUDGET BUDGET SECTION 1	PUBLIC FUNDS REVISED BUDGET	PUBLIC FUNDS REVISED BUDGET	PRIVATE FUNDS % OF BUDGET
MARKETING SEGMENT: CONSUMER	**$154,000**	**$76,000**	**37.5%**
CREATIVE SERVICES			**13.1%**
E-NEWSLETTER			**0.3%**
FACILITATION COLLATERAL			3.6%
ONLINE & DIGITAL ADVERTISING	**$94,000**	**$35,500**	4.0%
OUT OF HOME	**$40,000**	**$28,400**	7.8%
PHOTOGRAPHY & VIDEO	**$5,000**	**$5,000**	3.0%
PRINT ADVERTISING	**$15,000**	**$7,100**	1%
PROMOTIONS			1.0%
VISITOR INFORMATION SERVICES			2.0%
WEBSITE			1.5%

FY21 PUBLIC & PRIVATE BUDGET BUDGET SECTION 2	PUBLIC FUNDS REVISED BUDGET	PUBLIC FUNDS REVISED BUDGET	PRIVATE FUNDS % OF BUDGET
MARKETING SEGMENT: PUBLICITY			**19.7%**
MARKETING SEGMENT: GROUP MARKETING			**2.5%**
MARKETING SEGMENT: MARKETING SUPPORT	**$2,000**		**40.3%**
ADMINISTRATION*			23.2%
CRISIS MANAGEMENT			2.7%
MARKETING PERSONNEL			5.7%
OPPORTUNITY MARKETING	**$50**	**$50**	3.3%
RESEARCH			2.3%
TAC & GOVERNOR'S CONFERENCE MEETINGS	**$1,950**	**$1,950**	
TOURISM OUTREACH & SUPPORT			3.2%
BUDGET TOTALS	**$156,000**	**$78,000**	**100%**

**Administration budget includes office expenses, insurance, supplies, utilities, hardware, software, director wages*

3 MARKETING SEGMENTS & MARKETING METHODS

Whitefish follows the basic travel decision funnel:

- **Inspiration** – Sparking an interest and inspiring a traveler to visit Whitefish
- **Orientation** – Helping the visitor learn about where Whitefish is, how to get here, what facilities and activities are available for their travel
- **Facilitation** – Helping to connect visitors with specific businesses and activities to make a reservation and solidify their travel plans into a quality experience once here

All marketing efforts feed into this funnel and resolve to digital tools, travel guides and a visitor information telephone line that help connect visitors from spark of inspiration to actual business transactions at the local level. These tools include the website at ExploreWhitefish.com, the Whitefish Travel Guide, social media channels, visitor information kiosks, and wayfinding maps throughout town. These tools are important to help connect visitors with local business as well as help visitors have a great experience once they are here. If we inspired a visit, did nothing for the visitor once they arrived, and were reluctant to provide tools that help the visitor discover what to do, the visitor would be more likely to miss the quality experiences that would cause them to want to return. Explore Whitefish will undertake initiatives and activities in the following key areas during FY21.

3.1 MARKETING SEGMENT: CONSUMER

STRATEGY FOR CONSUMER

Our consumer advertising is based around visitation in our shoulder seasons and our strategy is broken out into the following three categories: Summer Plus, Winter, and Secret Season. The consumer advertising budget for each strategy is allocated to the seasonal media buying plan. Opportunity Marketing funds are left open as a contingency for reactive media buys throughout the season. An emerging niche recreation market is also discussed below as well as the Explore Whitefish strategy for visitor fulfillment.

Explore Whitefish continues to utilize local and regional data as success indicators for the activities of Explore Whitefish as well as the foundation for our marketing strategies based upon historic and current seasonal trends in our local economy.

SUCCESS INDICATORS

- Resort Tax Collections
- Lodging Tax Collections
- Lodging Occupancy Report
- Nonresident Visitor Expenditures
- Glacier National Park Recreational Visits
- Whitefish Mountain Resort Visits

Explore Whitefish has recently adopted a customer-intent based strategy in order to monitor success indicators happening on the Explore Whitefish website. Rather than using upper-funnel signals like website visits to measure success, Explore Whitefish will now leverage bottom of the funnel signals of customer-intent to track indicators of success on the website such as clicks to book. Actions such as these are a better indicator that a website visitor is coming, or is strongly considering coming, to Whitefish than someone simply landing on the Explore Whitefish homepage. As we collect more of this data, season over season and year over year growth will be tracked, and our goal is to grow the volume of these high intent consumer actions over time. Specifically, we will be tracking and growing the following success measures.

DIGITAL ADVERTISING SUCCESS MEASURES

- Ad click through rates
- Ad cost per click

WEBSITE SUCCESS MEASURES

- Clicks to book
- Clicks to reserve (restaurant)
- Clicks off to stakeholder websites
- Newsletter sign-ups
- Travel guide downloads
- Traffic volume from targeted markets
- Visitor quality measures
  - Bounce rate
  - Length of time spent on site
  - Number of pages viewed

A. Summer Plus: Occupancy history in Whitefish shows that during the period of late June through August the town is at its busiest. From late August into early September, occupancy levels are still strong, but begin to wane. The objective is to extend the peak summer season and grow occupancy and business levels in the autumn for the time period of September to the end of October. The approach for this time period is to develop and communicate narratives for adventures, activities, fall events, and specific reasons for visiting Whitefish during this time period that cannot be experienced if Whitefish were visited during another time of year. As we continue to position Whitefish as the basecamp of Glacier National Park, the narrative will lead with fall experiences in Glacier National Park such as scenic driving, fall foliage, wildlife watching, and hiking. Explore Whitefish has allocated 20% of its overall consumer advertising budgets to Summer Plus marketing efforts.

DEMOGRAPHICS

The target audience for this time period are those 35 and older with a household income (HHI) over $75,000 whose travel or vacation is not restricted by an academic calendar.

PSYCHOGRAPHICS

Travelers seeking active experiences such as scenic driving, wildlife viewing, hiking, birding, golf, fly-fishing, road and mountain biking, non-motorized water sports, horseback riding, paddling, and hiking. Cultural and culinary experiences such as dining, shopping at local shops, attending performing arts, and community events are also considered primary autumn activities for Whitefish. This includes traveling to Whitefish primarily for the purpose of relaxing, strolling the streets and shops and trying out great dining and nightlife options.

GEOGRAPHIC AUDIENCE

Seattle, Portland, Chicagoland, Minneapolis, California, Regional Drive-To

SUPPORTING RESEARCH & STATISTICS

Seattle and the Puget Sound area have been historically strong core markets for Whitefish. Portland is also identified as a core market as we have increased investment in the past few years. The existence of the Amtrak train route has made this connection logical and a seasonal direct flight on Alaska Air/Horizon has increased the possibilities of this market. Daily direct service to Minneapolis coupled with seasonal expanded direct air service to Chicago and California creates more opportunity for growth in these markets.

Not all visitors are alike. The same is true of their economic impact. Research by ITRR indicates that nonresidents who travel to the state via air spend more money per day and stay longer than the average nonresident traveler group.

- **Average Nonresident Travelers:** The statewide average 2018 nonresident traveler group to Montana (2.27 people) spent an average of $148.30 per day. With an average length of stay of 4.59 nights, this equates to a total trip expenditure of approximately $680.
- **Fly-in Nonresident Travelers:** The statewide average 2018 fly-in nonresident traveler group arriving in Montana (2.17 people) spent an average of $247.09 per day. With an average length of stay of 6.38 nights, this equates to a total trip expenditure of approximately $1,576.
- **Difference:** $896 in additional spending per fly-in statewide nonresident travel group. In addition, all 2018 nonresident traveler groups arriving at Glacier Park International Airport (2.30 people) stayed longer (7.70 nights) and outspent average statewide nonresident travelers by an estimated $1,025 per trip (total trip expenditure of $1,705).

SUCCESS INDICATORS

- Resort Tax Collections for 3rd and 4th quarters (September - October)
- Lodging Tax Collections for 3rd and 4th quarters (September - October)
- Lodging Occupancy Report for 3rd and 4th quarters (September - October)
- Glacier National Park Recreational Visits (September - October)
- Nonresident Visitor Expenditures (September - October)

DIGITAL ADVERTISING SUCCESS MEASURES

- Ad click through rates
- Ad cost per click

WEBSITE SUCCESS MEASURES

- Clicks to book
- Clicks to reserve (restaurant)
- Clicks off to stakeholder websites
- Newsletter sign-ups
- Travel guide downloads
- Traffic volume from targeted markets
- Visitor quality measures
  - Bounce rate
  - Length of time spent on site
  - Number of pages viewed

B. Winter: Whitefish offers a world-class ski and snowboarding experience, including unique winter events, yet destination visitation to the town is still significantly lower than the summer season. As a result, Explore Whitefish has allocated 50% of its overall consumer advertising budget to winter ski marketing efforts. These efforts also seek to focus on the winter experiences in Glacier National Park, including sightseeing, snowshoeing, and cross-country skiing. The perception that Glacier National Park is closed in the winter continues to be a challenge and our increased efforts to showcase these winter experiences will hopefully help to dispel this myth. In addition, Whitefish also has fat bike and cross-country skiing experiences near town.

DEMOGRAPHICS

For the 2018/2019 season, the National Ski Areas Association (NSAA) estimated that there were 10.3 million domestic active skiers or snowboarders who average 5.5 visits per year (NSAA 2019 U.S. Snowsports Participants Report). Our target audience for this time period are those 35 and older with a household income (HHI) over $100,000 whose travel or vacation is not restricted by an academic calendar. Since we are targeting a small percentage of the domestic population, and particularly those active participants, we can most efficiently reach this target through niche channels.

OVERVIEW OF SNOWSPORTS VISITS 2018/2019 SEASON
Source: NSAA, ITRR, WMR

- 59.3 Million: Nationwide (+11.3%)
- 1.7 Million: Montana (+7%)
- 384,800: Whitefish Mountain Resort (+0.7%)

WHITEFISH MOUNTAIN RESORT OVERNIGHT VISITOR CHARACTERISTICS
Source: 2017/18 Whitefish Mountain Resort End of Season Report

- 74% have HHI (Household Income) above $75,000
- 36% were first time overnight visitors (down from 37% the previous year)
- 64% were repeat overnight visitors (up from 63% the previous year)
- Average age was 44.9 years old
- 36% of overnight visitors used air travel (up from 30% the previous year)
- Average number of nights on trip: 5.3 nights (down from 5.4 the previous year)
- Average number of days skied/snowboarded 3.9 days (3.9 days the previous year)
- Nearly 45% skied/snowboarded for 2 or 3 days
- 45% stayed at accommodations in town while 38% stayed at the mountain

WHITEFISH MOUNTAIN RESORT OVERNIGHT VISITOR AGE GROUPS REPRESENTED
Source: 2017/18 Whitefish Mountain Resort End of Season Report

- 2% Under 18 years old
- 9% 18-24 years old
- 17% 25-34 years old
- 24% 35-44 years old
- 17% 45-54 years old
- 18% 55-64 years old
- 10% 65-74 years old
- 3% 75 and older

WHITEFISH MOUNTAIN RESORT LOCATION OF ORIGIN OF VISITORS
Source: 2018/19 Whitefish Mountain Resort End of Season Report

- 41% Montana (44% in 2017/18)
- 11% Alberta (11% in 2017/18)
- 7% Washington (6% in 2017/18)
- 3% California (4% in 2017/18)
- 4% Minnesota (4% in 2017/18)
- 2% Texas (2% in 2017/18)

PSYCHOGRAPHICS

We largely apply our overall traveler profile to the ski market. Experiential preferences for authentic travel are more likely to appreciate and enjoy Whitefish and then return again in subsequent years. The top reasons for choosing Whitefish for a winter destination were cited as “experience of a prior winter visit” and “affordability compared to other resorts” and “snow conditions” and “lack of crowding” and “the Town of Whitefish” (Whitefish Mountain Resort 2018/19 End of Season Report). It is important that we acquire new, repeat customers, not simply attract one-time visitors who are not a good fit for the Whitefish experience and as a result will not likely return. The addition of marketing the aforementioned Glacier National Park winter experiences provide additional breathtaking experiences for a day off for skiers and snowboarders as well as those who do not alpine ski or snowboard.

GEOGRAPHIC AUDIENCE

Seattle, Portland, Chicagoland, Minneapolis, California, Regional Drive-To

SUPPORTING RESEARCH & STATISTICS

In FY20, Explore Whitefish engaged in its sixth consecutive comprehensive cooperative marketing campaign with Whitefish Mountain Resort in the Chicago market. This campaign continues to focus on the Whitefish winter experience with a strong call to action to take the direct flight from Chicago O'Hare (ORD) to Glacier Park International Airport (GPIA). In addition, daily direct service to Seattle and Minneapolis creates more opportunity for growth in these markets.

SUCCESS INDICATORS

- Resort Tax Collections for 4th and 1st quarters (December – April)
- Lodging Tax Collections for 4th and 1st quarters (December – April)
- Lodging Occupancy Report for 4th and 1st quarters (December – April)
- Whitefish Mountain Resort Skier Visits (December – April)
- Nonresident Visitor Expenditures (December - April)

DIGITAL ADVERTISING SUCCESS MEASURES

- Ad click through rates
- Ad cost per click

WEBSITE SUCCESS MEASURES

- Clicks to book
- Clicks to reserve (restaurant)
- Clicks off to stakeholder websites
- Newsletter sign-ups
- Travel guide downloads
- Traffic volume from targeted markets
- Visitor quality measures
  - Bounce rate
  - Length of time spent on site
  - Number of pages viewed

C. Secret Season: The objective is to begin the visitor season earlier and grow occupancy and business levels in the spring and early summer for the time period of May and June. The approach for this time period is to develop and communicate narratives for adventures, activities and specific reasons for visiting Whitefish during these time periods that cannot be experienced if Whitefish were visited during another time of year. As we continue to position Whitefish as the basecamp of Glacier National Park, the narrative will lead with spring experiences in Glacier National Park such as biking or hiking the Going-To-The-Sun Road and wildlife watching. Explore Whitefish has allocated 30% of its overall consumer advertising budgets to spring and early summer marketing efforts.

DEMOGRAPHICS

The target audience for this time period are those 35 and older with a household income (HHI) over $75,000 whose travel or vacation is not restricted by an academic calendar.

PSYCHOGRAPHICS

Travelers seeking active experiences such as road and mountain biking, wildlife viewing, hiking, birding, golf, non-motorized water sports, and horseback riding. Cultural and culinary experiences such as dining, shopping at local shops, attending performing arts, and community events are also considered primary spring activities for Whitefish.

This includes traveling to Whitefish primarily for the purpose of relaxing, strolling the streets and shops and trying out great dining and nightlife options.

GEOGRAPHIC AUDIENCE

Seattle, Portland, Chicagoland, Minneapolis, California, Regional Drive-To

SUPPORTING RESEARCH & STATISTICS

Seattle and the Puget Sound area have been historically strong core markets for Whitefish. Portland is also identified as a core market as we have increased investment in the past few years. The existence of the Amtrak train route has made this connection logical and a seasonal direct flight on Alaska Air/Horizon has increased the possibilities of this market. Daily direct service to Minneapolis coupled with seasonal expanded direct air service to Chicago and California creates more opportunity for growth in these markets.

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- **Average Nonresident Travelers:** The statewide average 2018 nonresident traveler group to Montana (2.27 people) spent an average of $148.30 per day. With an average length of stay of 4.59 nights, this equates to a total trip expenditure of approximately $680.
- **Fly-in Nonresident Travelers:** The statewide average 2018 fly-in nonresident traveler group arriving in Montana (2.17 people) spent an average of $247.09 per day. With an average length of stay of 6.38 nights, this equates to a total trip expenditure of approximately $1,576.
- **Difference:** $896 in additional spending per fly-in statewide nonresident travel group. In addition, all 2018 nonresident traveler groups arriving at Glacier Park International Airport (2.30 people) stayed longer (7.70 nights) and outspent average statewide nonresident travelers by an estimated $1,025 per trip (total trip expenditure of $1,705).

SUCCESS INDICATORS

- Resort Tax Collections for 2nd quarter (May - June)
- Lodging Tax Collections for 2nd quarter (May - June)
- Lodging Occupancy Report for 2nd quarter (May - June)
- Glacier National Park Recreational Visits (May - June)
- Nonresident Visitor Expenditures (May - June)

DIGITAL ADVERTISING SUCCESS MEASURES

- Ad click through rates
- Ad cost per click

WEBSITE SUCCESS MEASURES

- Clicks to book
- Clicks to reserve (restaurant)
- Clicks off to stakeholder websites
- Newsletter sign-ups
- Travel guide downloads
- Traffic volume from targeted markets
- Visitor quality measures
    - Bounce rate
    - Length of time spent on site
    - Number of pages viewed

D. Secret Season and Summer Plus Core Activity - Cycling: In both the Secret Season and Summer Plus, cycling is a strong visitor activity. We have identified road biking the Going-to-the-Sun Road before it opens to cars in the spring as our seminal Secret Season experience and has been the lead in our Secret Season advertising campaigns for the past three years. The development of miles of mountain biking in the Whitefish area has also created a new tourism draw in recent years. Whitefish is also located on three Adventure Cycling routes, creating a favorite stopping point for cyclists on long-distance tours.

DEMOGRAPHICS

Touring cyclists have a median age of 53 and over 50% have an income of $75,000-$150,000. Mountain bikers are typically 25-45 years old and the majority are male with a household income level greater than $80,000.
Source: ITRR Adventure Cycling Study

PSYCHOGRAPHICS

Travelers are spending days cycling, and want to spend time off the bike eating good food, drinking local beer, and experiencing local nightlife.
Source: ITRR Adventure Cycling Study

GEOGRAPHIC AUDIENCE

Washington and Oregon, Regional Drive-To, National

SUPPORTING RESEARCH & STATISTICS

A study performed by ITRR and Adventure Cycling found that bicycle travelers spend an average of $75-$102 per person per day, and time spent in Montana tends to be eight days or longer. This equates to an estimated $180 additionally spent by a bicycle traveler over the average non-resident traveler in an eight day period. Mountain bike tourism has seen significant increase and economic impact as well. Between the cross-country style of The Whitefish Trail and the downhill lift accessed trails at Whitefish Mountain Resort, serious investment has been made by the community and member businesses to appeal to local riders and visitors alike. Destination Analysts recent activity-based segmentation by expected in spending Montana reveals that travelers interested in biking (mountain biking, road biking, etc.) have the potential to average over $2,000 per trip in total spending.

NON-RESIDENT BICYCLING ACTIVITIES WHILE IN MONTANA

Source: 2016 ITRR Non-Resident Visitor Study

- 11% Bicycling
- 5% Mountain Biking
- 2% Road/Touring Bicycling

A 2018 study conducted by Headwaters Economics in partnership with Whitefish Legacy Partners and Explore Whitefish found that The Whitefish Trail contributes to $6.4 million in annual spending by visitors who come to enjoy the trail and by locals who purchase or rent outdoor gear at local stores. Spending by visitors who use the Whitefish Trail translates to 68 additional jobs and $1.9 million in labor income in Whitefish. Visitors whose primary purpose is outdoor recreation have significantly greater daily and overall spending than those who are not in Whitefish for outdoor recreation and they tend to stay in the area longer, further increasing their economic impact.

AVERAGE DAILY SPEND DURING VISIT TO WHITEFISH

Source: 2018 Headwaters Economic Study

- Non-Recreation Visitors: $227
- RecreatIon Visitors: $278

AVERAGE LENGTH OF VISIT TO WHITEFISH

Source: 2018 Headwaters Economic Study

- Non-Recreation Visitors: 4.2 nights
- RecreatIon Visitors: 5.8 nights

AVERAGE TOTAL TRIP SPENDING

Source: 2018 Headwaters Economic Study

- Non-Recreation Visitors: $1,323
- RecreatIon Visitors: $1,991

During the spring and summer of 2015, ITRR conducted an additional bicycle study in Glacier National Park. Summer bicyclists included a significant representation of non-residents and the information below pertains to summer bicyclists only.

TOP 5 AREAS WHERE GLACIER NATIONAL PARK VISITORS BICYCLED DURING THEIR TRIP IN MONTANA

Source: 2016 ITRR Non-Glacier NP Bicycle Study. The total response percentage exceeds 100% because the question allowed for multiple choices thus the total number of answer choices selected were greater than the number of respondents

- 61% Within Glacier National Park
- 44% West Glacier
- 35% Other Areas Of Montana
- 34% Whitefish
- 25% St. Mary

RESPONDENT BICYCLE BEHAVIOR IN MONTANA

Source: 2016 ITRR Non-Glacier NP Bicycle Study. The total response percentage exceeds 100% because the question allowed for multiple choices thus the total number of answer choices selected were greater than the number of respondents

- 84% Brought a bike
- 22% Bicycled into Montana
- 14% Rented a bicycle
- 11% Took an organized bicycle tour

SUCCESS INDICATORS

- Resort Tax Collections for 2nd and 4th quarters (May - June, September - October)
- Glacier National Park Recreational Visits (May - June)
- Whitefish Mountain Resort lift accessed mountain biking ticket sales increase
- Economic and usage impact study collected by the Whitefish Legacy Partners (Whitefish Trail)

E. Visitor Fulfillment: In order to deliver on the orientation and facilitation portion of the travel funnel, Explore Whitefish uses a number of visitor fulfillment tools. These tools include the website, toll-free visitor information phone number, local and regional visitor information centers, display racks at local businesses, and visitor information kiosks located in town and at Glacier Park International Airport. These tools are important to help connect visitors with our Travel Guide and locator map highlighting our local business as well as helping visitors have a great experience once they are here. In FY21, Explore Whitefish will supply 25,000 Whitefish Travel Guides and 60,000 Whitefish Town Maps.

DEMOGRAPHICS

33-55+ years of age with household incomes beginning at $75,000

PSYCHOGRAPHICS

Travelers seeking active experiences as well as casual experiences such as dining and shopping are also considered primary autumn and spring activities for Whitefish. This means traveling to the town primarily for the purpose of relaxing, strolling the streets and shops and trying out great dining and nightlife options.

GEOGRAPHIC AUDIENCE

Travelers and potential travelers from our core target markets. However, our visitor fulfillment services are available for all travelers and potential travelers regardless of geographic market. This includes travelers at the local level once they have arrived on-site and where we direct them to the various experiences that Whitefish has to offer.

SUCCESS MEASUREMENTS

- **Travel Guide:** Increased readership via digital downloads, website requests, on-the-ground distribution locations, and mail fulfillment.
- **Kiosks:** Amount of collateral distributed at the seven town kiosks and the kiosk located at Glacier Park International Airport (GPIA).
- **Visitor Information Center:** Telephone calls and email requests for information. Walk-in visitor fulfillment.
- **Visitor Maps:** Distribution by fulfillment tools. Increase on-the-ground locations.
- **Website:** Increase online travel guide requests.
- **Enewsletter:** Increase engagement from currently list average of 1.5% CTR and 16% open rate.
  Industry average 1.6% CTR and 15.2% Open Rate. Source: Mailchimp

F. Social Media: Social media continues to be a powerful tool for telling the Whitefish story and to support and complement other marketing strategies. Social media helps build brand support, raise awareness and allows current and potential visitors to connect with Explore Whitefish through various channels. Although many different social media channels exist, Explore Whitefish currently focuses its efforts on Facebook and Instagram.

As reflected in the Explore Whitefish Social Media Guidelines, the Explore Whitefish goals for social media include:

- Raise awareness and inspire travelers to visit Whitefish
- Expand the reach and interactions with our social media audience
- Interact with audience to answer questions and facilitate communication and connections

Themes in messaging will reflect the themes outlined in the overall Explore Whitefish marketing plan as well and the brand pillars established by the Montana Office of Tourism and Business Development:

1. Inspiration - Lead with beautiful and compelling imagery.

Supports the Brand Pillar: More spectacular unspoiled nature than anywhere else in the lower 48 states.

2. Orientation - Highlight Whitefish as a vibrant, charming, and welcoming ski town nestled in Northwest Montana adjacent to Glacier National Park.
Supports the Brand Pillar: Vibrant and charming small town that serve as gateways to natural wonders.

3. Facilitation - Highlight amenities and providing specific opportunities for nonresident travelers to experience. This directly addresses the perception that Montana is remote and without adequate facilities as well as provides exposure for member businesses.
Supports the Brand Pillar: Brand Pillar: Breathtaking experiences by day, relaxing hospitality at night.

AUDIENCE

The target audience for social media efforts largely mirrors that of the overall marketing plan:

- High potential visitors and geotravelers in core geographic markets (Seattle, Portland, Minneapolis Chicago, Los Angeles, San Francisco, Regional Drive-To)
- Established geographic markets (Calgary)

SUPPORTING RESEARCH & STATISTICS

Why use social media? A study published by Convince & Convert found that 53% of Americans who follow brands in social media are more loyal to those brands. By engaging our audience through social media, it allows us to craft relationships with customers before, during, and after they have visited Whitefish.

- 71% of consumers who have had a good social media service experience with a brand are likely to recommend it to others. (Source: Ambassador)
- Explore Whitefish will continue to rely on its beautiful surroundings to help promote the area to potential visitors. According to Hubspot, visual content is more than 40 times more likely to get shared on social media than other types of content.
- It is also important to monitor emerging trends and adjust priorities accordingly. According to a 2016

Forrester report, top brands on Instagram are seeing a per-follower engagement rate of 2.2% which dwarfs the other networks, including Facebook with its 0.22 percent rate.

- The Explore Whitefish social media channels experienced more rapid growth in FY20. Instagram became the leading network, surpassing Facebook in audience size (31,834), engagements (190,535) and overall impressions (6,373,618). *(time period: 3/1/2019-2/28/2020)*

- **Audience observations for a 1-year time period: 3/1/19 - 2/28/20**
  - **Instagram:**
    - 31,834 followers (+37.60% YOY)
    - 6,373,618 total impressions (+93.2% YOY)
    - 190,535 total engagements (+66.9% YOY)
  - **Facebook:**
    - 24,015 fans (+16.49% YOY)
    - 7,730,854 total impressions (+37.2% YOY)
    - 255,987 total engagements (-13.3% YOY)

MEASURING SUCCESS

A successful social media program is measured by more than just total audience size. Having an audience that actively engages and interacts with Explore Whitefish through social media channels is equally as important as total audience size. Social media success will primarily be measured by audience engagement. Individual benchmarks for each platform in FY21 are as follows:

Instagram

- Increase the total number of followers by 30% over FY20 total.
- Increase the total number of engagements (post likes and comments) by 40% over FY20 total.

Facebook

- Increase the total number of followers by 12% over FY20 final number.
- Increase the total number of engagements (likes, comments and shares) by 8% over FY20 total.

METHODS FOR CONSUMER $154,000 PUBLIC + 37.5% PRIVATE = COMBINED

Creative Services .....$0 Public 13.1% Private

Strategic planning, design, execution, and reporting of our consumer advertising campaigns.

eNewsletters ..... $0 Public 0.3% Private

Monthly newsletters are planned throughout the year promoting shoulder season activities and events to our consumer distribution list. A weekly newsletter highlighting local events and tourism news is provided to business members of Explore Whitefish.

Facilitation Collateral..... $0 Public 3.6% Private

Printed travel guides and locator maps are developed for distribution when visitors request information via the website or toll-free telephone, and also for distribution at local and regional visitor information centers and local businesses as well as the information kiosks located around Whitefish and at Glacier Park International Airport (GPIA).

Online & Digital Advertising ..... $35,500 Public 4.0% Private

We advertise in our stated target markets as well as nationally through cooperative opportunities with the Montana Office of Tourism and Business Development. In FY21, this method will comprise 50% of our consumer advertising budget.

Out of Home..... $28,400 Public 7.8% Private

We explore opportunities to advertise on and around public transportation, including bus wraps, digital displays and billboards, and inside airport terminals, particularly with cooperative partners such as Whitefish Mountain Resort in our target markets. In FY21, this method will comprise 40% of our consumer advertising budget.

Photography & Video ..... $5,000 Public 3.0% Private

Purchasing the rights to photos and video content for use in our consumer advertising, social media channels, and website.

Print Advertising..... $7,100 Public 1.3% Private

We advertise in publications within our target markets with alignment to the geotraveler and other demographic profiles that have been outlined for Whitefish. In FY21, this method comprises 10% of our consumer advertising budget.

Promotions..... $0 Public 1.0% Private

Explore Whitefish engages in winter athlete sponsorships, which includes product placement, co-marketing opportunities, and other strategic relationships.

Visitor Information Services ..... $0 Public 2.0% Private

Our strategic partnership with the Whitefish Chamber of Commerce allows us to connect potential visitors with toll-free telephone information and on the ground visitors with access to walk-in information with extended hours during our busy summer season. We stock an information kiosk at GPIA as well as the six information kiosks, four of which are wi-fi enabled courtesy of Explore Whitefish, located around downtown Whitefish throughout the year. We also pay for additional rack space at strategic locations around the Flathead Valley.

Website ..... $0 Public 1.5% Private

Our website, ExploreWhitefish.com, serves as a core fulfillment mechanism for advertisements and marketing communications. The site provides opportunities for site visitors to discover places to stay, eat, shop, and things to do. The Member Center provides up-to-date information on the activities of the organization for business members and the Media Center provides applicable information for travel writers or members of the media.

3.2 MARKETING SEGMENT: PUBLICITY

A. STRATEGY FOR PUBLICITY

The PR team works directly with travel writers, bloggers, photographers, videographers, and digital influencers on strategic story placement, as well as creating specific messaging and providing photography supporting the Explore Whitefish brand. This strategy has proven successful and provides a high return on investment. The PR program is focused on earning media placement in the outlined Explore Whitefish target markets with messaging supporting the brand pillars, and specifically promoting travel to Whitefish and Glacier National Park in fall, winter, and spring. Strategic partnerships with Visit Montana, Western Montana's Glacier Country, and Whitefish Mountain Resort further leverage efforts, budgets, and media reach.

Positive editorial placement influences visitors to choose Whitefish as a destination (and return again) to spend their discretionary travel dollars because of the credibility of an "expert" or unbiased journalist who shares first-hand experiences with their audience or has researched the destination from afar. Pitching ideas for unique story angles and experiences, coordinating the logistics for well-planned media trips, as well as sharing facts, photography, and video are efforts that "earn" the publicity placement that influences travelers.

A Nielsen study commissioned by inPowered on the role of content in the consumer decision-making process concluded that PR is almost 90% more effective than advertising. The study found that, "On average, expert content lifted familiarity 88 percent more than branded content."

PR compliments and reinforces advertising and visa versa. While paid content provides the opportunity for the destination to inspire and tell the consumer what sets them apart from their competition, earned content lets others sing our praises, and ultimately adds more credibility to our brand. This implied third-party endorsement not only impacts credibility among potential visitors, but the return on investment is huge. For example, a one-page ad in a major publication like Forbes and Travel + Leisure magazines costs upwards of $160,000.

While acknowledging that "earned media" and "paid advertising" support one another -- and neither is as effective alone without the other -- earned media is strategically leveraged within media platforms where Explore Whitefish has advertisement placement.

Beyond publicity, a portion of the public relations efforts continues to focus on crafting and effectively implementing crisis communication strategies for brand protection. These PR efforts occur internally with industry partners, and externally with media outlets and visitors. Topics in this area have been related to environmental events like wildfires, as well as city issues surrounding unfortunate white supremacist activity in Flathead County and other areas of Montana. Timely and effective messaging can influence consumer travel decisions, mitigate cancellations, and provide guidance to those on the ground visiting Whitefish. Crisis communications, or lack thereof, can significantly contribute to positive or negative factors affecting the short and long term economy of Whitefish.

Whitefish is also facing several issues that are directly related to increased tourism in summer (housing, transportation, infrastructure, quality of life). Public relations efforts avoid marketing to the masses, instead targeting travelers in the geo-traveler niche who appreciate our sense of place, yearn to treat resources and people with respect, and travel lightly. Earned media efforts are constantly mindful of the strategy to promote fall, winter, and spring, while "managing" potential negative experiences or impacts of the summer season. The PR team will support future communications efforts associated with the Sustainable Tourism Management Plan with the City of Whitefish.

SUPPORTING RESEARCH & STATISTICS

The Explore Whitefish FY19 PR Program reached audiences of over 206 million through tracked earned media placement. The PR team planned and hosted 40+ media in conjunction with local and regional partners, including Powder Magazine video crew partnership with Visit Montana; Dallas Direct media/influencer trip to support new AA flight; Grant Gunderson photo shoot in partnership with Visit Montana; Freeskier video shoot in partnership with Visit Montana; Outdoor Research content partnership; and a post-TBEX blogger hosting media event. The PR team tracked 92 publicity hits for the FY18 program year.

MEASURING SUCCESS

- Quarterly updates to PR report tracking publicity placement in newspapers, magazines, websites, radio and TV, including an estimated potential audience reach of more than 206 million.
- Tracking how media stories were produced - through press trips, media events or "media relations."
- Leveraging articles by posting on social media channels and tracking engagement.
- Explore Whitefish has invested in media tracking services from Meltwater to track additional placement, determine accurate reach and also calculate advertising equivalent costs.

METHODS FOR PUBLICITY $0 PUBLIC + 19.7% PRIVATE = COMBINED

Content Creation ..... $0 Public 1.0% Private

Photography and content contribution for social channels and website, to support marketing campaigns, publicity, and promotions.

Database & Clips ..... $0 Public 0.5% Private

Researching and cataloguing all relevant articles published throughout the year. This provides the foundation for calculating our reach and advertising equivalencies, which provides a valuable measure of success.

Media Events..... $0 Public 1.7% Private

Opportunities to individually or jointly host press events in our core and emerging geographic markets, often planned with PR partners at region and state level.

Media Relations..... $0 Public 2.0% Private

Correspondence with target freelancers, publications, websites, and broadcast outlets with story idea pitches, fact checking, trends, and photography/videography needs.

News Releases ..... $0 Public 0.2% Private

Factual information regarding events, trends, travel packages, etc. New releases are distributed to target media for editorial consideration of placement or catalyst to research more information for feature story placement.

Online Media Kit ..... $0 Public 0.5% Private

Updating our online Media Page resource and hosting under ExploreWhitefish.com with facts, story ideas, events, photography, and other information for editorial needs.

Planning, Reporting & Meetings ..... $0 Public 2.0% Private

Throughout the year, our agency of record participates in team meetings, board meetings, marketing meetings and provides reports and presentations as requested on PR related activities. Budget and publicity reports are submitted quarterly.

PR Expenses & Travel ..... $0 Public 2.3% Private

Expenses and travel related to executing on the publicity strategy.

PR Opportunity..... $0 Public 2.1% Private

Throughout the year, new public relations opportunities present themselves that were not specifically budgeted for.

PR Promotions ..... $0 Public 0.5% Private

Aligned with specific campaigns, we participate in strategic promotions. This includes athlete sponsorships and coordinations of those sponsorships and related assets with media partners and outlets.

Press Trips ..... $0 Public 6.8% Private

Coordinate onsite logistics and experiences for first hand travel story research.

3.3 MARKETING SEGMENTS: GROUP MARKETING

STRATEGY FOR GROUP MARKETING

Meetings and convention business helps to support our member lodging properties through the winter and shoulder seasons, especially spring and fall. Many properties have the availability to accommodate larger groups for lodging, meeting venue space and food and beverage offerings. The town of Whitefish offers additional benefits through a variety of excellent dining options, boutique shopping, art galleries, nightlife, and high quality performing arts venues and companies. Combined, this makes Whitefish a desirable location for a variety of meeting and convention groups.

DEMOGRAPHICS

The target audience for group travel is categorized into two basic groups: SMERF (Social, Military, Educational, Religious, Fraternal) and MICE (Meetings, Incentive, Conferencing, Exhibitions). Both audiences desire a scenic location with some activities available for recreation and team building. The majority of groups that visit the Whitefish area are in the 25-150 person range, although Whitefish can comfortably accommodate citywide groups up to 300 participants and has submitted multi-property proposals for groups of 400+.

GEOGRAPHIC AUDIENCE

Aligning with the Montana Office of Tourism and Business Development, target areas including Seattle, Portland, Minneapolis and Chicago. Specific additional focus on Alberta, including but not limited to Calgary and Edmonton. Corporate group focus includes but is not limited to Calgary, Edmonton, Seattle, Portland, Missoula and Spokane.

SUPPORTING RESEARCH & STATISTICS

Examples of the types of organizations and meetings that have taken place during shoulder seasons in the past are: corporate board retreats and company meetings (Edward Jones, Enterprise Holdings, Weyerhaeuser, CrossFit, Toyota, Honda, etc), Organizations & Clubs (Florida Ski Council; Rocky Mountain Elk Foundation; Professional Ski Instructors of America; Road Scholar Programs), military family retreats, weddings and large family reunions.

MEASURING SUCCESS

- Participate in FAM Tours and attend group travel shows (IMEX; additional shows possible) in conjunction with Glacier Country Regional Tourism, the Montana Office of Tourism and Business Development and local lodging partners.
- Follow up on leads generated from FAM trips and Trade Shows.
- Complete RFPs for city-wide meetings and conventions which are a fit for the capacity of Whitefish.
- Production of Group Sales warm season (Spring/Fall-themed) video.
- Host quarterly Explore Whitefish Groups Committee meetings.

Ski Group Marketing: The winter season ski product is a strong offering that has potential for growth. Participating properties and Whitefish Mountain Resort are cooperatively marketing winter ski trips to groups of skiers. Ski clubs contribute significant revenue in the number of rooms rented and lift tickets purchased. Their length of stay combined with their group size represent a significant number of room nights. While access to the area represents one of the biggest challenges for getting ski groups here, increases in both number of flights and destinations serviced by Glacier Park International Airport (FCA) have improved accessibility continuously every year. Whitefish Mountain Resort ski group business has shown historical increases year to year.

SUPPORTING RESEARCH & STATISTICS

Whitefish Mountain Resort has a good indication of the volume of ski groups from their own lodging and group tickets ordered by groups staying in other properties. In addition, multiple Explore Whitefish member properties attend spring ski shows:

- Ski Councils: Chicago Metro, Detroit, Florida, Texas
- PRW Shows: DC, Detroit and Philadelphia
- Far West Ski Association
- Mountain Travel Symposium
- Mid-Atlantic and East Coast Shows

MEASURING SUCCESS

- Increase the number of ski groups, ski councils and ski tour operators to 70 (5% increase) for the 20/21 ski season, based on 62 visits during the 18/19 ski season and 67 visits during the 19/20 ski season.

METHODS FOR GROUP MARKETING $0 PUBLIC + 2.5% PRIVATE = COMBINED

Facilitation Collateral..... $0 Public 0.1% Private

Create and update WCVB Groups Committee materials for distribution to prospective groups.

FAM Trips ..... $0 Public 0.5% Private

Set dates for an annual familiarization (FAM) trips so that properties can invite interested meeting planners and participants to come to Whitefish and see the area, venues and activities. In most cases, airfare will be paid by the FAM participants but if a meeting planner attends the FAM that has the potential to bring 200 room nights or more to the area and realizes that number of nights within a calendar year, then the FAM airfare has the potential to be reimbursed.

Trade Shows..... $0 Public 1.9% Private

Attend fall IMEX in Las Vegas with Glacier Country Regional Tourism. Attend an additional show to be identified at a later date. In addition, support member participation in spring group ski shows, which are focused on ski clubs and ski groups that have historically stayed at a variety of lodging properties.

3.4 MARKETING SEGMENT: MARKETING SUPPORT

STRATEGY FOR MARKETING SUPPORT

In order for Explore Whitefish to effectively and strategically operate, the organization has set aside a budget to support the marketing efforts of the organization. This includes administrative and meeting costs, membership dues, strategic planning, marketing research, and funding for local, regional, and state-wide collaborative efforts that highlight and enhance our tourism economy. We believe that these types of efforts create results that we would not otherwise be capable of producing independently.

METHODS FOR MARKETING SUPPORT $2,000 PUBLIC + 40.3% PRIVATE = COMBINED

Administration ..... $0 Public 23.2% Private

In order to promote Whitefish effectively and strategically, we require administrative support for staff and business expenses.

Crisis Management ..... $0 Public 2.7% Private

Communications between industry partners and externally to media outlets are effectively executed when environmental or economic factors affect travel to Whitefish and during visitation to Whitefish.

Marketing Personnel ..... $0 Public 5.7% Private

Explore Whitefish staff is needed in order to execute the goals and objectives of the organization.

Opportunity Marketing..... $50 Public 3.3% Private

Throughout the year, new marketing opportunities present themselves that were not specifically budgeted for. Money is therefore set aside to examine these opportunities and potentially act upon them if they are in line with our marketing strategy.

Research ..... $0 Public 2.3% Private

In order to gauge the effectiveness of our marketing and public relations efforts, Explore Whitefish will take part in research. Explore Whitefish is currently partnering with Smith Travel Research, Sprout Social, and Meltwater in FY19. Explore Whitefish will continue to engage in additional cooperative research projects, such as VisaVue with MOTBD.

TAC & Governor's Conference Meetings..... $1,950 Public $0 Private

Explore Whitefish is required to attend all meetings of the Tourism Advisory Council (TAC) as well as the annual Governor's Conference on Tourism and Recreation. As these meetings take place all over the state, we require support for travel and expenses to attend.

Tourism Outreach & Support ..... $0 Public 3.2% Private

Explore Whitefish engages in various methods of outreach and support, including the WCVB Grant Program, designed to provide members and Montana non-profit organizations with funds to help drive visitation during the shoulder and winter seasons, as well as supporting Voices of Montana Tourism. During FY21, Explore Whitefish will participate in the implementation of the Whitefish Sustainable Tourism Management Plan with the City of Whitefish.

Transportation Support ..... $0 Public $0 Private

Explore Whitefish recognizes that one of the biggest challenges we face is the limited transportation infrastructure in our region. Explore Whitefish is a board member and financial sponsor of Glacier AERO (Airline Enhancement and Retention Outreach). The mission of this organization is to work with community partners and various airlines to increase seasonal and full-time airline routes to Glacier Park International Airport (GPIA). Explore Whitefish is also supportive of the Big Mountain Commercial Association (BMCA) S.N.O.W. Bus in Whitefish.

APPENDIX

YEAR IN REVIEW **FY19**

WHITEFISH
CONVENTION & VISITORS BUREAU
MONTANA

STAFF

DYLAN BOYLE, *Executive Director*

DAN HANSEN, *Marketing and Sales Manager*

SARAH STEWART, *Office Manager*

AGENCIES

LJ COMMUNICATIONS, INC. *Public Relations*

DVA ADVERTISING, *Advertising & Creative*

BOARD OF DIRECTORS

ZAK ANDERSON, Chair
Abruzzo Italian Kitchen

ERICA TERRELL, Vice-Chair
Glacier Restaurant Group

RHONDA FITZGERALD, Secretary/Treasurer
Garden Wall Inn

LUKE WALRATH, *Alpine Theatre Project*

MARIAH JOOS, *Nelson's Ace Hardware*

EDNA WHITE, *Averill Hospitality*

NICK POLUMBUS, *Whitefish Mountain Resort*

JESSIE FARNES, *Montana Coffee Traders*

JENNY CLOUTIER, *Big Mountain Commercial Association*

WHO'S VISITING **WHITEFISH?**

661,209
NONRESIDENT VISITORS WHO SPENT AT LEAST ONE NIGHT IN WHITEFISH

6.42 NIGHTS (AVG. LENGTH OF STAY IN MONTANA)

2.3 AVG. TRAVEL GROUP SIZE

56 AVG. AGE

83% REPEAT VISITORS

17% FIRST TIME VISITORS

GLACIER NATIONAL PARK VISITATION IN FY19

2,935,450 (–10%)

July-Sept '18	2,008,247	–13%
Oct-Dec '18	131,411	+16%
Jan-Mar '19	48,810	+7%
Apr-June '19	746,982	–4%

Percentage change compared to same month from the previous year.

Source: National Park Service

TOP FIVE...

PLACES OF RESIDENCY

Washington, Alberta, Florida, California, Colorado

ATTRACTIONS

Glacier National Park, Family/Friends, Mountains/Forests, Ski/Snowboard, Special Events, Open/Uncrowded Areas

ACTIVITIES

Scenic driving, day hiking, recreational shopping, wildlife watching, visiting local brewery

MODES OF TRANSPORTATION

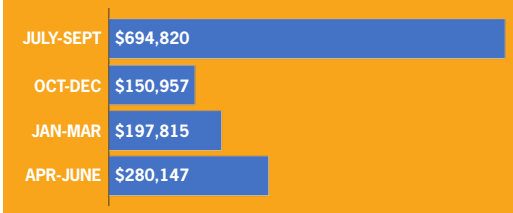
Auto (63%), Air (27%), RV/Trailer (6%), Motorcycle (3%), (Trail 1%)

**Source: 2018 Institute for Tourism and Recreation Research at the University of Montana Tourism Economic Snapshot*

EXPLORE WHITEFISH FY19 BUDGET: $750,000

WHITEFISH BED TAX COLLECTIONS FY19

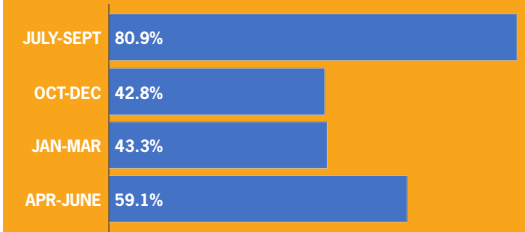
$1,323,739



**Source: Montana Department of Commerce. WCVB receives approximately 11% of Bed Tax Funds.*

WHITEFISH LODGING OCCUPANCY FY19

Fiscal Year Average: **55.9%**



**Source: Smith Travel Research. Quarterly and yearly averages calculated by Whitefish CVB.*

FLATHEAD COUNTY NONRESIDENT EXPENDITURES

$614,160,000

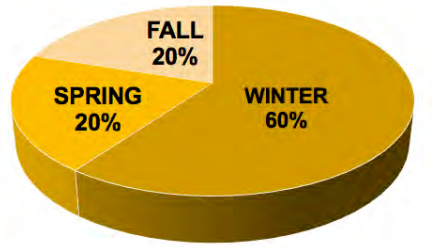
Generates **$35,171,000** in state & local taxes

Supports over **11,000** jobs

**Source: 2018 Averages from Institute for Tourism and Recreation Research at the University of Montana*

MARKETING EXPLORE WHITEFISH

TARGET MARKETS: Seattle, Portland, Chicago, Los Angeles/San Francisco, Spokane. These align with marketing efforts from the State of Montana, allowing Whitefish to advertise in markets that are already familiar with Montana. **EXPLORE WHITEFISH** focuses marketing efforts on three seasons: Winter, Spring and Fall.



ADVERTISING

36,545,959
IMPRESSIONS

COOPERATIVE HIGHLIGHTS

- **CHICAGO OUT OF HOME CAMPAIGN** *with Whitefish Mountain Resort to reach potential Chicago visitors and support our direct flights.*
- **OUT OF HOME CAMPAIGNS** *in Los Angeles, Portland and Seattle included placements in airports (LAX, SEA and SNA) as well as bus wraps in Portland.*
- **ONTHESNOW.COM AND LIVE INTENT** *COOP online campaigns with continued partnership with Whitefish Mountain Resort and the Montanan Office of Tourism and Business Development (MOTBD).*

EXPLOREWHITEFISH.COM

247,090 sessions (–5%)
183,005 new visitors
2.01 minutes/visit | **2.75** pgs./session
39% desktop users
51% mobile users
10% tablet users

TOP FIVE PAGES:
HOME, Stay, Webcams, Do, Dine

FACEBOOK

21,759 page likes (+22%)
7,604,182 impressions (+111%)
316,622 engagements (+20%)

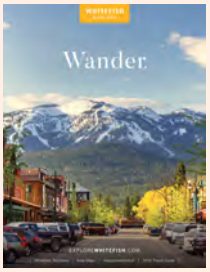
INSTAGRAM

25,935 followers (+102%)
3,949,784 impressions (+49%)
226,292 engagements
5.7% engagement rate

**percentage change compared to same time period from previous year*

VISITOR INFORMATION FULFILLMENT

Key distribution points include downtown information kiosks, Glacier Park International Airport, Whitefish Visitor Welcome Center, West Glacier and other regional visitor information centers and businesses throughout Whitefish.



PRINTED TRAVEL GUIDES DISTRIBUTED
27,500

WAYFINDING MAPS DISTRIBUTED
60,000

DIGITAL TRAVEL GUIDE VIEWS
2,373

PRINTED TRAVEL GUIDES MAILED
987

VISITOR EXPERIENCE

WIFI KIOSKS

- *In partnership with the City of Whitefish, Explore Whitefish installed free, public wifi accessible from four visitor information kiosks throughout town.*
- *3,686 wifi users in FY19*

WEBCAMS

- *In Sept 2018, Explore Whitefish worked with the City of Whitefish to install two new webcams.*
- *Webcams page on explorewhitefish.com became the third most popular page on website with 47,460 page views in FY19.*

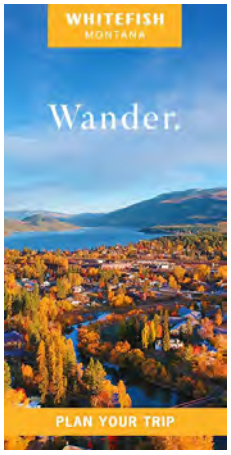
KIOSKS

- *In August 2018, two informational kiosks were installed in the new downtown parking structure attached to Whitefish City Hall. The kiosks contain large area maps for wayfinding and Explore Whitefish printed travel guides and maps.*

FY19 ADVERTISING CAMPAIGN

WANDER

To Wander is to be free. Free of boundaries. Free of limitations. Free to explore the wonder of it all. Featuring large, powerful imagery and a singular headline crafted to evoke emotion and inspire action, Whitefish's Wander advertising campaign positions the destination at the heart of adventure. From sightseers to thrill-seekers, the concept of Wander has the strength to resonate with Whitefish's target audiences and the flexibility to be utilized in every medium. Featured in print, out-of-home, and digital advertising, as well as the travel guide, website, and brochures, the Wander campaign has provided a powerful and consistent brand platform that establishes the Whitefish experience in the hearts and minds of visitors before they even have arrived.



PUBLIC RELATIONS

206 MILLION
PEOPLE REACHED

$1.9 MILLION
TOTAL AD EQUIVALENCY

MEDIA EVENTS Attended media events in San Francisco and Chicago with Glacier Country Tourism.

PRESS TRIPS *40+ media hosted by WCVB PR Team in FY19:*

- **POWDER MAGAZINE VIDEO CREW** *partnership with Visit Montana*
- **DALLAS DIRECT MEDIA/INFLUENCER TRIP** *to support new American Airlines flight*
- **GRANT GUNDERSON** *photo shoot in partnership with Visit Montana*
- **OUTDOOR RESEARCH** *content partnership*

OTHER NOTABLE **ACTIONS**

MEDIA HIGHLIGHTS

"World's 100 Greatest Places"
TIME Magazine

"Outdoor Spaces in Beautiful Places"
Mountain Meetings

"The 33 Best Trips of 2019"
Outside Magazine

"Elevated Options For A Winter Getaway" *Dallas Morning News*

"Escape to Whitefish, Montana"
Bellevue Lifestyle

"The Best Ski Resorts in the U.S. and Canada" *Conde Nast Travel*

"15 Of America's Best Fall Foliage Trips" *Trip Advisor*

"The Best National Parks to See Fall Foliage" *Travel + Leisure*

GLACIER AERO (AIRLINE ENHANCEMENT AND RETENTION OUTREACH)

- **MEMBER OF BOARD OF DIRECTORS**
- **FINANCIAL SUPPORT** *for new and expanded air service to Glacier Park International Airport*
- **PARTNERED WITH GLACIER AERO,** *Visit Montana, Whitefish Mountain Resort, and Discover Kalispell on inbound marketing campaigns for new and expanded air service to Chicago, Los Angeles, and Dallas/Ft. Worth*
- **GOAL TO INCREASE CAPACITY AND FREQUENCY** *of flights outside of the summer season*

GROUP TRAVEL MARKETING

- *Production of winter video in partnership with lodging properties and businesses throughout Whitefish*
- *Hosted a Meeting Planner familiarization trip with four meeting planners in partnership with Glacier Country Tourism*
- *Attended IMEX America (Incentive Travel, Meetings and Events) in Las Vegas in partnership with Glacier Country Tourism*
- *Quarterly meetings of the WCVB Groups Committee*
- *Conducted familiarization exchange tours with Discover Kalispell*

This report summarizes nonresident visitors to Montana during quarter(s) 1,2,3,4, 2019.
These travelers spent at least one night in the following city: Whitefish.
This sample size of 140 survey respondents, which equates to 4.9% of all nonresident visitors, represents a total of 616,235 people.

	Sites Visited on Trip
95%	Glacier National Park
27%	Yellowstone National Park
23%	Flathead Lake State Parks
12%	Other Montana State Parks
10%	Grizzly & Wolf Discovery Center, West Yellowstone
9%	Little Bighorn Battlefield
9%	Hot springs
6%	Ghost towns
5%	Lewis & Clark Interpretive Ctr, Great Falls
4%	Virginia/Nevada City
4%	Bob Marshall Wilderness
4%	National Bison Range
2%	Clark Canyon Reservoir
2%	Bighorn Canyon Nat'l Recreation Area
2%	CM Russell Museum, Great Falls
2%	Missouri Headwaters State Park
1%	Lewis & Clark Caverns State Park
1%	MT Historical Museum, Helena
1%	Museum of the Rockies, Bozeman
1%	Lolo Pass Interpretive Center
<1%	Big Hole Battlefield
<1%	Fort Peck Lake
--	Rocky Mountain Elk Foundation
--	C.M. Russell National Wildlife Refuge
--	Pompey's Pillar
--	Ft. Peck Interpertive Center & Museum
--	Missouri River Breaks Nat'l Monument

	Group Characteristics
20%	of groups with all first time visitors
66%	of groups with all repeat visitors
14%	of groups with mixed first time and repeat visitors
36%	Flew on a portion of their trip
7%	Own a 2nd property in MT
9%	Hired an outfitter
72%	Plan to return within 2 years

Reasons for Trip		
primary reason		**all reasons**
78%	Vacation/recreation/pleasure	85%
15%	Visit friends/relatives/family event	31%
6%	Business/convention/meeting	7%
1%	Other	2%
--	Just passing through	7%
--	Shopping	1%

Activities

60%	Scenic driving
56%	Day hiking
39%	Nature photography
38%	Wildlife watching
35%	Visit local brewery
34%	Recreational shopping
20%	Car / RV camping
18%	Visit farmers market
16%	Visit local distillery
12%	Skiing / snowboarding
11%	Visiting other historical sites
10%	Bicycling
8%	Birding
7%	Attending festivals or events
7%	Visiting Lewis & Clark sites
7%	Golfing
6%	Mountain biking
6%	Canoeing / kayaking
6%	Viewing art exhibits
6%	Motorboating
5%	River rafting / floating
5%	Fishing / fly fishing
5%	Visiting museums
4%	Visiting Indian reservations
4%	Horseback riding
4%	Sporting event
3%	Road / tour bicycling
3%	Attend wedding
3%	Cross-country skiing
2%	Rock climbing
2%	Backpacking
2%	Attending performing arts
2%	Motorcyle touring
1%	Snowshoeing
1%	Dinosaur attraction
1%	OHV / ATV
1%	Rockhounding
<1%	Hunting
--	Snowmobiling
--	Geocaching

Travel Mode to Enter MT

65%	Auto/Truck
25%	Air
7%	RV/Trailer
1%	Motorcycle
1%	Other
1%	Train
--	Bus

Average Length of Stay in MT 6.06 nights

Of Nights Spent in MT

79%	of nights spent in Glacier Country
10%	of nights spent in Yellowstone Country
4%	of nights spent in Southeast Montana Region
3%	of nights spent in Central Montana Region
3%	of nights spent in Southwest Montana Region
1%	of nights spent in Missouri River Country

Percent of Nights Spent in Each Lodging Type

41%	Hotel/motel
17%	Home/condo/cabin of friend/relative
13%	Rented entire cabin/home
8%	Private campground
7%	Resort/condominium
5%	My second home/condo/cabin
3%	Other
2%	Bed & Breakfast
2%	Public land camping
1%	Guest ranch
1%	Rented room in home
<1%	Vehicle in parking area

Montana Entry Points

16%	Kalispell Air
11%	Superior
8%	Rooseville
8%	Lodge Grass
7%	Troy
6%	Targhee Pass
5%	Missoula Air
5%	Monida
4%	Wibaux/Beach
3%	Bridger 72
3%	Piegan
3%	West Yellowstone
2%	Culbertson/Bainville
2%	Gardiner
2%	Raynolds Pass

If on Vacation, Attracted to Montana for...		
Primary Attraction		**All Attractions**
46%	Glacier National Park	75%
14%	Open space / uncrowded areas	46%
9%	Ski / Snowboard	15%
9%	Mountains / forests	74%
9%	Family / friends	22%
5%	Yellowstone National Park	25%
2%	Lakes	49%
1%	Fish	8%
1%	Special events	8%
1%	Resort / guest ranch	5%
1%	Rivers	43%
1%	Hiking	37%
<1%	Hunting	1%
--	A Montana State Park	3%
--	Camping	12%
--	Lewis & Clark history	10%
--	Native American history & culture	5%
--	Northern great plains / Badlands	7%
--	Other Montana history & culture	13%
--	Snowmobile	--
--	Wildlife	36%

Satisfaction with Aspects of Montana								
	Very dissatisfied	Dissatisfied	Somewhat dissatisfied	Somewhat satisfied	Satisfied	Very satisfied	N/A	Mean
Highway rest areas	1%	1%	4%	2%	31%	27%	34%	5.11
Availability of recycling bins	5%	11%	7%	10%	23%	18%	25%	4.32
Availability of travel information	1%	--	1%	2%	48%	38%	10%	5.3
Amount of historical roadside information	--	1%	1%	7%	47%	26%	19%	5.18
Access to public lands	1%	<1%	2%	4%	35%	40%	18%	5.32
Amount of open space	1%	<1%	<1%	--	22%	73%	4%	5.7
Wildlife viewing opportunities	--	--	2%	10%	28%	54%	6%	5.42
Stewardship of the land	--	--	1%	4%	45%	37%	13%	5.41
A feeling of being welcomed	1%	--	--	3%	38%	59%	--	5.57
Main streets reflecting local culture/heritage	1%	--	2%	4%	46%	43%	3%	5.4
Restaurants with local products	2%	--	2%	4%	34%	55%	3%	5.43
Availability of local arts and crafts	--	1%	--	5%	40%	41%	13%	5.42

	Residency
9%	Minnesota
8%	Alberta, Canada
7%	Idaho
6%	Texas
6%	California
6%	Arizona
4%	Ohio
4%	Wyoming
4%	Oregon
4%	Illinois
3%	Washington
3%	Colorado
3%	France
3%	New York
2%	Michigan
2%	Florida
2%	Utah
2%	Wisconsin
2%	Iowa
2%	Alabama
2%	South Dakota
2%	Pennsylvania
2%	Massachusetts
2%	Virginia
1%	Kentucky
1%	South Carolina
1%	North Dakota
1%	Kansas
1%	Missouri
1%	British Columbia, Canada
1%	Arkansas
1%	Ontario, Canada
1%	Louisiana
1%	Mississippi
1%	Maine
<1%	Nevada, Saskatchewan, Canada, Maryland, England, Indiana, Delaware, New Jersey, North Carolina, Manitoba, Canada

	Age Groups Represented
8%	0-5 years
10%	6-10 years
9%	11-17 years
7%	18-24 years
27%	25-34 years
19%	35-44 years
17%	45-54 years
35%	55-64 years
27%	65-74 years
8%	75 and over

	Respondent Age
19 - 81	Age range
53	Average age
57	Median age
	Respondent Gender
51%	Male
49%	Female
29%	First time visitor

	Household Income
13%	Less than $50,000
20%	$50,000 to less than $75,000
20%	$75,000 to less than $100,000
19%	$100,000 to less than $150,000
5%	$150,000 to less than $200,000
23%	$200,000 or greater

	Travel Group Type
22%	Self
43%	Couple
28%	Immediate Family
2%	Family & Friends
5%	Friends
1%	Business Associates
--	Extended Family
--	Organized Group or Club

	Average Group Size: 2.25
	Travel Group Size
22%	1 traveler
55%	2 travelers
8%	3 travelers
10%	4 travelers
3%	5 travelers
1%	6 travelers
--	7 travelers
<1%	8 travelers
--	9 travelers
--	10 travelers
<1%	more than 10

Info Sources Used for Trip Planning

Most Useful		All Used
30%	Search Engine (i.e. Google)	62%
14%	Info. from friend/relative living in MT	27%
11%	National Park brochure/book/website	27%
9%	Used no sources	16%
5%	Info. from previous visitor(s) to MT	31%
4%	Official MT website (VisitMT.com)	22%
4%	Guide book (i.e. Frommer's Lonely Planet)	10%
3%	Automobile club (i.e. AAA)	5%
3%	Other	9%
3%	Info. from private businesses	9%
2%	Official MT guidebook magazine	7%
2%	Consumer online reviews (i.e. TripAdvisor)	14%
1%	Professional online travel reviews	6%
1%	Other travel websites	9%
1%	Magazine/newspaper articles	5%
1%	Regional MT travel guide(s)	5%
1%	MT community travel guide(s)	1%
<1%	Called a MT visitor info. line/center	2%
<1%	Online travel agent (e.g., Travelocity)	3%
--	"Made in Montana" website	1%
--	Info. from special events	2%
--	Magazine/newspaper article online	9%
--	Mobile apps	11%
--	Montana advertising campaign	1%
--	Online Video	4%
--	Social media (i.e. Facebook)	13%
--	State Park brochure/website	3%

Sources Used During Trip

Most Useful		All Used
23%	Map applications (i.e. GoogleMaps)	56%
19%	National Park brochure/book/website	41%
13%	Search engine (e.g., Google)	52%
9%	Info. from friend/relative living in MT	20%
6%	Used No Sources	12%
4%	Info. from private business (e.g., resort/motel/attraction)	5%
4%	Visitor information center staff	17%
4%	Regional MT travel guide(s)	10%
4%	Consumer online reviews (i.e. TripAdvisor)	13%
2%	Other	5%
1%	Social media (i.e. Facebook)	7%
1%	Brochure information rack	14%
1%	Official MT website (VisitMT.com)	5%
1%	Mobile apps	9%
1%	Official MT guidebook magazine	7%
1%	MT community travel guide(s)	4%
<1%	State Park brochure/website	11%
--	"Made in Montana" website	1%
--	Billboards	5%
--	Guide book (i.e. Frommer's Lonely Planet)	6%
--	Motel/restaurant/gas station employee	--
--	Official highway information signs	11%

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WHITEFISH CITY COUNCIL
March 16, 2020
7:10 P.M.

1) CALL TO ORDER

Mayor Muhlfeld called the meeting to order. Councilors present were Qunell, Feury, Hennen, Hartman, Sweeney. Councilor Norton attended via phone. City Staff present were, City Clerk Howke, City Manager Smith, City Attorney Jacobs, Planning and Building Director Taylor, Public Works Director Workman, Parks and Recreation Director Butts, Assistant Police Chief Kelch, Fire Chief Page and IT Administrator Hunt. Approximately 5 people were in the audience.

2) PLEDGE OF ALLEGIANCE

Mayor Muhlfeld asked IT Administrator Chris Hunt to lead the audience in the Pledge of Allegiance.

3) COMMUNICATIONS FROM THE PUBLIC – (This time is set aside for the public to comment on items that are either on the agenda, but not a public hearing or on items not on the agenda. City officials do not respond during these comments but may respond or follow-up later on the agenda or at another time. The Mayor has the option of limiting such communications to three minutes depending on the number of citizens who want to comment and the length of the meeting agenda)

None

4) COMMUNICATIONS FROM VOLUNTEER BOARDS

Councilor Sweeney stated the Park Board is having an Emergency meeting on Tuesday March 17th to address park facilities and programs to protect public health and the general welfare of the City to slow the spread of Coronavirus.

5) CONSENT AGENDA
   a) Minutes from March 2, 2020 Special Session/Regular Session (p.156)
   b) Ordinance No. 20-03; An Ordinance of the City Council of the City of Whitefish, Montana, amending Title 11, Zoning Regulations, Chapter 3 -Special Provisions, Section 11 – Fences and Retaining Walls, of the Whitefish City Code (WZTA 20-01) (Second Reading) (p.163)
   c) Resolution No. 20-10; A Resolution of the City of Whitefish accepting a dedication of a portion of Haugen Heights (p.167)

Councilor Hennen made a motion, seconded by Councilor Hartman to approve the Consent Agenda as presented. The motion passed unanimously.

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))
   None

7) COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR
   a) Consideration to award the bid for State Park Road Reconstruction Phase II (p.170)

Director Workman gave his staff report that is provided in the packet on the website.

Councilor Feury made a motion, seconded by Councilor Sweeney to award the State Park Road Reconstruction Project Phase II to LHC, Inc. for $2,749,946.08. The motion passed unanimously.

b) Montana Department of Transportation Urban Funds report (p.181)

Director Workman reviewed his report that is on the website. Council unanimously decided to discuss the report at a later time.

8) COMMUNICATIONS FROM PARKS AND RECREATION DIRECTOR
   a) Consideration to authorize City Manager to negotiate and execute a contract for irrigations and landscape design services (p.189)

Director Butts gave her staff report that is provided in the packet on the website.

Councilor Sweeney made a motion, seconded by Councilor Feury to authorize the City Manager to negotiate and execute a contract with Forestoration for irrigation and landscape design services for the City's open spaces and rights of ways. The motion passed unanimously.

9) COMMUNICATIONS FROM CITY MANAGER
   a) Written report enclosed with the packet. Questions from Mayor or Council? (p.192)

None

   b) ~~Other items arising between March 11th and March 16th~~ Ordinance No. 20-__ ; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) and waiving a second reading

City Manager Smith gave her staff report that is appended to the back of the packet on the website. Manager Smith reported on the items that are addressed in the Ordinance.

1. *All City Boards, Commissions and Committee meetings are canceled through April 30, 2020, except City Council, Planning Board and a special meeting of the Board of Park Commissioners to be held March 17, 2020. The City Manager is authorized to extend cancellation of meetings on a week-by-week basis beginning April 30, 2020.*

2. *In the vent the Flathead City-County Health Department directs or suggest a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings are canceled through April 30, 2020. The City Manager is authorized to cancel City Council and Planning Board meetings on a week-by-week basis beginning April 30, 2020.*

3. ~~*In accordance with guidance issued by the CDC,*~~*During City Council and Planning Board meetings, occupancy of the City Council Chambers* ~~*is*~~ *will be limited in accordance with the recommendations of the CDC (or other federal authority) or as otherwise dictated by the Flathead City-County Health Department or state or federal Law. If occupancy at a meeting is greater than that recommended or dictated, the City will accommodate individuals in other locations within City Hall and provide the opportunity for public comment in a rotating manner.* ~~*to 50 people during Planning Board and City Council meetings. If more than 50 individuals attend a meeting, the City will accommodate individuals in other locations in City Hall and provide the opportunity for public comment in a rotating manner.*~~ *The public is encouraged to submit written comments rather than physically attend meetings. Any written comments received after the packet has been published but prior to the start of the meeting will be read aloud at the meeting by City Staff. The City Manager is authorized to implement any recommended or dictated occupancy requirements*

4. *City Hall offices are closed to the public from March 18 through March 27, 2020. The City Manager is authorized to extend the closure on a week-by-week basis beginning March 27, 2020. Essential services at City Hall will continue and be provided to customers remotely.*
5. *The City temporarily waives late fees and will not shut off~~s~~ service for delinquent water and sewer accounts through April 30, 2020. The City temporarily waives resort tax delinquency fees through April 30, 2020. The City Manager is authorized to extend such waivers on a week-by-week basis beginning April 30, 2020.*
6. *The city approves emergency leave up to an equivalent and two weeks paid leave for all City employees who are required to be quarantined by the Flathead City-County Health Department or a licensed physician due to COVID-19. Employees who are normally scheduled for shifts of 40 hours per week will be eligible to receive 80 hours of paid emergency leave. ~~Employees who are normally scheduled to work less or more than 40 hours of paid emergency leave.~~ Employees who are normally scheduled ~~to work~~for less or more than 40 hours per week will receive a prorated amount. Emergency leave does not accrue nor is it payable upon termination. In the even H.R. 6201, Families First Coronavirus Response Act, is adopted by the federal government and requires the City to provide more extensive benefits, the City will do so.*

After lengthy discussion between staff and Council, Council directed staff to make the corrections as noted in redline to the Emergency Ordinance.

Councilor Hartman made a motion, seconded by Councilor Qunell to approve Ordinance No. 20-04; An Emergency Ordinance of the City Council of the City of Whitefish, Montana enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) and waiving a second reading, as amended. The motion passed unanimously.

c) Authorization of certain employees to contract for services with the State of Montana, State Information Technology Services Division (SITSD) (p.193)

City Manager Smith gave her staff report provided in the packet on the website.

Councilor Hennen made a motion, seconded by Councilor Qunell to authorize certain employees to contract for services with the State of Montana, State Information Technology Services Division (SITSD). The motion passed unanimously.

10) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS

a) Consideration of appointment of volunteer boards and committees not made during the Special Session preceding tonight's meeting

The Special Session was canceled due to the evolving public health crisis from the spread of COVID-19.

b) Consideration of approving tentative FY21 budget calendar (p.196)

Councilor Sweeney made a motion, seconded by Councilor Hartman to approve the tentative FY21 budget calendar. The motion passed unanimously.

Councilor Comments

Councilor Sweeney stated if we pay attention to these guidelines this is going to be over sooner than later. Councilor Qunell encourages everyone to do what you are asked to do in this time.

Councilor Hartman asked Council to consider passing a resolution in support of the energy innovation and carbon division act which is some legislation proposed in Congress. She provided reading materials that are appended to the packet on the website.

Councilor Hennen also feels if we all follow the guidelines, this epidemic will be over sooner rather than later. He reported the Washington Post did an article about social distancing. The website, CIDRAP.com has a lot of good information.

Councilor Feury thanked Manager Smith, and also asked everybody to follow the guidelines. He has concerns for our emergency services and he encourages the staff to keep everybody as healthy as possible.

Mayor Muhlfeld read into the record for Councilor Norton a memo from the North Valley Food Bank that is appended to the packet on the website. The memo is stating distribution will be held outside, Wednesdays from 3-6pm and Thursdays from noon -3pm. At this time, they are asking their volunteers over the age of 60 to stay home which reduced their weekly volunteer force by 70%. They are seeking young community members to volunteer. Those interested can file an application at www.northvalleyfoodbank.org. Citizens can make a financial donation via their website. Councilor Norton also mentioned a lot of the stores are taking call in orders. Be kind but still keep your distancing.

11) 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 8:34 pm.

_____
Mayor Muhlfeld

Attest:

_____
Michelle Howke, Whitefish City Clerk

RESOLUTION NO. 20-__

A Resolution of the City Council of the City of Whitefish, Montana, amending Resolution No. 18-09 to extend the duration of the Highway 93 South Corridor Plan Steering Committee through September 30, 2020.

WHEREAS, on February 20, 2018, the Whitefish City Council adopted Resolution No. 18-09, which created a Highway 93 South Corridor Plan Steering Committee (the "Committee") and provided for the Committee to disband when the City Council completed its consideration of the Plan but no later than June 1, 2019; and

WHEREAS, on June 3, 2019, the Whitefish City Council adopted Resolution No. 19-10, which extended the term of the Committee to March 31, 2020, or earlier if the City Council completes its consideration of the Highway 93 South Corridor Plan prior to that date; and

WHEREAS, the Committee is still working in an advisory role to the City planning staff, and the kickoff and visioning sections of the planning process have been completed; and

WHEREAS, City planning staff is now preparing a draft plan document, including existing conditions, future land use maps, possible new zoning districts, and identification of implementation activities, which will take several more months; and

WHEREAS, on March 16, 2020 the Whitefish City Council adopted Emergency Ordinance No. 20-04 enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) which cancels all committee meetings through at least April 30, 2020; and

WHEREAS, City planning staff recommends the term of the Committee be extended through September 30, 2020, to allow the Committee's continued participation in the development of the Corridor Plan; and

WHEREAS, it will be in the best interests of the City of Whitefish to extend the term of the Committee to September 30, 2020, or earlier if the City Council completes its consideration of the Highway 93 South Corridor Plan prior to that date.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Whitefish, Montana, as follows:

Section 1: Section 4 of Resolution No. 18-09 is hereby amended in its entirety to provide as follows:

> Section 4: The Committee will begin its deliberations as soon as practical after creation of the Committee. The Committee shall meet for two hours at a time on at least six occasions, with the dates and times to be determined by the City planning staff. The Committee shall be disbanded as of ~~June 1, 2019~~ ~~March 31, 2020~~ September 30, 2020, or earlier if the City Council completes its consideration of the Committee's report prior to that date.

Section 2: 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, THIS _____ DAY OF _____ 2020.

_____
John M. Muhlfeld, Mayor

ATTEST:

_____
Michelle Howke, City Clerk

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PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

March 31, 2020

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

RE: Bierens Accessory Apartment at 553 Park Avenue (WCUP 20-02)

Honorable Mayor and Council:

Summary of Requested Action: Mireille Bierens is requesting a Conditional Use Permit to construct an accessory apartment at 553 Park Avenue. The site is developed with a single-family home and an existing garage to be removed as part of this project. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to eight conditions set forth in the attached staff report.

Public Hearing: No members of the public spoke at the public hearing on March 19, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-02 with Findings of Fact and recommended Conditions of Approval.

Planning Department Recommendation: The Planning Department continues to recommend approval of the project subject to the findings of fact in the staff report and conditions outlined in Attachment 'A'.

Proposed Motion:

- I move to approve WCUP 20-02, the Findings of Fact in the staff report and the eight conditions of approval, as recommended by the Whitefish Planning Board on March 19, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on April 6, 2020. Should Council have questions or need further information on this matter, please contact the Planning Board or the Planning & Building Department.

Respectfully,

Wendy Compton-Ring, AICP
Senior Planner

Att: Exhibit A: Planning Board Recommended Conditions of Approval
Draft Minutes, Planning Board Meeting, 3-19-20

Exhibits from 3-19-20 Staff Packet

1. Staff Report – WCUP 20-02, 3-12-20
2. Adjacent Landowner Notice, 2-27-20
3. Advisory Agency Notice, 2-28-20

The following was submitted by the applicant:

4. Application for Conditional Use Permit, 1-31-20

The following were received after the Planning Board packet:

5. Email, Kohnstamm, 3-17-20
6. Email, Hanson, 3-24-20

c: w/att Michelle Howke, City Clerk

c: w/o att Mireille Bierens, 553 Park Ave Whitefish, MT 59937

Exhibit A
Bierens
Conditional Use Permit WCUP 20-02
Whitefish Planning Board
Recommended Conditions of Approval
March 19, 2020

1. The project shall be constructed in compliance with the plans submitted January 31, 2020, except as amended by these conditions. Minor deviations from the plans shall require review pursuant to §11-7-8(E)(8) and major deviations from the plans shall require review pursuant to §11-7-8. The applicant shall maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. Because the footprint of the building exceeds 600 square feet, primary building setbacks must be met. (§11-2G-4)

3. One off-street parking space shall be designated for the accessory apartment and two off-street parking spaces shall be designated for the primary residence. (§11-3-1(D))

4. If the existing driveway is not currently paved, the applicant shall pave the existing driveway as required in §11-6-3-1(D)(2).

5. All stormwater generated by the proposal shall be retained on-site. (§11-3-2(C))

6. Prior to building permit issuance, the property owner shall provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))

7. Short term rentals for less than 30 days shall not be permitted.

8. The conditional use permit is valid for 18 months and shall terminate unless commencement of the authorized activity has begun. (§11-7-8)

WHITEFISH PLANNING BOARD
MINUTES OF MEETING
March 19, 2020

CALL TO ORDER AND ROLL CALL	Chair Steve Qunell called the regular meeting of the Whitefish Planning Board to order at 6:00 pm. Board members present were John Ellis, Scott Freudenberger, Steve Qunell, and Toby Scott with John Middleton, Whitney Beckham and Allison Linville participating via phone. Planning Director David Taylor, Senior Planner Wendy Compton-Ring, and Planner II Bailey Minnich represented the Whitefish Planning and Building Department. Public Works Director Craig Workman and City Attorney Angela Jacobs also attended via phone. There were approximately 7 people in the audience.
AGENDA CHANGES *6:01 pm*	None.
PLANNING BOARD APPOINTMENTS *6:02 pm*	John Middleton moved and Toby Scott seconded to nominate Steve Qunell as Planning Board Chair. Steve **accepted and the motion passed unanimously.** Toby Scott moved and Allison Linville seconded to nominate John Ellis as Planning Board Vice-Chair. John Ellis **accepted and the motion passed unanimously.** John Ellis moved and Allison Linville seconded to nominate Toby Scott as the representative for the Lakeshore Committee. Toby **accepted and the motion passed unanimously.**
APPROVAL OF MINUTES *6:03 pm*	John Ellis moved, and Toby Scott seconded to approve the February 20, 2020 minutes without corrections. **The motion passed unanimously.**
COMMUNICATIONS FROM THE PUBLIC (ITEMS NOT ON THE AGENDA)	None.
OLD BUSINESS:	None.
PUBLIC HEARING 1:	A request by Mireille Bierens for a Conditional Use Permit to construct an accessory apartment. The subject property is currently developed

DRAFT

BIERENS CONDITIONAL USE PERMIT REQUEST *6:06 pm*	with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-02 (Compton-Ring)	Senior Planner Compton-Ring reviewed her staff report and findings. As of the writing of WCUP 20-02, one comment received after packet completed and read into the record tonight. Staff recommended adoption of the findings of fact within staff report WCUP 20-02 and for **approval** of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	John Middleton asked about Condition #2 and staff responded that the footprint of the building exceeds 600 square feet due to the exterior stairway requiring the primary setback requirements; however, the apartment does meets the maximum square footage.
APPLICANT / AGENCIES	Decided not to attend but plans to be at Council
PUBLIC COMMENT	Chair Qunell opened the public hearing. Senior Planner Compton-Ring read an email from the Kohnstamms into the record. There being no further comments, Chair Qunell closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	John Ellis moved and Toby Scott seconded to adopt the findings of fact within staff report WCUP 20-02, with the eight (8) conditions of approval, as proposed by City Staff.
VOTE	**The motion passed unanimously.** The matter is scheduled to go before the Council on April 6, 2020.
PUBLIC HEARING 2: COURTNEY CONDITIONAL USE PERMIT REQUEST *6:11 pm*	A request by Joseph and Jill Courtney for a Conditional Use Permit to construct a guest house. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County.

DRAFT

BIERENS
CONDITIONAL USE PERMIT
WCUP 20-02
March 12, 2020

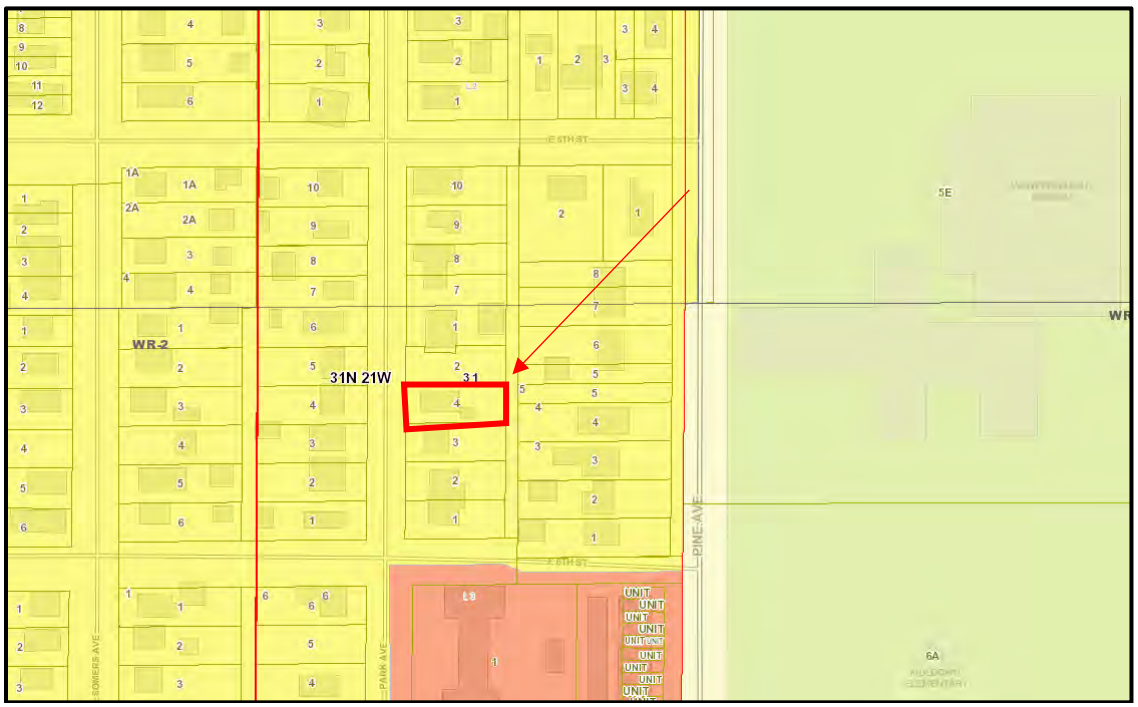
This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a request for a conditional use permit to allow an accessory apartment in a WR-2 zone at 553 Park Avenue. This application has been scheduled before the Whitefish Planning Board for a public hearing on Thursday, March 19, 2020. A recommendation will be forwarded to the City Council for a subsequent public hearing and final action on Monday, April 20, 2020.

PROJECT SCOPE

The applicant is requesting a conditional use permit to construct an accessory apartment behind the existing single-family residence. The accessory apartment will be located above a garage towards the middle/rear of the subject property. The existing garage will be removed. The garage will be accessed from an existing alley along the rear property line, as well as an existing driveway located off Park Avenue.

A. **OWNER:**
Mireille Bierens
553 Park Avenue
Whitefish, MT 59937

B. **SIZE AND LOCATION OF PROPERTY:**
The subject property is approximately 6,500 square feet. It is located at 553 Park Avenue and can be described as Lot 4 in Block 8 of Park Addition to Whitefish in Section 31, Township 31N, Range 22W, P.M.M., Flathead County, Montana.



C. **EXISTING LAND USE:**

The subject property is currently developed with a single- family residence.

D. **ADJACENT LAND USES AND ZONING:**

North:	Residential	WR-2
West:	Residential	WR-2
South:	Residential	WR-2
East:	Residential	WR-2

E. **ZONING DISTRICT:**

The property is zoned WR-2, Two- Family Limited Residential District. The purpose of this district is intended for residential purposes to provide for one-family and two-family homes in an urban setting, connected to municipal utilities and services.

F. **WHITEFISH CITY-COUNTY GROWTH POLICY DESIGNATION:**

The Growth Policy designation for this area is 'Urban' which corresponds to the WR-2.

> This is generally a residential designation that defines the traditional neighborhoods near downtown Whitefish, but it has also been applied to a second tier of neighborhoods both east of the river and in the State Park Road area. Residential unit types are mostly one and two-family, but town homes and lower density apartments and condominiums are also acceptable in appropriate locations using the PUD. Densities generally range from 2 to 12 units per acre. Limited neighborhood commercial located along arterial

or collector streets are also included in this designation. Zoning includes WLR, WR-1, and WR-2.

G. **UTILITIES:**

Sewer:	City of Whitefish
Water:	City of Whitefish
Solid Waste:	Republic Services
Electric:	Flathead Electric Co-op
Natural Gas:	Northwestern Energy
Phone:	CenturyLink
Police:	City of Whitefish
Fire:	City of Whitefish

H. **PUBLIC COMMENTS:**

A notice was mailed to adjacent landowners within 300-feet of the subject parcel on February 26, 2020. A sign was posted to the property on February 25, 2020, A notice was emailed to advisory agencies on February 28, 2020. A notice of the public hearing was published in the *Whitefish Pilot* on March 4, 2020. As of the writing of this staff report, no comments have been received regarding the proposal.

REVIEW AND FINDINGS OF FACT

This application is evaluated based on the "criteria required for consideration of a Conditional Use Permit," per Section 11-7-8(J) of the Whitefish Zoning Regulations.

1. Growth Policy Compliance:

Finding 1: The proposed use complies with Growth Policy Designation of Urban because the proposal is for an accessory apartment in association with a single- family residence in compliance with the WR-2 zoning.

2. Compliance with regulations. The proposal is consistent with the purpose, intent, and applicable provisions of these regulations.

The property is zoned WR-2, Two-Family Residential District. The development proposal is consistent with the purpose and intent of the applicable regulations.

Setbacks:

The setback requirements for an accessory structure with a footprint of less than 600 square feet is 6-feet from the side property line; however, because the stairs are on the exterior of the structure, the actual footprint of the building exceeds 600 square feet. Therefore, the building will need to meet the primary sideyard setback of 10-feet requiring the building to be moved to the north 4-feet. Staff will recommend this as a condition of approval and it will be confirmed at the time of building permit.

Parking:

The zoning requires two spaces for the single-family home and one space for the apartment. There is adequate space on the property to meet these requirements and this will be confirmed at the time of building permit.

Height:
The maximum height for an accessory building is 24-feet and it will be confirmed at the time of building permit.

Lot Coverage:
Lot coverage in the WR-2 is 40% and it appears this standards is being met. It will be confirmed at the time of building permit.

Accessory Apartment Standards:
The subject property for the proposed accessory apartment complies with both the minimum lot size and lot width requirements of the WR-2 zoning. The structure is detached and accessory to a single-family home. The apartment does not exceed 600 square feet.

Finding 2: The proposed use complies with the WR-2 zoning district because it conforms to the development standards outlined in the zoning and §11-3-1 of the Whitefish Zoning Regulations regarding accessory apartments, as conditioned.

3. Site Suitability. The site must be suitable for the proposed use or development, including:

Adequate usable land area: The subject parcel is approximately 6,490 square feet in size. The maximum permitted lot coverage in this zoning district is 40%. All setbacks and lot coverage requirements can be met and these will be confirmed at the time of building permit.

Access that meets the standards set forth in these regulations, including emergency access: The accessory apartment and garage will access from a private driveway extending from the existing public alley at the rear of the property. There is also an existing driveway located on the southern property line from the front of the home.

Absence of environmental constraints that would render the site inappropriate for the proposed use or development, including, but not necessarily limited to floodplains, slope, wetlands, riparian buffers/setbacks, or geological hazards: The proposed development is not located within the 100-year floodplain. Additionally, there are no wetlands, riparian zones, or geological hazards on or near the subject property.

Finding 3: The subject property is suitable for the proposed accessory apartment because the proposal complies with the minimum lot size, minimum lot coverage, and required setbacks; access to the proposed structure will be from an existing alley; and there are no environmental constraints on the property to limit development.

4. Quality and Functionality. The site plan for the proposed use or development has effectively dealt with the following design issues as applicable.

Parking locations and layout: §11-6-2(A) of the Whitefish Zoning Regulations requires two (2) parking spaces per single family dwelling unit and Section 11-3-1(D) requires one (1) off-street space must be provided for the accessory apartment. The proposed lot provides adequate space to accommodate all parking needs on-site with the identified parking space located inside the proposed garage, and the existing driveway located along the southern

property line. Additionally, there is adequate space located off the alley for multiple parking spaces if needed.

Traffic Circulation: The proposed use should not impact traffic circulation on the existing road.

Open space: The submitted site plan appears to have adequate open space.

Fencing/Screening: Fencing and screening are not required by the zoning regulations.

Landscaping: Section 11-4-1 of the Whitefish Zoning Regulations exempts single-family dwellings and accessory apartments from the landscaping requirements; therefore, no landscape plan is required.

Signage: No signage is proposed for the accessory apartment.

Undergrounding of new and existing utilities: The subject property currently has existing utilities located on-site which service the single-family residence. Any new utilities will be required to be installed underground.

Finding 4: The quality and functionality of the proposed development is adequate because the applicant can meet the required number of parking spaces, the proposed use will not impact existing traffic circulation, no signage is proposed for the accessory apartment, and all new utilities will be undergrounded.

5. Availability and Adequacy of Public Services and Facilities.

Sewer and water: The subject property is currently serviced by municipal water and sewer. Separate water and sewer service is required for the accessory apartment.

Storm Water Drainage: The new stormwater standards require an engineered stormwater plan if the impervious surface is 10,000 square feet; however, the entire lot is less than 10,000 square feet so no stormwater plan will be required.

Fire Protection: The Whitefish Fire Department serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon fire services.

Police: The City of Whitefish serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon police services.

Streets: The subject property is located along Park Avenue, a paved public street.

Finding 5: The subject property appears to have adequate availability of public services because the property is currently served by sewer and water, is within the jurisdiction of the Whitefish Fire Department and the City of Whitefish Police Department, and is accessed from Park Avenue.

6. Neighborhood/Community Impact:

Traffic Generation: Traffic impacts are anticipated to be minimal as the subject property has an existing single-family residence and is located within an existing neighborhood with similar uses. The accessory apartment should not result in a significant impact to traffic on Park Avenue or surrounding roadways.

Noise or Vibration: No additional noise or vibration is anticipated to be generated from the proposed use. Any additional noises or vibrations would be associated with construction and are not anticipated to be permanent impacts.

Dust, Smoke, Glare, or Heat: No impact is anticipated beyond what would be expected from the residential use currently onsite. Due to the season of the year, staff is unable to determine if the existing driveway is paved. If the driveway is not currently paved, the applicant will be required to pave the driveway as a condition of approval as required in §11-6-3-1(D)(2).

Smoke, Fumes, Gas, and Odor: No impact is anticipated with regard to smoke, fumes, gas or odors.

Hours of Operation: There are no hours of operation anticipated with this use beyond those that would be typical for a residential property.

Finding 6: The proposed development is not anticipated to have a negative neighborhood impact because the accessory apartment will not increase traffic generation on surrounding streets, there will be no noise or vibration beyond associated construction disturbance, no fumes or other odors are anticipated, and there will be no hours of operation for the residential use.

7. Neighborhood/Community Compatibility:

Structural Bulk and Massing: The proposed accessory apartment will meet the lot coverage and height standards. The proposed structure is accessory to the main single-family home and will be similar to existing adjacent residential uses in the neighborhood.

Scale: The proposed accessory apartment will meet or exceed the accessory structure setbacks, and will be confirmed at the time of building permit. This will allow for adequate open space within the subject property to maintain the character and scale of the neighborhood.

Context of Existing Neighborhood: The existing neighborhood is predominantly single-family residential. The proposed use is not expected to impact or change the character of the existing neighborhood. The proposed use is consistent with the existing zoning and the structures already constructed within the neighborhood.

Density: The design of the proposed structure is similar to other buildings in the area. The density is not out of character with the area.

Community Character: The proposed accessory apartment will not be detrimental to the immediate neighborhood integrity as the accessory apartment reflects the housing standards established in the area and will be utilized as an accessory use to the existing primary residence.

Finding 7: The proposed accessory apartment is compatible with the surrounding neighborhood because the use is similar to existing uses in the neighborhood, it will be consistent with the design, size and density of the immediate area, and it will be utilized as an accessory use to the existing primary residence.

RECOMMENDATION

It is recommended that the Whitefish Planning Board adopt the findings of fact within staff report WCUP 20-02 and that this conditional use permit be recommended for **approval** to the Whitefish City Council subject to the following conditions:

1. The project shall be constructed in compliance with the plans submitted January 31, 2020, except as amended by these conditions. Minor deviations from the plans shall require review pursuant to §11-7-8(E)(8) and major deviations from the plans shall require review pursuant to §11-7-8. The applicant shall maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. Because the footprint of the building exceeds 600 square feet, primary building setbacks must be met. (§11-2G-4)

3. One off-street parking space shall be designated for the accessory apartment and two off-street parking spaces shall be designated for the primary residence. (§11-3-1(D))

4. If the existing driveway is not currently paved, the applicant shall pave the existing driveway as required in §11-6-3-1(D)(2).

5. All stormwater generated by the proposal shall be retained on-site. (§11-3-2(C))

6. Prior to building permit issuance, the property owner shall provide the City a recorded copy of either a deed restriction or a restrictive covenant that the accessory apartment may only be rented if the owners maintain permanent residence in the primary structure. (§11-3-1(C))

7. Short term rentals for less than 30 days shall not be permitted.

8. The conditional use permit is valid for 18 months and shall terminate unless commencement of the authorized activity has begun. (§11-7-8)

Planning & Building Department
PO Box 158
418 E 2nd Street
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Public Notice of Proposed Land Use Action

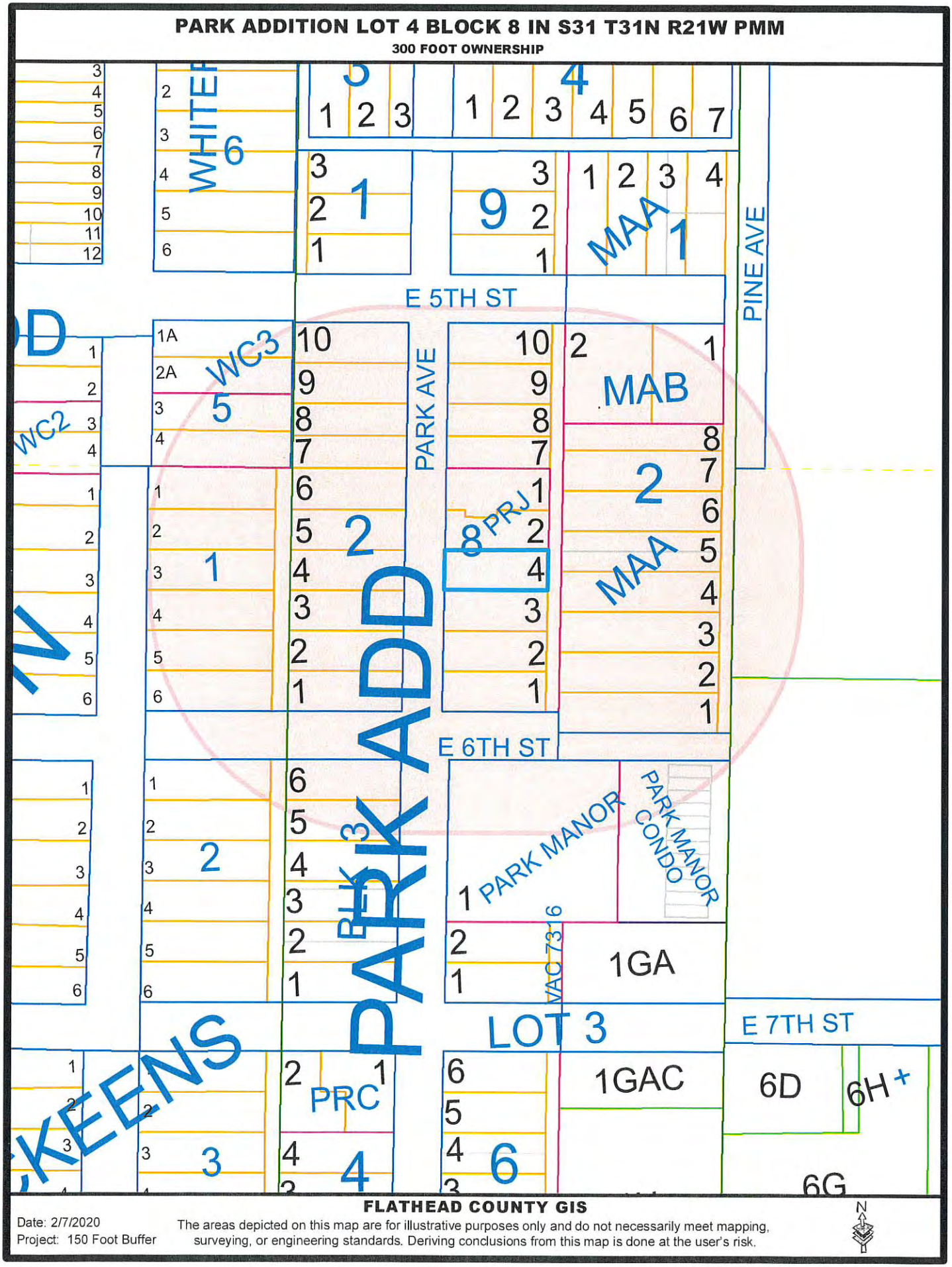
The City of Whitefish would like to inform you that Mireille Bierens is requesting Conditional Use Permit to construct an accessory apartment. The property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County.

You are welcome to provide comments on the project. Comments can be in written or email format. The Whitefish Planning Board will hold a public hearing for the proposed project request on:

Thursday, March 19, 2020
6:00 p.m.
Whitefish City Council Chambers, City Hall
418 E 2nd Street, Whitefish MT 59937

The Whitefish Planning Board will make a recommendation to the City Council, who will then hold a public hearing and take final action on **Monday, April 20, 2020** at 7:10 p.m., also in the Whitefish City Council Chambers.

On the back of this flyer is a site plan of the project. Additional information on this proposal can be obtained at the Whitefish Planning Department located at 418 E 2nd Street. The public is encouraged to comment on the above proposal and attend the hearing. Please send comments to the Whitefish Planning Department, PO Box 158, Whitefish, MT 59937, or by phone (406) 863-2410, fax (406) 863-2409 or email at *wcompton-ring@cityofwhitefish.org*. Comments received by the close of business on March 9, 2020, will be included in the packets to Board members. Comments received after the deadline will be summarized to Board members at the public hearing.


PARK ADDITION LOT 4 BLOCK 8 IN S31 T31N R21W PMM
300 FOOT OWNERSHIP
E 5TH ST
E 6TH ST
E 7TH ST
PARK AVE
PINE AVE
WHITE
WC3
WC2
MAB
MAA
PRJ
PRC
PARK MANOR
PARK MANOR CONDO
VAC 7316
1GA
1GAC
LOT 3
6D
6H+
6G
KEENS
PARK ADD
FLATHEAD COUNTY GIS
Date: 2/7/2020
Project: 150 Foot Buffer
The areas depicted on this map are for illustrative purposes only and do not necessarily meet mapping, surveying, or engineering standards. Deriving conclusions from this map is done at the user's risk.
N

PLANNING & BUILDING DEPARTMENT
PO Box 158
418 E Second
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Date: February 28, 2020

To: Advisory Agencies & Interested Parties

From: Whitefish Planning & Building Department

The regular meeting of the Whitefish Planning Board will be held on Thursday, March 19, 2020 at 6:00 pm in the Whitefish City Council Chambers at **418 E Second Street**. During the meeting, the Board will hold a public hearing on the items listed below. Upon receipt of the recommendation from the Planning Board, the Whitefish City Council will hold a subsequent public hearing for item 1 on April 6, 2020 and items 2-4 on April 20, 2020. City Council meetings start at 7:10 pm at **418 E Second Street** in the Whitefish City Council Chambers on the second floor.

1. A request by Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects for a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6405 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County. (WCUP 20-01) Minnich

2. A request by Mireille Bierens for a conditional use permit to construct an accessory apartment. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County. (WCUP 20-02) Compton-Ring

3. A request by Joseph and Jill Courtney for a conditional use permit to construct a guest house. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County. (WCUP 20-04) Compton-Ring

4. A request by Michael Lancaster, on behalf of Triple S Land Group, LLC, for a Conditional Use Permit to construct a four-bedroom home to be leased to Chrysalis as a state licensed Type 1 Community Residential Facility for school age girls. The property is zoned WR-2 (Two-family Residential District) and located at 760 Salmon Run, legally described as Lot 4 of SWO in S26, T31N, R22W P.M.M., Flathead County (WCUP 20-03) Taylor

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 418 E Second Street, during regular business hours, and the application and site plans are available **HERE**. The full application packets along with public comments and staff report will be available on the City's webpage: www.cityofwhitefish.org under Planning Board six days prior to the Planning Board public hearing date noted above. Inquiries are welcomed. Interested parties are invited to attend the meeting and make known their views and concerns. Comments in writing may be forwarded to the Whitefish Planning & Building Department at the above address prior to the hearing or via email: *dtaylor@cityofwhitefish.org*. For questions or further information regarding these proposals, phone 406-863-2410.

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

File #: WCUP 20-02
Date: JAN 31 2020
Intake Staff:
Check #: 246
Amount: $1,065
Date Complete:

CONDITIONAL USE PERMIT

FEE ATTACHED $ 1,065
(see current fee schedule)

INSTRUCTIONS:

☐ A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____

☐ Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.

☐ The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.

☐ After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: Mireille Bierens
Street Address: 553 Park Ave
Assessor's Tract No.(s) T31N R21W Lot No(s) 4
Block # 8 Subdivision Name _____
Section 31 Township _____ Range _____

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

Owner's Signature** — Date: 2/3/2020

Print Name: Mirzeille Bierens

Applicant's Signature — Date: 2/3/2020

Print Name: Mireille Bierens

Representative's Signature — Date

Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

02/03/2020 11:20:47 AM
1065.00
GLACIER BANK OF WHITEFISH, CIT
Y OF WHITEFISH

B. APPLICATION CONTENTS:

Attached	ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
☐	Eight (8) copies of the Conditional Use Permit Application
☐	Eight (8) copies of the written description of how the project meets the criteria in Section E
☐	Eight (8) copies of the Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
☐	Housing Mitigation Plan (unless exempt)
☐	Where new buildings or additions are proposed, building sketches and elevations must be submitted
☐	Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
☐	If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental**
☐	If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
☐	Electronic version of entire application (i.e. pdf)
☐	Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

CITY OF WHITEFISH
CASH RECEIPT
Printed 11:20:34 - 02/03/20

Batch:16581
Transaction:19

Reference Number:
Name: BIERENS
Address: 553 PARK AVENUE

Item(s) Description:
CONDITIONAL USE PERMIT FEE 1065.00

Check # 246 1065.00
Cash Paid
Credit Paid
Less Change Given

TOTAL: 1065.00

C. OWNER/APPLICANT INFORMATION

OWNER(S) OF RECORD:

Name: Mirelle Bierens Phone: 406-212-4031

Mailing Address: 553 Park Ave

City, State, Zip: Whitefish MT 59937

Email: mbierens@charter.net

APPLICANT (if different than above):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

OTHER TECHNICAL/PROFESSIONAL:

Name: Innovative Builders LLC Phone: 212-3319

Mailing Address: 36 Wildsong Court

City, State, Zip: Kalispell MT 59901

Email: justin@buildinginnovation.com

D. DESCRIBE PROPOSED USE:

Owner occupied / Rental

ZONING DISTRICT: _____

E. FINDINGS: The following criteria form the basis for approval or denial of the Conditional Use Permit. The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.

Garage and New Construction total is under 1,200 sq. ft.

2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations.

The New Building meets current codes and set Backs within city limits.

3. How is the property location suitable for the proposed use? Is there adequate usable land area? Does the access, including emergency vehicle access, meet the current standards? Are environmentally sensitive areas present on the property that would render the site inappropriate for the proposed use?

We are building over the existing garage, with livable quarters above. There is adequate usable land to the North and East. The alley would provide emergency access if necessary. There are <u>no</u> environmental areas present.

4. How are the following design issues addressed on the site plan?
   a. Parking locations and layout
   b. Traffic circulation
   c. Open space
   d. Fencing/screening
   e. Landscaping
   f. Signage
   g. Undergrounding of new utilities
   h. Undergrounding of existing utilities

Site plan identifies setbacks, tracking pad, current house layout and square footages. It also shows the front road of Park Ave, and where the alley way lies currently.

5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
   a. Sewer
   b. Water
   c. Stormwater
   d. Fire Protection
   e. Police Protection
   f. Street (public or private)
   g. Parks (residential only)
   h. Sidewalks
   i. Bike/pedestrian ways – including connectivity to existing and proposed developments

We will tie into existing Sewer and Water since it is already there with current house. Nothing else is impacted by the new structure

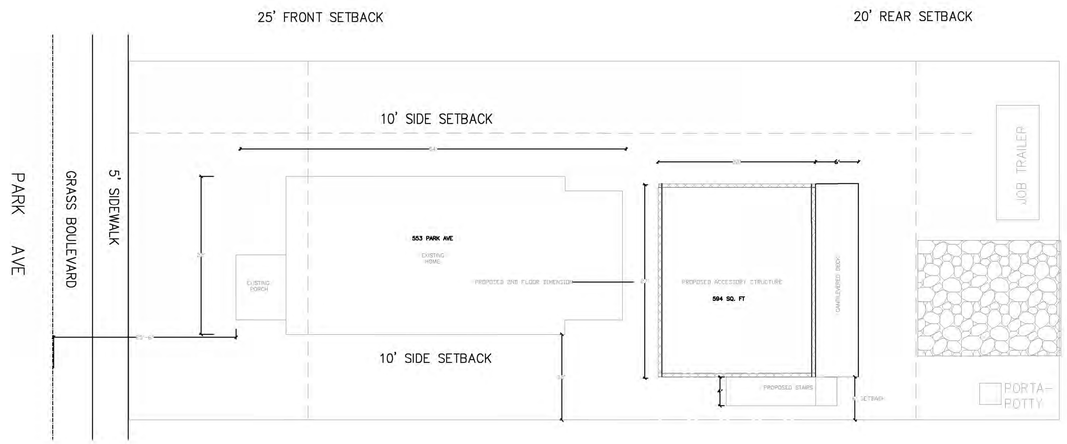
6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
   a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
   b. Noise, vibration, dust, glare, heat, smoke, fumes, odors

There will be parking in back off the alley way so very little car traffic. House/apartment structure is only 594 ft^2 of footprint so it will go fast given its size. Typical parking noise but will be quick build.

7. What are the proposed hours of operation?
   common hours from 8am-5pm

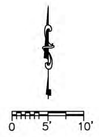
8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:
   a. Structural bulk and massing
   b. Scale
   c. Context of existing neighborhood
   d. Density
   e. Community Character

The new structure meets City of White Bear 1200 sq ft. or less detached structure.

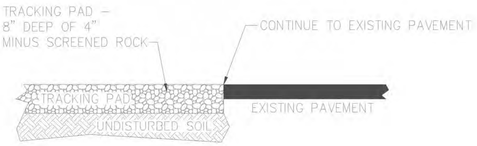


SITE PLAN

VEHICLE TRAFFIC PAD – INSTALLED AND CONSTRUCTED PER WHITEFISH CITY STANDARD SD-66 (CONTINUE TO AND ABUT EXISTING PAVEMENT)

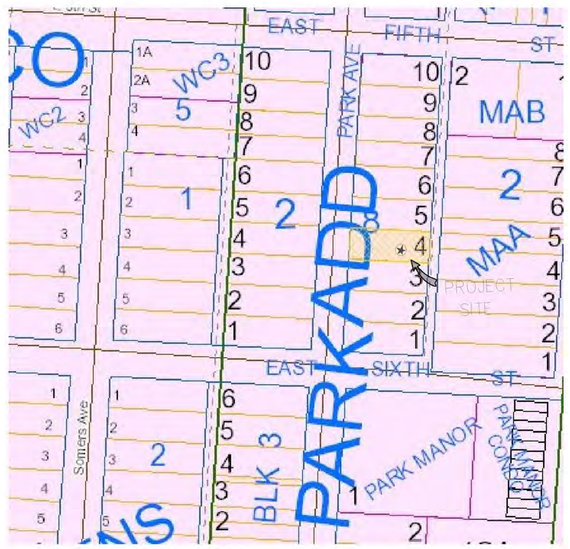


NOTE:
ALL VEHICLES ENTERING AND EXITING THE CONSTRUCTION SITE MUST GO ACROSS THE ROCK PAD TO PREVENT MUD AND DIRT FROM TRACKING OFFSITE. ROCK SHALL BE REPLENISHED IF TRACKING OCCURS. ALL MATERIALS SPILLED, DROPPED, WASHED OR TRACKED FROM VEHICLES ONTO STREETS MUST BE REMOVED IMMEDIATELY.



VEHICLE TRACKING PAD SECTION
(NOT TO SCALE)

SITE VIEW
Old garage to be removed



VICINITY MAP

GENERAL NOTES
THE CURRENT UNIFORM BUILDING CODE, STATE OR LOCAL CODES SUPERSEDE ALL INFORMATION IN THE PLANS OR SPEC's WHEN APPLICABLE.

SPECIFICATIONS AND INFORMATION IN THESE PLANS HAVE NOT BEEN ENGINEERED IF REQUIRED, CONTRACTOR AND OWNER WILL VERIFY ALL STRUCTURAL SPECIFICATIONS

DRAWINGS ON THIS PAGE ARE FOR ILLUSTRATION. ALL MEASUREMENTS SHALL BE ESTABLISHED BY CONTRACTOR IN THE FIELD PRIOR TO TRUSS ORDER.
ALL EGRESS WINDOW SILL HEIGHTS SHALL BE 44" MAX ABOVE FINISH FLOOR

INSTALL RIDGE VENT ON ALL RIDGES

CONTRACTOR & SUBS MUST FIELD VERIFY ALL MEASUREMENTS. DO NOT SCALE FROM THESE DRAWINGS.
THESE ARE NOT ENGINEERED DRAWINGS. IF REQUIRED CONTRACTOR WILL ACQUIRE ENGINEERING SPECIFICATIONS.
SMOKE/CARBON MONOXIDE DETECTORS TO BE INSTALLED PER 2009 IRC PROVISIONS OF SECTIONS R314 & R315.

DISCLAIMER NOTICE:
1. CONTRACTOR & SUBS MUST FIELD VERIFY ALL MEASUREMENTS. DO NOT SCALE FROM THESE DRAWINGS.
2. THESE ARE NOT ENGINEERED DRAWINGS. IF REQUIRED CONTRACTOR WILL ACQUIRE ENGINEERING SPECIFICATIONS.

SHEET INDEX:

L1 – SITE PLAN AND COVER SHEET
A1–3 FLOOR PLAN AND ELEVATIONS
D1 – FLOOR & ROOF FRAMING (TYPICAL WALL SECTION)
D2 – FRAMING SECTION
S1 – FOUNDATION PLAN

SITE INFORMATION:

ZONING:	= WR–2
SETBACKS:	
FRONT	= 25'
REAR	= 20'
SIDE	= 10'
HEIGHT:	= 35'
LOT SIZE:	= 6,500 SF
% LOT COVERAGE:	= 40% MAX
TOTAL COVERAGE	= 23%

LOT COVERAGE SQUARE FOOTAGE:

EXIST HOUSE	= 914 SF
PROPOSED ACCESSORY	= 594 SF
TOTAL BLDGS	= 1,508 SF

SITE INFORMATION:

Township & Range: T31NR21W SECT 31 BLK 8 LOT 4
Legal Description: PARK ADD TO WFSH

Street Address: 553 Park Ave.
WHITEFISH, MT 59937
50'x130' = 6,500 SQUARE FEET

OWNER:

MIREILLE BIERENS
553 PARK AVE
WHITEFISH, MT 59937

BUILDER:

GLACIER TIMBERLINE CONST.
CHRIS TERRELL
406.249.3481
glaciertimberline@gmail.com

DESIGNER INFORMATION:

MARK CAHILL
P.O. BOX 2152
COLUMBIA FALLS, MT 559912
406–253–6910
rrider131@gmail.com

GENERAL NOTES:

1. ALL CONSTRUCTION SHALL COMPLY WITH THE INTERNATIONAL RESIDENTIAL CODE (2012 EDITION) AND ALL STATE AND LOCAL ORDINANCES.
2. WATER, POWER AND SEWER ARE EXISTING AND NO NEW CONNECTIONS ARE REQUIRED.

GENERAL NOTES
THE CURRENT UNIFORM BUILDING CODE, STATE OR LOCAL CODES SUPERSEDE ALL INFORMATION IN THE PLANS OR SPEC's WHEN APPLICABLE.

SPECIFICATIONS AND INFORMATION IN THESE PLANS HAVE NOT BEEN ENGINEERED IF REQUIRED, CONTRACTOR AND OWNER WILL VERIFY ALL STRUCTURAL SPECIFICATIONS

DRAWINGS ON THIS PAGE ARE FOR ILLUSTRATION. ALL MEASUREMENTS SHALL BE ESTABLISHED BY CONTRACTOR IN THE FIELD PRIOR TO TRUSS ORDER.

BIERENS
No.◦DATE◦REMARK
0. PRELIMINARY 12-2-16
1. FIRST DRAFT 12-3-16
2.FINAL DRAFT 3-18-17
3.

The sub-contractor shall verify all levels, datums, and dimensions prior to commencement of the work. All errors and omissions must be reported to the CONTRACTOR immediately.

This drawing must not be scaled.

Copyright Reserved. All parts of this dwg are the exclusive property of the OWNER.

MIREILLE BIERENS
GARAGE APARTMENT
553 PARK AVENUE
WHITEFISH, MONTANA 59937

MARK CAHILL
DESIGNER
(406) 253-6910
COLUMBIA FALLS, MONTANA

SITE PLAN AND COVER SHEET

CADD DWG No. BIERENS.DWG

SHEET L1

From: Betsy and Dan Kohnstamm
To: Wendy Compton-Ring
Subject: CUP comments on 553 Park AVe.
Date: Tuesday, March 17, 2020 6:37:56 PM

Hi Wendy and Whitefish City Planning Board:
We live near the 553 Park Ave. site just across from it on Somers Ave. one block away. We have just added a similar garage and apartment on our lot at 573 Somers. We write in support of this application because we feel adding small units to downtown Whitefish in this way is a good idea. It allows the town to build downtown density without ruining the character of the residential neighborhoods we love near the center of Whitefish. Our small apartments will each be quite individual and relatively affordable. Thanks for giving the town the opportunity to grow in this way. Betsy and Dan Kohnstamm

EXTERNAL SENDER verified by City of Whitefish IT

From:	Denise Hanson
To:	Wendy Compton-Ring
Subject:	Conditional Use Permit Comments: 553 Park Avenue
Date:	Tuesday, March 24, 2020 9:28:32 AM
Attachments:	image003.png image006.png image007.png

Hi Wendy,

I am writing in **support** of the condition user permit for the accessory apartment at 553 Park Avenue.

I understand the need for affordable housing in our community and the only way to achieve that is with higher density housing. I strongly feel that adding accessory dwelling units to existing homes is a great way to add higher density homes with having a minimal impact to the feel or character of the neighborhood.

I feel this proposed project is in alignment with the overall goals of the City of Whitefish and is a step in the right direction to find a way that locals can continue to be able to afford to live and work here.

Thank you,

Denise

DENISE **HANSON**

Mortgage Loan Originator | **NMLS #1037819**

[redacted]

406.730.6612 **O**

[redacted]

www.denisehanson.com **W**

1581 Baker Ave, Suite B
Whitefish, MT 59937

LendUS

LendUS, LLC NMLS #1938

GET STARTED ONLINE

EXTERNAL SENDER verified by City of Whitefish IT

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PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

March 31, 2020

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

RE: Baur Family Partnership LP, Gas Station/Convenience Store at 6045 Highway 93 S (WCUP 20-01)

Honorable Mayor and Council:

Summary of Requested Action: Montana Commerce LLC, on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects, is requesting a Conditional Use Permit to construct a gas station and convenience store, over 10,000 square feet, at 6045 Highway 93 South. The proposed main structure is approximately 13,700 square feet gross. Two detached automobile fueling stations and one detached RV fueling station are also proposed on the subject property. The property is zoned WB-2 (Secondary Business District) and the Whitefish Growth Policy designates this property as 'Suburban Residential.'

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to twelve conditions set forth in the attached staff report.

Public Hearing: Four members of the public spoke at the March 19, 2020 public hearing with concerns regarding traffic, the location near the hospital, environmental impacts, the use of the property, and views coming into town. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board approved the request on a 4-3 vote (Linville, Beckham, Middleton in opposition). In making their decision, the Planning Board adopted staff report WCUP 20-01 with Findings of Fact and recommended Conditions of Approval.

Proposed Motion:

- I move to approve WCUP 20-01, the Findings of Fact in the staff report and the twelve conditions of approval, as recommended by the Whitefish Planning Board on March 19, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on April 6, 2020. Should Council have questions or need further information on this matter, please contact the Planning Board or the Planning & Building Department.

Respectfully,

Bailey Minnich, AICP, CFM
Planner II

Att: Exhibit A: Planning Board Recommended Conditions of Approval
Draft Minutes, Planning Board Meeting, 3-19-20
Traffic Analysis, WGM Group, 3-27-20
Public Comments After Planning Board Meeting:

- Sherman, 3-23-20

Exhibits from 3-12-20 Staff Packet

1. Staff Report – WCUP 20-01, 3-12-20
2. Adjacent Landowner Notice, 2-27-20
3. Advisory Agency Notice, 2-28-20
4. MDT Agency Comment, 3-9-20
5. Public Comment – Donahue, 3-6-20

The following was submitted by the applicant:

6. Application for Conditional Use Permit, 1-31-20

c: w/att Michelle Howke, City Clerk

c: w/o att Baur Family Partnership LP
Montana Commerce, LLC
CWG Architects
Big Sky Civil & Environmental, Inc.

Exhibit A
Baur Family Partnership LP
WCUP 20-01
Whitefish Planning Board
Recommended Conditions of Approval
March 19, 2020

1. The project shall be in compliance with the site plan submitted on January 31, 2020, except as amended by these conditions. Minor deviations from the plans shall require review pursuant to §11-7-8E(8) and major deviations from the plans shall require review pursuant to §11-7-8. The applicant shall maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. The Fire Department requires the applicant to comply with all fire codes for this classification of occupancy. Emergency vehicle access, hydrants, and any extended fire suppression system will be reviewed by the Whitefish Fire Department as part of the building permit. (IFC)

3. An engineered stormwater plan must be submitted for review and approval to the Public Works Department at the time of a building permit application. (Engineering Standards)

4. The applicant must contact the City Clerk to name the existing private street.

5. The applicant must provide a minimum of 5 bicycle locking racks as close to the proposed building as possible. (§11-3-43(E)(8), §11-3-43(G)(4), WCC)

6. All on-site lighting must be dark sky compliant. (§11-3-25, WCC)

7. The location for refuse disposal and recycling must be reviewed and approved by the Public Works Department and Republic Services. (§4-2, WCC)

8. The middle existing approach on the unnamed private street must be removed and revegetated if not utilized as access for the property.

9. Compliance with the Landscaping Chapter will be confirmed at the time of building permit. (Chapter 4, WCC)

10. Approval from the Architectural Review Committee must be obtained prior to submitting an application for a building permit. (§11-3-3B, WCC)

11. A sign permit must be obtained from the Planning and Building Department prior to any sign installation.

12. The conditional use permit is valid for 18 months and must terminate unless commencement of the authorized activity has begun. (§11-7-8, WCC)

STAFF REPORT WCUP 20-04 (Compton-Ring)	Senior Planner Compton-Ring reviewed her staff report and findings. As of the writing of WCUP 20-04, no public comments had been received. Staff recommended adoption of the findings of fact within staff report WCUP 20-04 and for **approval** of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	John Ellis asked about the zoning and why this is a guesthouse vs accessory apartment; Wendy discussed the zoning differences between a guesthouse and accessory apartment.
APPLICANT / AGENCIES	
PUBLIC COMMENT	Chair Qunell opened the public hearing. Jill Courtney on the phone; 533 Colorado Ave; thanks for experimenting with this and working quite well. Nothing more to add from staff report. There being no further comments, Chair Qunell closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	John Ellis moved and Scott Freudenberger seconded to adopt the findings of fact within staff report WCUP 20-04, with the six (6) conditions of approval, as proposed by City Staff.
VOTE	**The motion passed unanimously.** The matter is scheduled to go before the Council on April 6, 2020.
PUBLIC HEARING 3: BAUR FAMILY CONDITIONAL USE PERMIT REQUEST *6:17 pm*	A request by Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects for a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6045 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-01	Planner Minnich reviewed her staff report and findings. As of the writing of WCUP 20-01, one comment letter and one letter from MDT

(Minnich)	regarding the access onto the Highways was received; two additional letters received after the packet and read into the record. Staff recommended adoption of the findings of fact within staff report WCUP 20-01 and for **approval** of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	John Ellis asked and Planner Minnich responded that the property to the north is in the city limits, owned by the North Valley Hospital and zoned WB-2/WPUD. She noted there is an island of County resulting from the recent annexation to the northeast. Toby Scott asked about the right-in/right-out onto Highway 40 and people attempting to make a left-hand turn. He also asked and Planner Minnich noted there are no requirements in the zoning code requiring electric vehicle charging stations. Steve Qunell asked how one would access the site if travelling southbound on Highway 93 S and Planner Minnich responded one would turn left onto the private road, which is maintained privately. Scott Freudenberger explained that Montana Department of Transportation controls access onto their highway and that the internal road is privately owned and maintained but open to public use. Planner Minnich agreed.
APPLICANT / AGENCIES	Jason Egeline, CWG architects, Helena, presented on behalf of the applicant. He went over the proposed conditions and how they would comply. Bicycle racks would be in covered area near the doors. He stated they are four times over the landscaping requirement. The project has been presented to the Architectural Review Committee for a pre-application meeting with discussion regarding minimizing height of retaining walls with terracing and landscaping. He reviewed the site section showing sloping and grading of property and provided a study of vehicle turning radii to show the amount of asphalt is needed to accommodate vehicles. The materials proposed reflect small Montana town architecture, with varying types of materials so it looks like something that was added on to over time and not brand new. They stayed away from franchise architecture. This particular Town Pump would be unique and does not look like any other one in the state. The brick stone wood look has not been used with prior projects. Scott Freudenberger asked about access for kids coming from the Hospital or Sports Complex, and Egeline showed the public sidewalk

	that was added off the unnamed private road. Scott also asked about sign colors and whether they used copyrighted colors. Egeline responded that main signs used standard colors but other signs on site use muted colors. Steve Qunell asked about elevation drop on east side. Egeline explained how they kept retaining walls at 4 feet and terraced it. Tried to keep site grading as close as possible to existing conditions while keeping it safe in icy conditions. Qunell asked whether there would be any franchise restaurants associated with it and Egeline responded that there would just be the town pump deli, no other restaurant on site. Joe Murphy, Big Sky Civil and Environmental, Great Falls presented on site layout, drainage, stormwater, etc. Pedestrian walkways were added, including connections to bike path and the applicant has agreed to install a bike path down the hill parallel to highway 40 on existing private road to provide connections to the hospital and sports field. The proposed stormwater will be treated above and beyond city standards. He discussed the previous 2005 traffic study and how this use will have less traffic than the previously proposed uses. The traffic study states development will have no noticeable delay of traffic. A new study was not required by MDT because the proposed use has less traffic than what was proposed previously. Steve Qunell asked about vehicle trips per day for gas station and Murphy replied around 1000 vehicle trips per day for a larger size, this one approximately 500-600 per day. Dan Sampson, Town Pump Inc, on the phone stated 880 maximum vehicle trips per day. Qunell asked about left hand turns into site from 93, and Murphy responded that was studied and was adequate.
PUBLIC COMMENT	Chair Qunell opened the public hearing. Bailey read two letters into the record, one from Alpine Women's Center and one from Anita Mills. Janet Donahue, 6111 Highway 93 South – As a neighbor she is concerned about traffic, odors, risk of spill as she is on a well, trespassing people going to the gas station, air quality and noise from idling vehicles. She believes this should be built in another location. Leo Keane, 514 Pine Place – He noted the currently vacant property was recently a beautiful forest until most of the trees were removed. He recommended, several years ago, the Council to buy the property as it would be a great opportunity for the City. He warned the property

	would end up as a gas station if the Council did not act and now here it is. He believes all the developments in town are chipping away at the character of Whitefish. Do we really need another gas station? He questioned the 15-year-old Traffic Study; things in town have changed and traffic has increased. He can't believe we are at this point – it is such a lost opportunity. He told the Planning Board to not approve the CUP – we need a better entrance into our town. Judy Hessellund, 786 W 7th Street – It is a well-thought out plan and it looks quite nice with an awesome layout, but it is a bad location. During the Growth Policy update, a lot of people were very concerned with the entrance into town. She noted the traffic has changed considerably since 2005. She is also concerned with the environmental issues and agrees with the other speakers that another corner would be better. Tom Thomas, 1000 Point of View Ranch Road – The Town Pump needs a new location and cannot be successful where they are currently located. He commented on the continuous changes in the zoning regulations and directing all the commercial to the downtown where larger business cannot fit – we are forcing people to shop in Kalispell; Nelson's is a good example of a business moving out of downtown; WF wants all the amenities, but pushes business out of town. WF was opposed to a bypass and will be a mistake later; can't keep cramming it downtown. Rebuttal – Joe Murphy: regarding the trucks idling concern, this gas station is not a truck stop; there will be diesel but for autos not semi-trucks. Jason Egeline: the Town Pump development is within the City not sprawl within the County. The project is designed to meet the City's zoning requirements. Public Rebuttal - Janet Donohue: concerned about the access to the site and traffic flow with larger commercial vehicles. There being no further comments, Chair Qunell closed the public hearing and turned the matter over to the Planning Board for consideration. Scott Freudenberger asked about the traffic and staff explained both Highway 40 and Highway 93 South are MDT's responsibility. Toby Scott asked about the pork chop on the Highway 40 access and staff explained it is already installed.

MOTION / BOARD DISCUSSION	John Ellis moved and Scott Freudenberger seconded to adopt the findings of fact within staff report WCUP 20-01, with the twelve (12) conditions of approval, as proposed by City Staff. John Ellis discussed his motion. He agrees 100% with Leo. The City has been derelict in preserving its character as other communities have done this. Regarding the traffic study, he agrees there will be problems as people will try to make illegal maneuvers. He has concerns about the 15-year-old TIS. He does think the architecture is great and the landscaping is great. Once you get past the idea of that property being a Town Pump aesthetically, he thinks they did as good a job as could be done with their plans. He sees nothing in our rules and regulations that would allow him to vote against it. Toby Scott agreed with John Ellis. He would have liked to see the trees retained and could have been something so much more. Steve Qunell replied it gave him heartburn, but the imagery makes it look sort of OK. The gas station has a large 'pass-by' traffic, but he doesn't understand why we didn't get an updated traffic study. Minnich explained that no city streets are involved, only private roads or MDT highways and that she discussed this item with the Public Works Director when the application was submitted. John Middleton agreed with a lot of what has been said 1) how reliable is a 15-year-old traffic study, and 2) has legitimate environmental concerns toward the hospital. He will not be supporting the motion. Whitney Beckham is also not in support of the project. She thinks the traffic study needs to be re-visited and is concerned with the environmental effects of the project. Allison Linville understands the perspectives of the Planning Board but she has concerns with the proximity of the project to the hospital and if those issues could be mitigated. John Middleton further reminded the Board that CUPs are at the city's discretion and thinks it needs to include a community benefit.
VOTE	**The motion passed 4-3 (Linville, Beckham, Middleton voted against).** The matter is scheduled to go before the Council on April 6, 2020.

March 27th, 2020

Mr. Joe Murphy
Big Sky Civil and Environmental
1324 13th Avenue SW
Great Falls, MT, 59403

Re: Town Pump Traffic Analysis – US 93 & MT 40, Whitefish

Dear Joe:

At your request WGM Group, Inc. (WGM) has prepared a traffic analysis for the Town Pump convenience store and fueling center proposed in the northeast quadrant of the intersection of US Highway 93 (US 93) and Montana Highway 40 (MT 40) south of Whitefish, Montana. WGM's analysis focuses on the sites proposed access points onto MT 40 (a right-in/right-out driveway) and US 93 (via the diagonal access road at the north edge of the site).

Existing Traffic Volume

Traffic counts conducted at this time would be of no value due to the irregular traffic volume levels currently being experienced, as a result of the Coronavirus Pandemic. Still, we need to understand existing traffic volumes because they form the basis upon which any traffic study is build. Fortunately, MDT has made available PM peak hour traffic counts conducted in August 2018 at the intersection of US 93 and MT 40. From these counts it is easy to determine the number of PM peak hour vehicles (in year 2018 values) passing by the proposed access points on these highways.

Although the proposed MT 40 right-in/right-out access currently exists, it connects to nothing. Therefore, the existing volume turning in and out of this access is easily estimated at zero. The diagonal road access onto US 93 also already exists and, in fact, connects through to the North Valley Hospital campus. There are, however, more direct and convenient ways than this roadway to access the Hospital campus from most directions, leaving it little-used. Previous traffic studies conducted by WGM for the Hospital Campus after the Hospital itself was built and fully functional, found little traffic on this roadway, and projected little additional use. Based on this background knowledge, WGM estimates the existing PM peak hour traffic volume to be 10 entering vehicles from both northbound and southbound US 93 into the diagonal roadway, and 20 exiting vehicles.

Future No-Build Traffic Volume

Combining the MDT counts with the hospital campus traffic provides a clear picture of year 2018 PM peak hour traffic volumes at the study intersections. These volumes were then projected from 2018 to the anticipate Town Pump year of opening, 2021. Research of historic traffic volumes on US 93 and MT 40 led WGM to concluded that

traffic in this area is increasing at an average annual rate of 1.5% per year. Applying this growth rate, compounded for the three years between 2018 and 2021, to the existing traffic volumes results in an estimate of traffic conditions in 2021 without the Town Pump development.

Site-Generated Traffic

The proposed Town Pump development will consist of a convenience store and 28 vehicle fueling positions. Information contained in the Institute of Transportation Engineers (ITE) *Trip Generation Manual* (10th Edition) was used to estimate the number of PM peak hour trips that will be generated by the proposed Town Pump. This calculation yielded an estimate of 321 entering and 322 exiting trips in the PM peak hour. These site-generated trips were assigned to the entering and exiting movements at each of the site access points based on engineering judgment and the limited turning movements allowed at each driveway.

Future Build Traffic Volumes

The estimated site-generated trip assignment was combined with the projected 2021 traffic volumes resulting in a set of 2021 PM peak hour build traffic volumes at each of the two site access points. These 2021 build traffic volumes represent the traffic projected to exist once the Town Pump is built and open for business.

Driveway Analysis

Each of the site access points onto the public street network were analyzed using the projected 2021 build traffic volumes and the intersection analysis methodology set forth in the Highway Capacity Manual published by the Transportation Research Board. This analysis incorporated the conditions at each access point, including the number of lanes on each intersection approach, turning prohibitions, and stop-sign control.

Conclusions

The intersection analysis predicts acceptable traffic operations at both site access points, with level of service (LOS) C or better (on an A through F scale) for all vehicles, and no interruption of traffic on the US 93 and MT 40 approaches.

Please feel free to contact us if you have any additional questions.

Sincerely,
WGM Group, Inc.

Mark Bancale, P.E., PTOE
Senior Traffic Engineer

MDB:mo

W:\Projects\200316\Traffic\Letter Report for Whitefish Town Pump Traffic.docx

From: Michelle Howke
To: David Taylor; Wendy Compton-Ring; Bailey Minnich
Subject: FW: Proposed Town Pump
Date: Monday, March 23, 2020 8:12:12 AM

From: Roger Sherman [redacted]
Sent: Sunday, March 22, 2020 9:30 AM
To: Michelle Howke <mhowke@cityofwhitefish.org>
Subject: Proposed Town Pump

Dear Council
After many months of hard work and study, as a member of The South 93 Corridor Steering Committee, I am shocked that the planning committee gave approval for a Town Pump at the corner of Route 40 and 93. Our steering committee has a goal of creating an aesthetic welcoming to the south entrance. A gas station is a slap in the face to our committee. Personally I am totally disgusted the planning board members would even consider this.
I request that the City Council vote a resounding NO to this proposal.
Thank you,
Roger Sherman
280 Brimstone Dr
Whitefish

Virus-free. www.avast.com
EXTERNAL SENDER verified by City of Whitefish IT

BAUR FAMILY PARTNERSHIP LP
CONDITIONAL USE PERMIT WCUP 20-01
EXHIBIT LIST
MARCH 12, 2020

1. Staff Report – WCUP 20-01, 3-12-20
2. Adjacent Landowner Notice, 2-27-20
3. Advisory Agency Notice, 2-28-20
4. MDT Agency Comment, 3-9-20
5. Public Comment – Donahue, 3-6-20

The following was submitted by the applicant:

6. Application for Conditional Use Permit, 1-31-20

BAUR FAMILY PARTNERSHIP LP
CONDITIONAL USE PERMIT
WCUP 20-01
MARCH 12, 2020

This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a request for a conditional use permit to construct a gas station and convenience store in the WB-2 (Secondary Business District) at 6405 Highway 93 South. This application has been scheduled before the Whitefish Planning Board for a public hearing on Thursday, March 19, 2020. A recommendation will be forwarded to the City Council for a subsequent public hearing and final action on Monday, April 6, 2020.

PROJECT SCOPE

The applicant is requesting a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of US Highway 40 and US Highway 93 South. The proposed structure is approximately 13,700 square feet gross. Additionally, two detached automobile fueling stations and one detached RV fueling station is proposed. Water and sewer mains are located adjacent to the subject property and service lines will be extended to serve the proposed structure. Access to the site is from an existing approach off US Highway 40 and an existing unnamed private roadway on the north side of the property which connects to US Highway 93 South. The existing access approaches will not be modified with this application.

A Conditional Use Permit is required for automotive service stations and convenience stores and for new structures with a building footprint larger than 10,000 square feet in the WB-2 zoning district. (§11-2K-3)

Figure 1: Location of subject property in red.

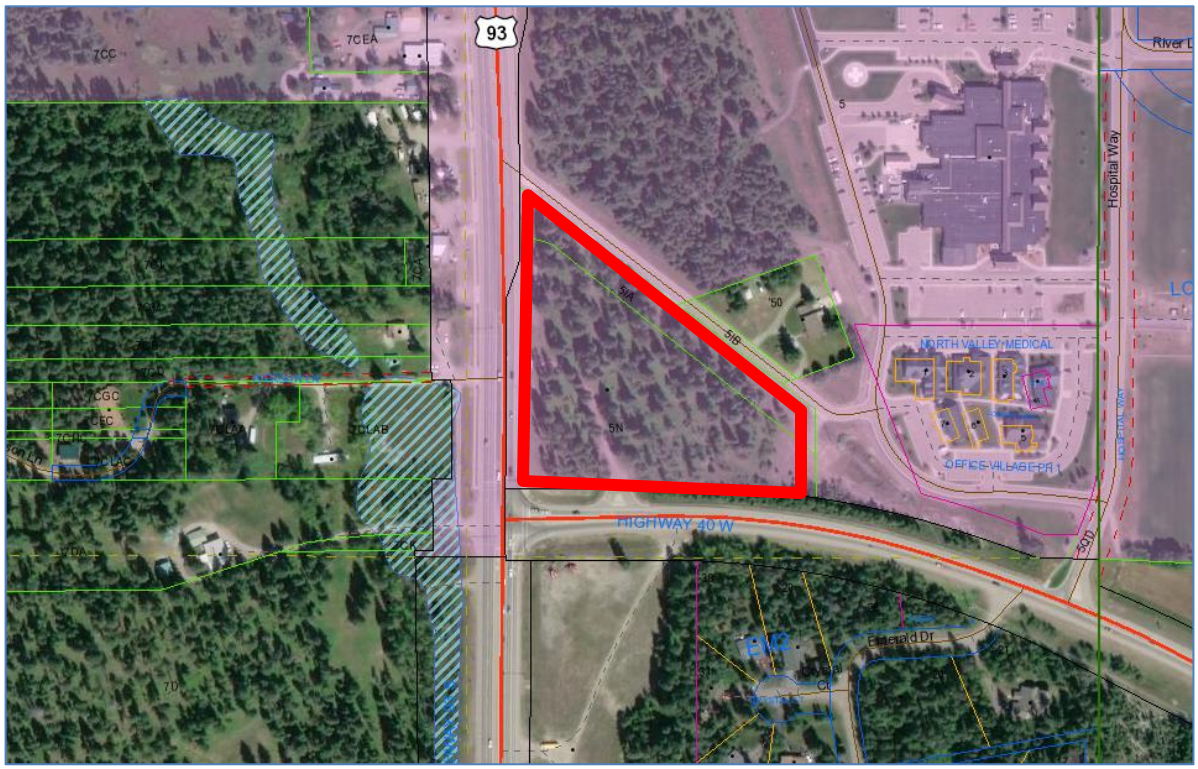

Figure 2: Aerial image of subject property.

A.

OWNER:
Baur Family Partnership LP
555 N New Ballas Rd, Ste 130
St. Louis, MO 63141

Applicant:
Montana Commerce, LLC
P.O. Box 6000
Butte, MT 59702

TECHNICAL/PROFESSIONAL:
CWG Architects
650 Power Street
Helena, MT 59601

B. SIZE AND LOCATION OF PROPERTY:
The property is located at 6045 US Highway 93 S and is approximately 5.417 acres. The subject property can be legally described as Tracts 5N and 5IA in S12, T30N, R22W P.M.M., Flathead County.

C. EXISTING LAND USE:
The subject property is currently vacant.

D. ADJACENT LAND USES AND ZONING:

North:	Commercial & Residential	WB-2/WPUD & County B-4/HO
West:	Commercial & Residential	County B-4/HO

South:	Commercial & Residential	County B-4/HO & SAG-5/HO
East:	Commercial	WB-2/WPUD

E. ZONING DISTRICT:

The property is zoned WB-2 (Secondary Business District). The purpose of the WB-2 District is 'intended to provide for those retail sales and services the operations of which are typically characterized by the need for large display or parking areas, large storage areas and by outdoor commercial amusement or recreational activities. This district depends on proximity to highways or arterial streets and may be located in business corridors or islands.'

F. WHITEFISH CITY-COUNTY GROWTH POLICY DESIGNATION:

The Growth Policy designation is Suburban Residential which does not correspond to the WB-2 zoning district.

> Lower density residential areas at the periphery of the urban service area generally fall under this designation on the Future Land Use Map. The residential product type is predominantly single-family, but cluster homes and low-density town homes that preserve significant open space are also appropriate. Densities range from one unit per 2 ½ acres to 2.5 units per acre, but could be higher through the PUD. Zoning districts include WCR, WER, and WSR. Cluster residential that preserves considerable open space, allows for limited agriculture, maintains wildlife habitat is encouraged.

G. UTILITIES:

Sewer:	City of Whitefish
Water:	City of Whitefish
Solid Waste:	Republic Services
Electric:	Flathead Electric Co-op
Natural Gas:	Northwestern Energy
Phone:	CenturyLink
Police:	City of Whitefish
Fire:	City of Whitefish

G. PUBLIC COMMENTS:

A notice was mailed to adjacent landowners within 300-feet of the subject parcel on February 28, 2020. A notice was emailed to advisory agencies on February 28, 2020. A notice of the public hearing was published in the *Whitefish Pilot* on March 4, 2020. A sign was posted on the subject parcel on February 25, 2020. As of the writing of this report, one public comment has been received in opposition of the proposed project, with concerns about traffic along Highway 93 South and the proposed use next to the hospital. Additionally, one advisory agency comment was received from the Montana Department of Transportation discussing the existing access approaches and landscaping requirements in the highway right of ways.

REVIEW AND FINDINGS OF FACT

This application is evaluated based on the "criteria required for consideration of a Conditional Use Permit," per Section 11-7-8(J) of the Whitefish Zoning Regulations.

1. Growth Policy Compliance: The Growth Policy designates this area as Suburban Residential which is not consistent with the WB-2 zoning district. Previously the property was located under the jurisdiction of Flathead County and was zoned B-4/HO (Secondary Business with Highway Overlay). Prior to Flathead County jurisdiction, the property was zoned WB-2 as early as 1982. The property was annexed into Whitefish City limits on July 1, 2019 (Resolution 19-12) and was rezoned from County zoning to the closest equivalent City zoning of WB-2 on September 16, 2019.

Highway 93 South Corridor Plan:

The subject property is located within the Highway 93 South Corridor Plan study boundaries. The plan is still under development and has not been approved at this time. However, the draft plan is proposing the Growth Policy designation of Suburban Residential be changed to General Commercial to comply with the underlying zoning designation along Highway 93 South.

Finding 1: The existing zoning designation of WB-2 (Secondary Business District) does not comply with the Growth Policy Designation of Suburban Residential; however, the property has been zoned either City or County commercial zoning since 1982. The proposed use is consistent with the underlying zoning of WB-2.

2. Compliance with regulations. The proposal is consistent with the purpose, intent, and applicable provisions of these regulations.

The property is zoned WB-2, Secondary Business District. The development proposal is consistent with the purpose and intent of the applicable regulations.

Setbacks:

The setbacks in the WB-2 are: 20-feet in the front, 20-feet when abutting a residential or right-of-way, otherwise none on the side, and 20-feet when abutting a residential district, otherwise none on the rear. The proposed building is located in the southwest corner of the property along Highway 93 S. The non-residential development standards also require the building to be located within 25-feet of the front property line. The proposed location appears to meet the setback and non-residential development requirements. These standards will also be confirmed at the time of building permit.

Figure 3: View of property looking south towards future building site.

Height:
The maximum height allowed in the WB-2 zoning is 35-feet. It appears that the building will comply with the height requirements and this will be confirmed at the time of building permit.

Lot Coverage:
There is no maximum lot coverage required in the WB-2 zoning.

Non-Residential Development Standards:
The proposed building will be located within 25-feet of the front property line and oriented towards the primary street which is Highway 93 South. The applicant is proposing a connected sidewalk from the future building to the existing sidewalk along Highway 93 South. Additionally, a sidewalk will be installed along the private street, with a connecting stairway to the parking lot and building. The applicant has submitted a landscaping plan, which is reviewed later in this staff report. The applicant must install bicycle parking equivalent to 10% of the required parking spaces. Based on the parking calculations, the applicant must supply a minimum of 5 bicycle locking racks as close to the proposed building as possible, which will be a condition of approval.

Finding 2: The project complies with the zoning regulations because all the zoning standards are being met or will be met with conditions of approval, and this will be reviewed at the time of building permit.

3. Site Suitability. The site must be suitable for the proposed use or development, including:

Adequate usable land area: The subject parcel is of adequate size to serve the proposed use.

Access that meets the standards set forth in these regulations, including emergency access: Access to the site is off an existing approach onto Highway 40 and an unnamed private street, which connects to Highway 93 South. No direct access is proposed off Highway 93 South. All access requirements are being met with the existing approaches. The Montana Department of Transportation has stated the existing approaches are acceptable for the proposed use and no new approach permits are required. The Fire Marshal will review the final building plans to ensure all emergency standards are being met. There is an existing access approach off the unnamed private street in the middle of the property which is not shown to be utilized for the proposed project. This approach must be removed and revegetated if not utilized for access to the property.

Absence of environmental constraints that would render the site inappropriate for the proposed use or development, including, but not necessarily limited to floodplains, slope, wetlands, riparian buffers/setbacks, or geological hazards: The proposed development is not located within the 100-year floodplain and there are no other environmental constraints on-site such as wetlands or geological hazards. The City is currently in the process of adopting new standards for the installation of retaining walls. As a building permit will not be submitted prior to the new standards effective date, all proposed retaining walls on the property must comply to the new standards, including setback requirements if over a specific height from the finished downhill grade. The submitted application states proposed retaining walls along the north and east edges of the parking lot will be tiered in compliance with the City's design standards and this will be confirmed at the time of building permit submittal.

Finding 3: Project is suitable for the site because there is adequate usable land area, the proposed access will meet emergency standards, there are no environmental constraints, and proposed retaining walls will be reviewed for compliance with the City's design standards at the time of building permit.

4. Quality and Functionality. The site plan for the proposed use or development has effectively dealt with the following design issues as applicable.

Parking locations and layout: The proposed building is considered a retail service which requires 1 parking space for every 300 square feet of gross floor area. The proposed building will be approximately 13,679 square feet, which will require 46 parking spaces. The submitted site plan shows 43 spaces located around the proposed building and adjacent area. Additionally, the three detached canopies provide 2 spaces per gas pump, for a total of 28 additional parking spaces. The required number of parking spaces will be confirmed at the time of building permit, but there is adequate room on the property to accommodate all parking needs on-site.

Traffic Circulation: Currently the property is vacant so there is no existing traffic circulation on the subject property. Traffic will access the site off an existing approach onto Highway 40 which is a right turn in and right turn out, or from the existing unnamed private street which connects to an existing approach onto Highway 93 South which is also a right turn in and right turn out. There are two existing approaches onto the unnamed private street which will facilitate full access into the subject property and allow for traffic circulation around the entire building complex.

Open space: Open space is not required for the proposed use. The WB-2 zoning does not include a maximum permitted lot coverage, which can allow the full build-out of the subject property.

Fencing/Screening: No fencing is proposed with the submitted application. Screening will be accomplished with the required landscaping on the property.

Landscaping: Landscaping is required as the proposed project is for a commercial use. The developed area will be greater than 5 acres requiring the applicant to landscape a minimum of 6% of the property, or 0.326 acres (approx. 14,200 square feet). Additionally, the proposed parking lot must be landscaped a minimum 8% of the gross area utilized for parking. The submitted landscaping plan shows approximately 57,484 square feet of landscaped area within the property lines. The zoning regulations also require a tree density standard of 16 trees per acre. The submitted plan appears to meet this requirement with the credits for preserved trees and the proposed number of replacement trees. Overall, the submitted landscape plan appears to comply with the landscaping chapter and will be confirmed at the time of building permit. Any landscaping improvements within the right-of-way along Highway 40 or Highway 93 South must be approved by the Montana Department of Transportation, including the installation of irrigation. It is the property owner's responsibility to maintain any landscaping located within the MDT right-of-way.

Signage: Proposed signage was submitted with the application. All signs must comply with the square footage permitted under the sign district and are required to obtain a permit from the Planning & Building office prior to installation. The property is located within the Highway District, which includes regulations on the total number and location of both free-standing signs and building mounted signs.

Undergrounding of new and existing utilities: New utilities will be underground.

Finding 4: The quality and functionality of the proposed development has effectively dealt with the site design issues because all parking requirements can be met on-site, traffic circulation will utilized existing approaches previously approved by MDT, landscaping requirements will be reviewed at the time of building permit, and all proposed signage will be reviewed and approved by the Planning and Building Department prior to installation.

5. Availability and Adequacy of Public Services and Facilities.

Sewer and Water: The property is served by both municipal water and sewer. It is adequate to serve the project.

Storm Water Drainage: The updated Engineering Standards for stormwater, recently adopted and effective December 2nd, 2019, requires professionally designed stormwater plans when the cumulative impervious area exceeds 10,000 square feet. As the proposed building alone will be greater than 10,000 square feet, a stormwater plan will be required for review by the Public Works Department prior to issuance of a building permit.

Fire Protection: The Whitefish Fire Department serves the site and response times and access are good. The proposed use is not expected to have significant impacts upon fire services.

Police: The City of Whitefish serves the site; response times and access are adequate. The proposed use is not expected to have significant impacts upon police services.

Streets: Traffic will access the site off either Highway 40 or the unnamed private street with existing approaches. No direct access is proposed to Highway 93 South. The sidewalk is existing within the MDT frontage along Highway 93 South. The applicant is proposing to install a new sidewalk along the entire frontage of the private street and extend a new sidewalk from the proposed building up to the existing sidewalk on Highway 93 South. While the subject property will not directly connect to the existing sidewalk around the North Valley Hospital campus, and off-site improvements are not required, the City encourages the applicant to work with the Hospital to connect the new sidewalk along the private street to the existing path for full connectivity. All sidewalks must be maintained by the property owner. No additional frontage improvements are required as the adjacent street is privately maintained.

Figure 3: Existing unnamed private street along North property line.

Finding 5: Public services and facilities are adequate and available because municipal water and sewer serve the project, response times for police and fire are not anticipated to be affected due to the proposed development and the property will have adequate access off existing approved approaches to Highway 40 and the adjacent private street.

6. Neighborhood/Community Impact:

Traffic Generation: A Traffic Impact Study was completed for the subject property in 2005, showing future buildout of the property with multiple commercial uses. The existing approaches were approved by the Montana Department of Transportation at that time and later installed. Comments were submitted from MDT stating no additional TIS is required as the existing approaches will not be modified with the proposed use. Additionally, the property does not access any street maintained by the City of Whitefish. It is anticipated the existing private road and highway system will be able to handle the additional traffic.

Noise or Vibration: No impacts are anticipated beyond what would be expected from a commercial use.

Dust, Smoke, Glare, or Heat: No impact is anticipated with regards to dust, smoke, glare or heat. All outdoor lighting must comply with the City's outdoor lighting standards and be dark sky compliant.

Smoke, Fumes, Gas, and Odor: No impact is anticipated with regards to smoke, fumes or gas beyond those typical for a commercial use.

Hours of Operation: The hours of operation are proposed to be 24 hours a day, 7 days a week.

Finding 6: The proposed development is not anticipated to have a negative neighborhood impact because noise, dust, smoke, odor or other environmental nuisances are not expected, all outdoor lighting is required to meet city standards, and existing roads are anticipated to handle any additional traffic.

7. Neighborhood/Community Compatibility:

Structural Bulk, Massing, and Scale: *Mass* is defined as a building's bulk, size and magnitude – the overall volume. *Scale* correlates to the spatial relationship with neighboring buildings. The proposed addition will comply with the maximum height standards of the zoning. There is no maximum lot coverage within the WB-2 to limit the overall size of the proposed structure. The applicant submitted square footage measurements of surrounding commercial uses and the proposed structure is within the range of existing commercial building sizes along the Highway 93 South corridor. Massing, bulk, and scale are part of the review by the Architectural Review Committee, and this project will require review by the Committee as a condition of approval.

Context of Existing Neighborhood: The existing neighborhood is a mixture of mostly vacant and commercial uses, with some residential properties across Highway 93 South and Highway 40. However, recent development is trending to commercial uses only. As mentioned previously, this property is located within the Highway 93 S Corridor Study Area. The Steering Committee is looking at issues surrounding the corridor including land use, urban design and transportation. A recommendation from the Committee is expected in the Spring 2020.

Density: This project will not change the density of the neighborhood.

Finding 7: The project is compatible with the neighborhood and community because the proposed building's scale and mass will be similar to surrounding buildings and the existing neighborhood is a mixture of commercial uses.

RECOMMENDATION

It is recommended that the Whitefish Planning Board adopt the findings of fact within staff report WCUP 20-01 and that this conditional use permit be recommended for **approval** to the Whitefish City Council subject to the following conditions:

1. The project shall be in compliance with the site plan submitted on January 31, 2020, except as amended by these conditions. Minor deviations from the

plans shall require review pursuant to §11-7-8E(8) and major deviations from the plans shall require review pursuant to §11-7-8. The applicant shall maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. The Fire Department requires the applicant to comply with all fire codes for this classification of occupancy. Emergency vehicle access, hydrants, and any extended fire suppression system will be reviewed by the Whitefish Fire Department as part of the building permit. (IFC)

3. An engineered stormwater plan must be submitted for review and approval to the Public Works Department at the time of a building permit application. (Engineering Standards)

4. The applicant must contact the City Clerk to name the existing private street.

5. The applicant must provide a minimum of 5 bicycle locking racks as close to the proposed building as possible. (§11-3-43(E)(8), §11-3-43(G)(4), WCC)

6. All on-site lighting must be dark sky compliant. (§11-3-25, WCC)

7. The location for refuse disposal and recycling must be reviewed and approved by the Public Works Department and Republic Services. (§4-2, WCC)

8. The middle existing approach on the unnamed private street must be removed and revegetated if not utilized as access for the property.

9. Compliance with the Landscaping Chapter will be confirmed at the time of building permit. (Chapter 4, WCC)

10. Approval from the Architectural Review Committee must be obtained prior to submitting an application for a building permit. (§11-3-3B, WCC)

11. A sign permit must be obtained from the Planning and Building Department prior to any sign installation.

12. The conditional use permit is valid for 18 months and must terminate unless commencement of the authorized activity has begun. (§11-7-8, WCC)

Planning & Building Department
PO Box 158
418 E 2nd Street
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Public Notice of Proposed Land Use Action

The City of Whitefish would like to inform you that Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects is requesting a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6405 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County.

You are welcome to provide comments on the project. Comments can be in written or email format. The Whitefish Planning Board will hold a public hearing for the proposed project request on:

Thursday, March 19, 2020
6:00 p.m.
Whitefish City Council Chambers, City Hall
418 E 2nd Street, Whitefish MT 59937

The Whitefish Planning Board will make a recommendation to the City Council, who will then hold a public hearing and take final action on **Monday, April 6, 2020** at 7:10 p.m., also in the Whitefish City Council Chambers.

On the back of this flyer is a site plan of the project. Additional information on this proposal can be obtained at the Whitefish Planning Department located at 418 E 2nd Street. The public is encouraged to comment on the above proposal and attend the hearing. Please send comments to the Whitefish Planning Department, PO Box 158, Whitefish, MT 59937, or by phone (406) 863-2410, fax (406) 863-2409 or email at *bminnich@cityofwhitefish.org*. Comments received by the close of business on Monday, March 9, 2020, will be included in the packets to Board members. Comments received after the deadline will be summarized to Board members at the public hearing.

PLANNING & BUILDING DEPARTMENT
PO Box 158
418 E Second
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Date: February 28, 2020

To: Advisory Agencies & Interested Parties

From: Whitefish Planning & Building Department

The regular meeting of the Whitefish Planning Board will be held on Thursday, March 19, 2020 at 6:00 pm in the Whitefish City Council Chambers at **418 E Second Street**. During the meeting, the Board will hold a public hearing on the items listed below. Upon receipt of the recommendation from the Planning Board, the Whitefish City Council will hold a subsequent public hearing for item 1 on April 6, 2020 and items 2-4 on April 20, 2020. City Council meetings start at 7:10 pm at **418 E Second Street** in the Whitefish City Council Chambers on the second floor.

1. A request by Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects for a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6405 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County. (WCUP 20-01) Minnich

2. A request by Mireille Bierens for a conditional use permit to construct an accessory apartment. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County. (WCUP 20-02) Compton-Ring

3. A request by Joseph and Jill Courtney for a conditional use permit to construct a guest house. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County. (WCUP 20-04) Compton-Ring

4. A request by Michael Lancaster, on behalf of Triple S Land Group, LLC, for a Conditional Use Permit to construct a four-bedroom home to be leased to Chrysalis as a state licensed Type 1 Community Residential Facility for school age girls. The property is zoned WR-2 (Two-family Residential District) and located at 760 Salmon Run, legally described as Lot 4 of SWO in S26, T31N, R22W P.M.M., Flathead County (WCUP 20-03) Taylor

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 418 E Second Street, during regular business hours, and the application and site plans are available **HERE**. The full application packets along with public comments and staff report will be available on the City's webpage: www.cityofwhitefish.org under Planning Board six days prior to the Planning Board public hearing date noted above. Inquiries are welcomed. Interested parties are invited to attend the meeting and make known their views and concerns. Comments in writing may be forwarded to the Whitefish Planning & Building Department at the above address prior to the hearing or via email: *dtaylor@cityofwhitefish.org*. For questions or further information regarding these proposals, phone 406-863-2410.

From: Freyholtz, James
To: Bailey Minnich; David Taylor
Cc: Oliver, Dennis
Subject: Montana Commerce, LLC - Town Pump Whitefish
Date: Monday, March 9, 2020 11:32:36 AM
Attachments: image001.png
image002.png

MDT only has comments on item #1 of the March agenda which is for a proposed CUP to construct a Town Pump gas station and convenience store at the northeast corner of Highway 40 & Highway 93.

The developer's representative has been in contact with MDT regarding access to the property for this proposal and the following comments were provided.

> Access to this property was previously reviewed and permitted for a proposed development of the property that included multiple commercial uses. With that review already having been done and the exiting accesses, which already restrict turn movements, planned to be used as is for the Town Pump proposal, then no new traffic analysis or approach permit is required.

One additional comment is that any work (landscaping, sidewalk, utilities, etc.) which will be within the highway right of ways will need separate permit approvals by MDT.

Feel free to contact us if you have any questions.

James Freyholtz, P.E.
Kalispell Area Traffic Engineer
Montana Department of Transportation (MDT)
(406) 751-2066

From: Dabney Langellier <buildingadmin@cityofwhitefish.org>
Sent: Friday, February 28, 2020 11:18 AM
Cc: David Taylor <dtaylor@cityofwhitefish.org>; Wendy Compton-Ring <wcompton-ring@cityofwhitefish.org>; Bailey Minnich <bminnich@cityofwhitefish.org>; Hilary Lindh <hlindh@cityofwhitefish.org>
Subject: [EXTERNAL] Whitefish Planning Board Meeting - March

Attached please find the notice for the March Planning Board meeting.

Dabney Langellier

[cityofwhitefish.org] Planning & Building Department ¦ City of Whitefish
418 East 2nd Street ¦ PO Box 158
Whitefish, MT 59937
O: (406) 863-2414 ¦ F: (406) 863-2409
buildingadmin@cityofwhitefish.org

As a private land owner, and immediate neighbor to the proposed Convenience store (Casino) /gas station at the intersection of Hwy 40 and 93 I must strongly object to this. I have lived at the address that will access the facility in question for 32 years and cannot see how this can be allowed. You are currently doing a traffic study for Whitefish and yet you are proposing a bottleneck of 90 % of traffic coming into downtown. Not only is there not enough road entrance for huge Fuel and Beer Distributor trucks, how do you propose citizens enter and exit in and out of this gas station onto Hwy 93 going to Kalispell or Columbia Falls?

The only exit that will allow this is past my home and the medical village – this quiet beautiful area will be adversely affected with such traffic impact. Not only will the traffic be a problem, but the noise, lighting and transients will also be problematic to this **hospital zone**. Is a gas station the best use of this beautiful property, is the planning board using their best judgement by allowing big money to come in with an unnecessary business in a quiet medical village? This would become another eye sore (the boat rental facility across the road), is a gas station the first impression you want tourists to see when they enter the corridor of Whitefish, or the spectacular views of Big Mountain?

Please use your best judgement in considering what is in the best interest of the citizens of Whitefish and determine do we really need another gas station, there are already 5 in Whitefish, 6 if you include convenience stores, or Casino – we have more than enough of those. I would be disheartened to know that as a volunteer committee you do not do your due diligence and determine what is right, oppose this unnecessary gas station.

Thank you

Janet Donahue
6111 Hwy 93 S
Whitefish, MT
[redacted]

March 27, 2020

Dear City Council,

This is in regard to the proposed Town Pump gas and convenience store on Hwys 93 and 40.

Good grief, how many gas stations do we need! There are five in Whitefish, each with a convenience store, and one of which is already a Town Pump. Do we need six of pretty much the same thing? Not to mention another half dozen within about a 10-mile radius. I know, it will be argued: "let the market decide." True, and after-all, this is the American way; the free enterprise system.

But just a minute, what about self-determination? I believe it is up to us to decide how we want our city to grow, how we want it to look, if we want it to remain a unique and beautiful town. I believe at this time, while our city is developing rapidly, and with this proposal in particular, the time is now for a "call to action", for we citizens to speak for the future, to castoff complacency, to draw a line and say, we shall be in control of how we want to grow. More importantly, you, our City Councilors, have the responsibility, like never before as the pressure for growth envelopes are town; the responsibility to decide for our future; for the charm, the quality of life, the esthetics of our unique town. Afterall, is this not your job? What we elected you to do? To stand up for us, we who are fortunate to call Whitefish home. Don't drag us into mediocrity, to the rampant, ugly sprawl of everywhere else. You work for us, not any and all developers flying into town with big plans and lots of money to make. Your hands are not tied. You are obligated to make hard decisions. And then, to be prepared for battle if that's what it comes to. Send the message that Whitefish will not be a pushover for any and all development, but that we will determine what is in our best interest.

Three years ago, when the "For Sale" sign went up on that corner of Hwys 93 and 40, when it remained a welcoming threshold into Whitefish—a lofty grove of beautiful trees, a light-filled greenery of fir and larch and Rocky Mountain maples—I ventured into a City Council meeting and spoke before you. I asked that something be done to preserve this lovely corner. Knowing full well that although it was out of your purview, I suggested we take action, that we be proactive, do whatever it may take to keep the trees, make a deal with the landowner, acknowledge the importance to our town; for if we did not, the

opportunity and the place would surely vanish. As it did, overnight, every tree cut down and hauled away. What a shock for those among us who appreciate the presence of nature. The corner could have become a much-needed welcome center to Whitefish, nestled in a grove of our signature native trees. It is a sad, lost opportunity—in exchange for five acres of asphalt, gas pumps and the inevitable blinding lights, just like everywhere else. Don't do it City Councilors. Your hands are not tied. Just say no! This time, stand up for Whitefish, for what makes Whitefish a gem at the foot of a Big Mountain and the envy of many western towns.

And finally, why on earth are we even considering a 15-year-old "traffic study" an adequate analysis of today's congestion at that corner? Correct me if I'm wrong, but 15 years ago there was not even a stop light there. The Montana Department of Dinosaurs (I mean, Transportation) had the corner widened, rebuilt, paved and all wrapped up. A year later, noticing there actually was traffic and a dangerous intersection, they dug it up again to install the obviously badly needed traffic signals. Such lack of foresight. I have no faith in this State bureaucracy.

Speaking of foresight, this is just what City Council needs today, confronted with this all-important, future changing decision. Please have the foresight and fortitude to decide what's best for Whitefish—in the long run. Certainly not five acres of asphalt and another gas station. We must, and can, be better than that. Please make the decision, here and now, to deny this application for the Town Pump gas station.

Respectfully,
Leo Keane

[redacted]
Whitefish

January 29, 2020

ATTENTION:
Planning & Building Department
418 E 2nd ST.,
P.O. Box 158
Whitefish, MT 59937

SUBJECT: Whitefish Town Pump Conditional Use Permit Application

Hello,

Please see attached Conditional Use Permit Application for a new Convenience Store at 6045 US Highway 93 S, Whitefish, MT 59937.

Please note the project has gone through the Pre-App and Architectural Review Board process and the Civil Site Review was completed on 11-21-19. Otherwise following the 45 days' notice we are submitting this application in the anticipation of getting on the agenda for the March 19th Planning Board meeting.

Thank you for your consideration and please do call or write if you have any questions.

Sincerely,

CROSSMAN-WHITNEY-GRIFFIN, P.C.

Jason Egeline, A.I.A., NCARB, LEED GA
Crossman Whitney Griffin P.C. Architects
jason@cwg-architects.com
(406)-443-2340

CC: Dan Sampson, Town Pump Inc.

Enc: (in PDF on the jump drive along w/ 8 printed copies)
Conditional Use Application and additional narratives
Mixed Use and Non-Residential Building Development Standards Supplemental w/ additional narrative
24"x36" Current drawings to scale including civil, landscaping and traffic flow plans
11"x17" Graphical drawings and material sample sheet
11"x17" Photo of actual proposed exterior materials
11"x17" Signage concept drawings
Cut Sheets for site and exterior building mounted lights
Preliminary Site Photometric site plan

650 power street • po box 1198 • helena, montana 59624 • ph: 406.443.2340 fax: 40.442.8565 • www.cwg-architects.com

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

File #: _____
Date: _____
Intake Staff: _____
Check #: _____
Amount: _____
Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED $ 2,055
(see current fee schedule)

INSTRUCTIONS:

☑ A Site Review Meeting with city staff is required. Date of Site Review Meeting: Completed 11-21-19

☑ Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.

☑ The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.

☑ After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: Whitefish Town Pump Convenience Store

Street Address: 6045 US Highway 93 South Whitefish, MT 59937

Assessor's Tract No.(s) #0625951 Lot No(s) Tract 1
Block # _____ Subdivision Name COS 15525
Section NE 1/4 of 12 Township 30 N Range 22 W

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

please see below
Owner's Signature**

please see below
Date

Edward T. Baur
Print Name

please see below
Applicant's Signature

please see below
Date

Dan Sampson
Print Name

please see below
Representative's Signature

please see below
Date

Jason Egeline
Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

File #: _____
Date: _____
Intake Staff: _____
Check #: _____
Amount: _____
Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED $ 2,055
(see current fee schedule)

INSTRUCTIONS:

☑ A Site Review Meeting with city staff is required. Date of Site Review Meeting: Completed 11-21-19

☐ Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.

☐ The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.

☐ After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: Whitefish Town Pump Convenience Store

Street Address: 6045 US Highway 93 South Whitefish, MT 59937

Assessor's Tract No.(s) #0625951 Lot No(s) Tract 1

Block # _____ Subdivision Name COS 15525

Section NE 1/4 of 12 Township 30 N Range 22 W

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

Edward T. Baur — 1-20-20
Owner's Signature** — Date

Edward T. Baur
Print Name

[signature] — 1-20-20
Applicant's Signature — Date

Dan Sampson
Print Name

Jason Egeline — 1-20-20
Representative's Signature — Date

Jason Egeline
Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

B. APPLICATION CONTENTS:

Attached	ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
☑	Eight (8) copies of the Conditional Use Permit Application
☑	Eight (8) copies of the written description of how the project meets the criteria in Section E
☑	Eight (8) copies of the Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
☐	Housing Mitigation Plan (unless exempt) Exempt
☑	Where new buildings or additions are proposed, building sketches and elevations must be submitted
☑	Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
☐	If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental** Project is not a multi-family development
☑	If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
☑	Electronic version of entire application (i.e. pdf)
☑	Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

C. OWNER/APPLICANT INFORMATION

OWNER(S) OF RECORD:

Name: Baur Family Partnership LP Phone: 314-997-4027

Mailing Address: Tee Baur - 555 N New Ballas Rd, Ste 130

City, State, Zip: St. Louis, MO 63141

Email: etbaur@baurproperties.net

APPLICANT (if different than above):

Name: Montana Commerce, LLC Phone: 406-497-6860

Mailing Address: PO Box 6000

City, State, Zip: Butte, MT 59702

Email: Dan Sampson - Construction & Development Manager: dans@townpump.com

OTHER TECHNICAL/PROFESSIONAL:

Name: Jason Egeline - CWG Architects Phone: 406-443-2340

Mailing Address: 650 Power Street

City, State, Zip: Helena, MT 59601

Email: jason@cwg-architects.com

D. DESCRIBE PROPOSED USE:

The project consists of the development of a gas station and convenience store within the currently vacant parcel. Water and sewer services will be extended to service the building along with a fire line for a new internal fire suppression system. It is not anticipated that water main or sewer main work will be required to service the development. Access approaches currently exist from Highway 40 on the south side of the parcel as well as the unnamed roadway on the north side of the property. Access from Highway 93 is not part of this project.

ZONING DISTRICT: WB-2: Secondary business/WPUD

E. FINDINGS: The following criteria form the basis for approval or denial of the Conditional Use Permit. The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.

   By Utilizing a steeper, partially forested site within the city boundary that is already zoned for commercial use we are furthering the goals of retaining other lands outside the city that are more suited to agricultural uses while limiting commercial sprawl.

   Locating this project on a piece of property w/in city limits also furthers goals of keeping commercial development w/in accessible, safe and nearby areas, thus conserving resources and maintaining the overall aesthetic of Whitefish itself. Developing within the city boundaries fosters smart growth and ensures a certain level of design quality not always experienced outside the influence of city jurisdictions.

2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations.

   Please see attached reply

3. How is the property location suitable for the proposed use? Is there adequate usable land area? Does the access, including emergency vehicle access, meet the current standards? Are environmentally sensitive areas present on the property that would render the site inappropriate for the proposed use?

   This development provides services of vehicular traffic at a location which can serve two highways at once, thus reducing the likelihood of other multiple developments elsewhere.

   There is adequate usable land area while still allowing for additional landscaping beyond minimum standards listed. The access to and from the site does meet the current standards. By maintaining the existing DOT access points ensure proper vision triangles at the adjoining highways.

   There are not known environmentally sensitive areas present on this property.

4. How are the following design issues addressed on the site plan?
   a. Parking locations and layout
   b. Traffic circulation
   c. Open space
   d. Fencing/screening
   e. Landscaping
   f. Signage
   g. Undergrounding of new utilities
   h. Undergrounding of existing utilities

   Please see attached reply.

5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
   a. Sewer
   b. Water
   c. Stormwater
   d. Fire Protection
   e. Police Protection
   f. Street (public or private)
   g. Parks (residential only)
   h. Sidewalks
   i. Bike/pedestrian ways – including connectivity to existing and proposed developments

   Please see attached reply

6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
   a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
   b. Noise, vibration, dust, glare, heat, smoke, fumes, odors

   Please see attached reply.

7. What are the proposed hours of operation?

   24 hours a day, 7 days a week

8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:
   a. Structural bulk and massing
   b. Scale
   c. Context of existing neighborhood
   d. Density
   e. Community Character

   Please see attached reply.

WHITEFISH TOWN PUMP CONVENIENCE STORE

CUP QUESTIONS:

E-2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations

Per City of Whitefish development standards, the building is oriented on site toward the primary street and is located no more than 25' from the primary frontage (11-3-41 Part B.1). This project also meets the Highway districts goals that are geared toward the day-to-day needs of both residence and visitors.

The project is designed within the requirements of a 35'-0" maximum height of building along with meeting the front setback of 20'-0" with 20'-0" side and rear yard greenbelt when abutting public ROW.

This site does contain a certain expected area of asphalt as necessary for a design that is intended for safe use of pedestrian, bicycle and vehicular traffic following the allowances provided in the WB-2 Districts intent to provide for retail sales and services of which are typically characterized by the need for large display or parking areas.

Per the Highway design standards this project follows the intent of this area with an overall structure that has a scale slightly larger than those found in some other areas while still reflecting a small town feel. As a convenience store and gas station it is designed to primarily serve patrons in automobiles on a day to day basis following the intent of Chapter 3 Highway district standards.

As this convenience store/gas station is considered formula retail the overall design regarding massing, form, and materials has been changed to be different from any other Town Pump location. Specifically, the proportions of the roof forms and associated massing elements are of a different slope and scale. The siding, stone, brick masonry and metal exterior elements are all of a unique material, scale and color pallet which has not been used on any other Town Pump facility.

This building is about 8,000 S.F. smaller than the Western Building Center and about 2,000 S.F. less than the First Baptist Church of Whitefish. It is about 7,300 S.F. larger than Glacier Bank and about 2.300 S.F. larger than the Les Schwab Tire Center. This puts the overall structure w/in the scale of surrounding commercial buildings.

Per zoning regulations there aren't limits on the permitted lot coverage and there are no requirements for minimum lot area or lot width. With that in mind this design does keep the asphalt to a minimum while still meeting parking and circulation requirements expected of a building type that primarily services vehicular traffic.

E-4. How are the following design issues addressed on the site plan

a. Parking Locations
b. Traffic Circulation
c. Open space
d. Fencing/screening
e. Landscaping
f. Signage
g. Undergrounding of new utilities
h. Undergrounding of existing utilities

a. Parking Locations

All parking spaces proposed for this project will be "off-street" parking. The majority of the spaces are located immediately adjacent to the sidewalk surrounding the building. There is additional overflow parking on the east end of the site, primarily to be used for employees. The total number of parking spaces required by City standards is 43, which is the number of spaces provided on the site plan. In addition to this, each fuel island serves two vehicles; there is a total of 28 fueling positions.

The site accommodates proper snow storage and stormwater runoff without impacting the safety of prospective users; snow storage as well as stormwater treatment & detention will occur on the lower-elevation east end of the site and are maintained away from the higher traffic locations surrounding the building.

b. Traffic Circulation

General traffic circulation at this site will consist of vehicles entering the property from Hwy 93 right-of-way and from an unnamed roadway on the northeast side of the property; all proposed approaches currently exist, so there will be no new approaches at this site.

Traffic entering from the south and exiting to the south will be west-bound traffic only, as the approach provides for only right-in, right-out turning movements. The two approaches located along the northeast side of the property will allow for vehicles to exit and enter in both directions. The unnamed public roadway connects to US Hwy 93, allowing both right-in and right-out movements to/from US 93.

Circulation within the site is ample for fuel deliveries to the site, meaning that large trucks will not only be able to enter and exit the site, but that there is adequate room for all vehicles to make safely movements to each exit. All drive aisles provide for vehicles to safely enter spaces. Included in the supplemental drawings submitted is a site plan indicating common vehicular traffic patterns to and around the fuel island for reference regarding overall traffic circulation.

There are designated pedestrian pathways from the public right-of-way on the west and the north and between fuel islands and the store, encouraging safe pedestrian and bike movements through and around the property.

As proposed, the site provides 'backroad' access allowing locals to access services w/o driving onto Hwy 93 or Hwy 40, particularly from nearby medical facilities, as well as the residential community and soccer fields farther to the east and north.

As this site offers existing right hand turns from both Hwy 40 and Hwy 93 this is one of the safest areas to accommodate a business type which services vehicular traffic.

c. Open Space

There is no designated "open-space" on the property; however, there is a minimum of 20-ft green-space buffers along all three edges of the property which abut public rights-of-way, as well as other designated landscaping throughout the property. There is also a designated stormwater detention/retention pond on the east end of the site.

d. Fencing/Screening

As mentioned in the preceding paragraph, there are 20-ft minimum green-space areas along all three sides of the property. They will be landscaped with trees and shrubbery to both screen and soften the transition from public right-of-way into the commercial development.

Aesthetically pleasing stone-faced barricades will also be constructed adjacent to relatively steep inclines located on the north and east edges of the parking lot. The inclines will contain aesthetically appeasing MSE (mechanically-stabilized earthen) masonry retaining walls together with attractive landscaped tiers. The MSE walls will be designed and be constructed in accordance with the City's code and design standards.

e. Landscaping

The developer is proposing to maintain the maximum number of existing trees possible, and – as designed – the site provides substantially greater landscaping areas than required by the City of Whitefish standards. All this is being done so as to soften the border and make for enjoyable and attractive surroundings.

The landscaping plan mixes the existing Doug Fir trees with Aspens, Lindens and Birch trees for a variation in height, color and texture. These trees are profiled against shorter Toba Hawthorn trees, Ivory Silk Lilac trees and a variety of shrubs and bushes including green Alpine Currants, white flowering Tor Birch Spirea, Jackman Potentilla with yellow flowers over a mix of ornamental grasses all to work with the landscaping requirements set forth in the Architectural Review Standards manual. Otherwise there are over 65 trees of a half-dozen species and almost 1200 shrubs planned for this site.

f. Signage

All site and building signage will be designed per City of Whitefish design requirements. There are only three building-mounted signs, the fuel island canopy signage has been substantially modified from corporate standards and the fuel island canopy design has broken away from corporate standards by utilizing design elements reminiscent of materials utilized on the building.

g. New Underground Utilities

New water and sewer lines will be extended to serve the building from the existing City of Whitefish mains located in the adjacent public rights-of-way. The building will require both a domestic service line and a fire line for the internal fire suppression system. All water and sewer lines will be designed and constructed in strict accordance with the City of Whitefish design standards and Montana Public Works Standard Specifications, as appropriate.

Stormwater from fueling island and fuel pad locations will be routed through underground oil/water separators for treatment; after treatment, the discharge will be directed to the new onsite storm drain system, consisting of a series of pipes, inlets and manholes. Ultimately, the storm drainage will be conveyed into a subsurface Stormtech® system for treatment, storage and controlled discharge. A surface pond will also exist on the east end of the site.

Other underground utilities will consist of a natural gas line, buried electrical, and telecommunications services from US 93 R/W.

h. Existing Underground Utilities

There are no existing onsite utilities at this property.

E-5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?

a. Sewer
b. Water
c. Stormwater
d. Fire protection
e. Police protection
f. Street (public or private)
g. Parks (residential only)
h. Sidewalks
i. Bike/Pedestrian ways – including to existing and proposed developments

a. Sewer

The existing public sewer main exists in public R/W north of the site and is adequate for the proposed development.

b. Water:

The existing public water main exists US Hwy 93 R/W west of the site and is adequate for the proposed development.

c. Stormwater

The developer will construct, own, operate, and maintain its own stormwater collection, conveyance, treatment, and storage system; the system will be constructed in strict accordance with the City of Whitefish design standards.

d. Fire protection

The building will include a new fire sprinkler and alarm system designed and constructed in accordance with the requirements of the uniform fire code.

e. Police Protection

The development will occur in the City limits; as such, existing police protection services will be adequate for the proposed development.

f. Street

The existing highways and public roadways in the area of the development are adequate for the proposed development.

g. Parks

The existing park system(s) in the vicinity are adequate and are compatible with the proposed development.

h. Sidewalks

There are existing sidewalks in MDT R/W west and south of the site.

i. Bike/Pedestrian Pathways

The City suggested a bike/pedestrian path along the northeast edge of the development; the developer agreed and will design a path from US Hwy 93 R/W to the east end of the property. This path also connects to a stairway that will allow pedestrians to safely access the property away from the busy approaches. A dedicated bicycle/pedestrian path will be constructed from the US Hwy 93 sidewalk to the sidewalk surrounding the building. There are also marked pedestrian paths located onsite from all the fuel islands to the main building entrances.

E-6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.

a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
b. Noise, vibration, dust, glare, heat, smoke, fumes, odors

a. <u>Excessive traffic generation and/or infiltration of traffic into neighborhoods</u>

Traffic in/out of the site will be *predominantly* to/from US Hwy 93 R/W on the west side of the development and to/from Hwy 40 R/W on the south side of the development. A very low percentage of vehicular traffic is anticipated to enter/exit the site from area residential neighborhoods, adjacent medical facilities, and nearby soccer fields. It is anticipated that a large percentage of traffic to and from these areas will be pedestrians and/or bicycles. Therefore, no excessive traffic generation/infiltration into neighborhoods is anticipated as a result of this project.

b. <u>Noise, vibration, dust, glare, heat, smoke, fumes, odors</u>

During development of the site and building construction, it can reasonably be anticipated there will be a typical level of noise, vibration, and dust generated by dirt moving activities, paving, etc.; however; the contractors will be required to use dust abatement measures and not operate heavy equipment during late evening and early morning hours. Long-term noise impacts are not anticipated to be dissimilar to what presently exists at the relatively busy intersection of Hwy 40 & US Hwy 93. The majority of vehicles will not be visible to the neighboring properties north of the development, due to the substantial elevation difference between the site and the properties to the north. Therefore, no adverse impacts from glare, heat, smoke, fumes or offensive odors are anticipated.

E-8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:

a. Structural bulk and massing
b. Scale
c. Context of existing neighborhood
d. Density
e. Community character

<u>a. & b. Structural Bulk and Massing and Overall Scale</u>

The overall massing of the building is broken down with four main elements (one of stone, two metal siding and the fourth of brick masonry). This provides the appearance of a structure that started out as a historic stone facility which was added onto over the years, both aiding in reducing felt size as well as relating to historical surroundings of Whitefish.

Architectural elements such entryways of lap siding in a wood look along with covered patio areas over the sidewalk continue to breakdown the overall form while providing identification of main entry points. Use of smaller openings fitting with the natural limited spans of brick and stone are used around the building along with other architectural elements such as stone pilasters and decorative cornices further breakdown the scale at closer distances.

The scale of the individual elements are designed to fit not only with in historic abilities of materials used, but of the scale of structures commonly found in smaller western communities such as Whitefish.

c. Context

Laying out the building so it appears as though it started as smaller historic stone structure aids in relating the overall form to the context of smaller buildings typically seen in towns such as Whitefish. The use of stone, brick, metal and wood look materials is also reminiscent of more typical materials used during initial times of growth when the city began to take shape.

d. Density

With just one structure on this site the overall project is more typical of a country store than a large commercial development. This is also keeping in scale with overall density in relationship to other nearby commercial developments.

e. Community Character

Aside from other elements listed above the project is in keeping with the overall community character by using materials reflective of those commonly found in Whitefish over the last 100 years. The stone which is of a larger patterned random ashlar style was commonly used in commercial historic stone structures. The red brick utilized has an aged appearance with a greater variation in color to give the appearance of an older existing structure instead of a brand new building. The wood look siding has a natural wood tone with a slightly aged look and the metal is of a muted gray color so that it doesn't stand out or become overbearing visually.

The massing is broken down using individually unique forms and natural materials to blend the overall scale between nearby small businesses, residences and the larger commercial developments within the Highway corridor.

The overall building is depressed 5'-0" from highway 93 down to the finished floor to reduce the presence along highway 93 and better fit within the surroundings.

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

MIX-USE AND NON-RESIDENTIAL DEVELOPMENT STANDARDS

Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the standards, describe why and how this design will better implement the **mixed-use and non-residential development standards** (link to §11-3-43):

1. How does the project further the purpose and intent of the multi-family development standards?

2. How does the project integrate the requirements of the orientation and multiple building standards?

3. How does the project preserve the topography of the site?

4. How does the project incorporate thoughtfully designed landscaping into the site?

Please see attached reply.

5. Describe how the design of off-street parking lots meets the design standards. If utilizing the on-street parking standards, describe the number of parking spaces using on-street versus off-street.

All parking spaces proposed for this project will be considered “off-street” parking; no on-street parking will be relied upon to fulfill the required number of parking spaces. Based on the City of Whitefish design standards, the required number of parking spaces for the proposed commercial building size is forty-three (43); the number of designated off-street parking spaces provided on the site plan is also 43. The majority of these off-street parking spaces are located adjacent to the sidewalk surrounding the building. There is some limited overflow parking on the east end of the site, which will be primarily used for employee parking. Also, each fuel island serves two vehicles, for a total of 28 fueling positions. This demonstrates the site can accommodate 71 parking spots for customers, employees and other visitors.

6. Describe the pedestrian bicycle accommodations within the project.

The design intentionally accommodates alternative modes of transportation through dedicated walking and bike paths in and around the site along with a dedicated pedestrian/bicycle entrance on the west side of the building. This is all done to ensure a safe, accessible and pleasant experience for pedestrians, bicyclist and vehicles alike. This project also provides for additional bike and pedestrian paths along highway 93 and the unnamed street on the north side.

7. If the project is located adjacent to a residential zone, describe how the project and buildings are providing a sensitive transition to these neighborhoods.

The site abuts public highways on the west and south with other commercial projects to the east and west. There is one residential area to the south and east, but it is outside the city limits and far enough east that we anticipate this project being a minimal impact to this area. There are a scattering of older houses on the opposite side of Highway 93, but with the traffic light at the intersection of Highway 93 and Highway 40 with the right turn only off of the unnamed street to the north and right turn only onto highway 40 the impact to those areas is managed in a controlled setting.

8. Describe how the project is screening support elements.

The HVAC units on the building are hidden from view by the roof top parapets with other units entirely concealed in a dedicated Mechanical penthouse hiding within the truss space over the stone area on the north side of the building.

WHITEFISH TOWN PUMP CONVENIENCE STORE

MIXED-USE & NON_RESIDENTIAL DEVELOPMENT STANDARDS QUESTIONS:

3. How does the project preserve the topography of the site?

To the greatest extent possible this new design reflects existing grades through having the new grading plan dropping over 12 feet from the finished floor elevation to the far east end of asphalt. Further continuation of the re-grading is a gentle as is feasible. Depressing the building 5'-0" below the highway furthers the goals of keeping new grading similar to existing grading.

However, it is understood that development of a commercial building that requires onsite parking and vehicular circulation on a site that has a total drop of over 44'-0" does require an expected amount of re-grading to accommodate a commercial structure serving the public. That aside, it is our opinion that the long term benefits of developing an infill lot within the city limits, inside a commercially zoned area all outweigh the cost of furthering urban sprawl by looking at other, more flat and open areas outside the city.

4. How does the project incorporate thoughtfully designed landscaping into the site?

The maximum number of existing trees are being kept and we are over the minimum landscaping requirements. All this is done to soften the border and make for enjoyable surroundings.

The landscaping plan mixes the existing Doug Fir trees with Aspens, Lindens and Birch trees for a variation in height, color and texture. These trees are profiled against shorter Toba Hawthorn trees, Ivory Silk Lilac trees and a variety of shrubs and bushes including green Alpine Currants, white flowering Tor Birch Spirea, Jackman Potentilla with yellow flowers over a mix of ornamental grasses, all to work with the landscaping requirements set forth in the Architectural Review Standards manual.

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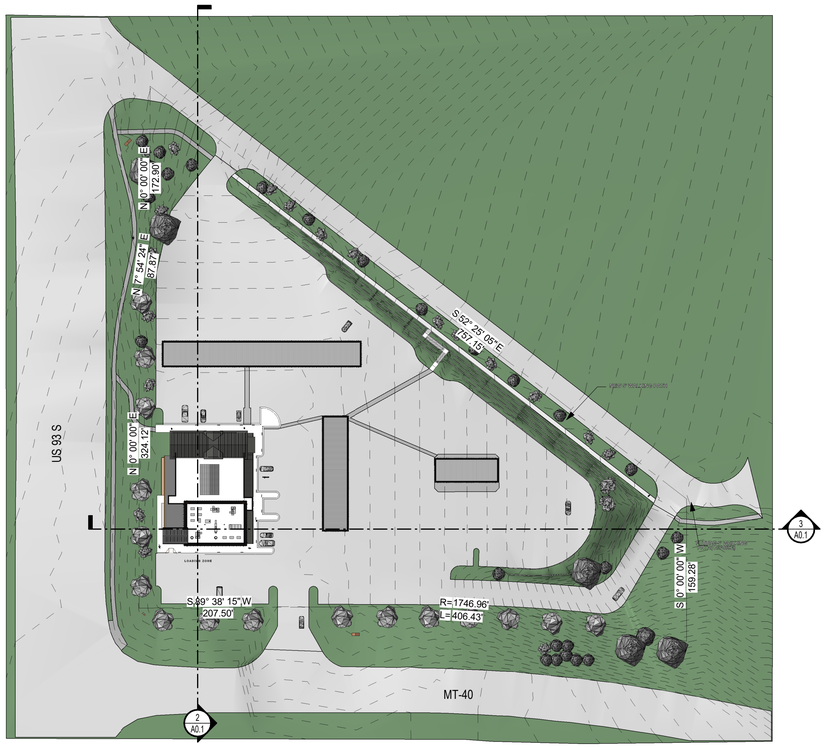
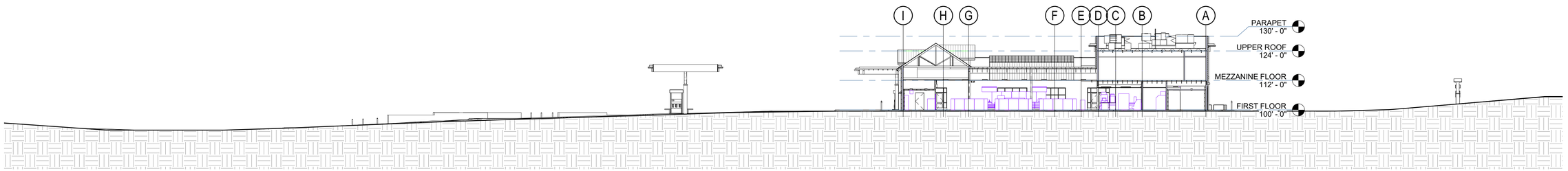
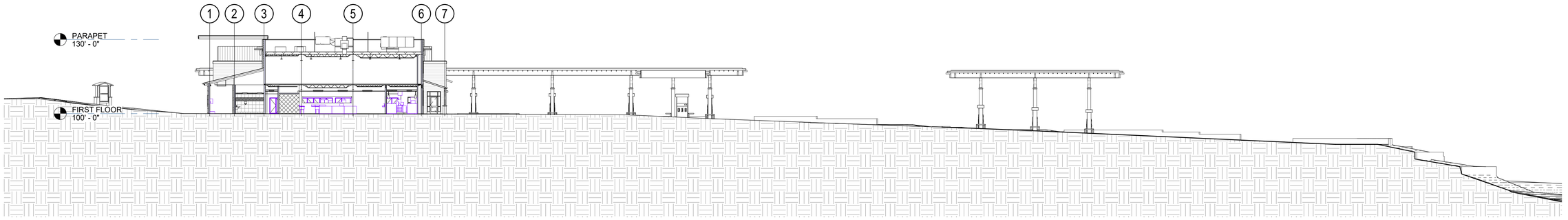


1 SITE PLAN
SCALE: 1" = 80'-0"



2 SITE SECTION 1
SCALE: 1" = 20'-0"



3 SITE SECTION 2
SCALE: 1" = 20'-0"

PROGRESS
PRINT NOT FOR CONSTRUCTION

CWG ARCHITECTS
650 POWER STREET
P.O. BOX 1758
HELENA, MT. 59624
(406) 443-2340
cwg@cwg-architects.com

REVISIONS

#	DATE

TOWN PUMP, INC.
600 S. MAIN
P.O. BOX 6000
BUTTE, MONTANA 59702

MONTANA COMMERCE, LLC
TOWN PUMP WHITEFISH
US 93 S & MT-40

SITE PLAN

4182-129-01	
DRAWN BY	Author
APPROVED	Checker
DATE	1-20-2020

A0.1

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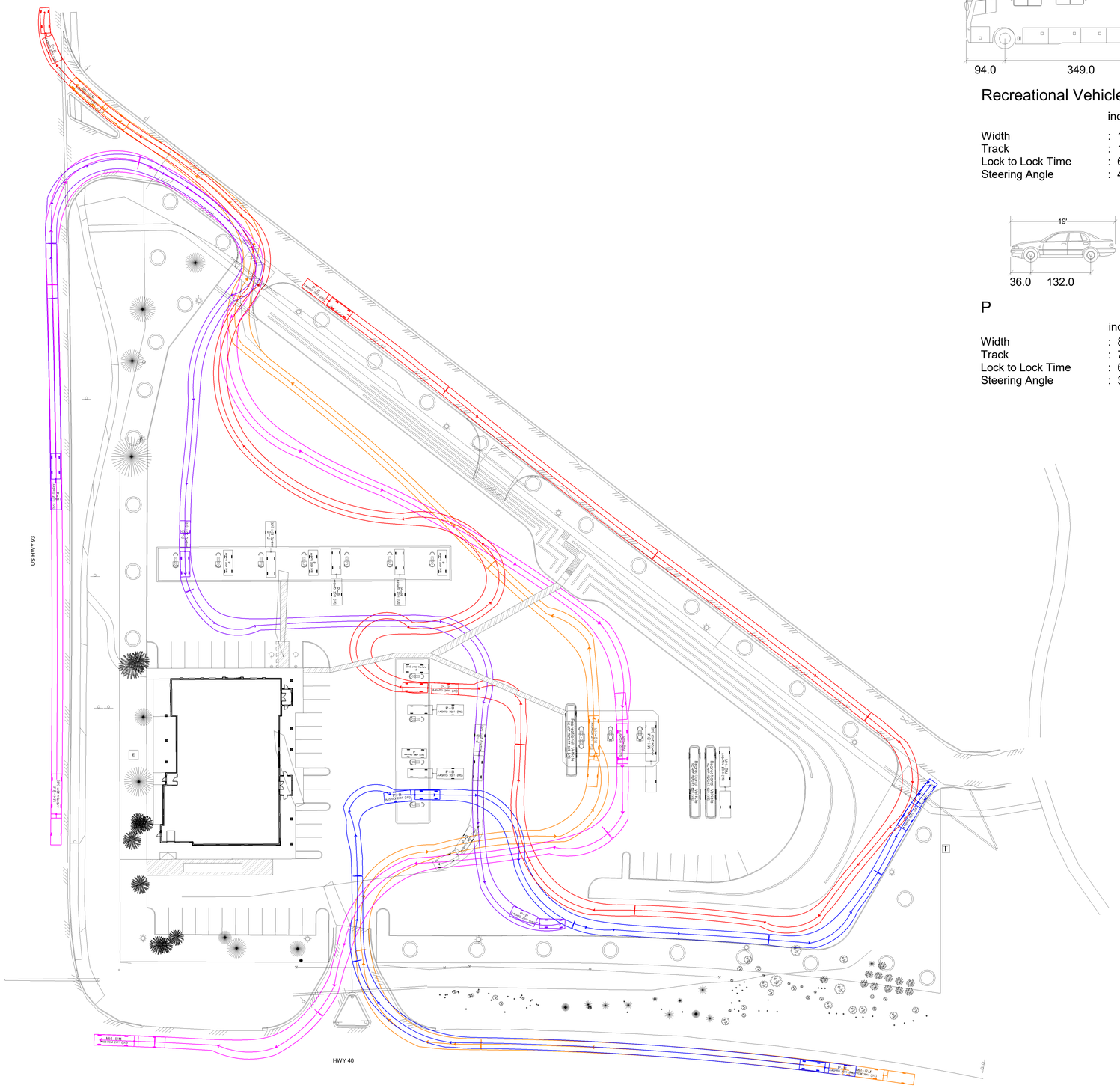
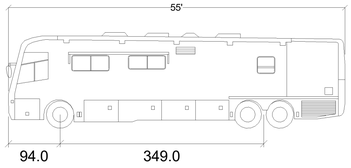
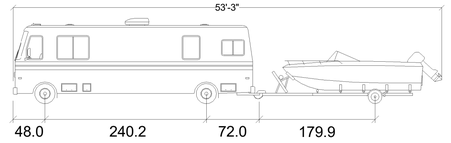


1 **TRAFFIC PLAN**
SCALE: 1" = 40'-0"



Recreational Vehicle

		inches
Width	:	102.0
Track	:	102.0
Lock to Lock Time	:	6.0
Steering Angle	:	48.4

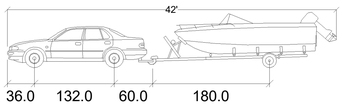


MH-BM

		inches			
MH Width	:	96.1	Lock to Lock Time	:	6.0
Trailer Width	:	96.1	Steering Angle	:	25.8
MH Track	:	96.1	Articulating Angle	:	70.0
Trailer Track	:	96.1			

P

		inches
Width	:	84.0
Track	:	72.0
Lock to Lock Time	:	6.0
Steering Angle	:	31.6



P-B

		inches
Car Width	:	84.0
Trailer Width	:	96.0
Car Track	:	72.0
Trailer Track	:	96.0
Lock to Lock Time	:	6.0
Steering Angle	:	31.6
Articulating Angle	:	70.0

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BUTTE, MONTANA 59702

MONTANA COMMERCE, LLC
TOWN PUMP WHITEFISH
US 93 S & MT-40

TRAFFIC PLAN

4182-129-01

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DATE	1-20-2020

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COORDINATION NOTE

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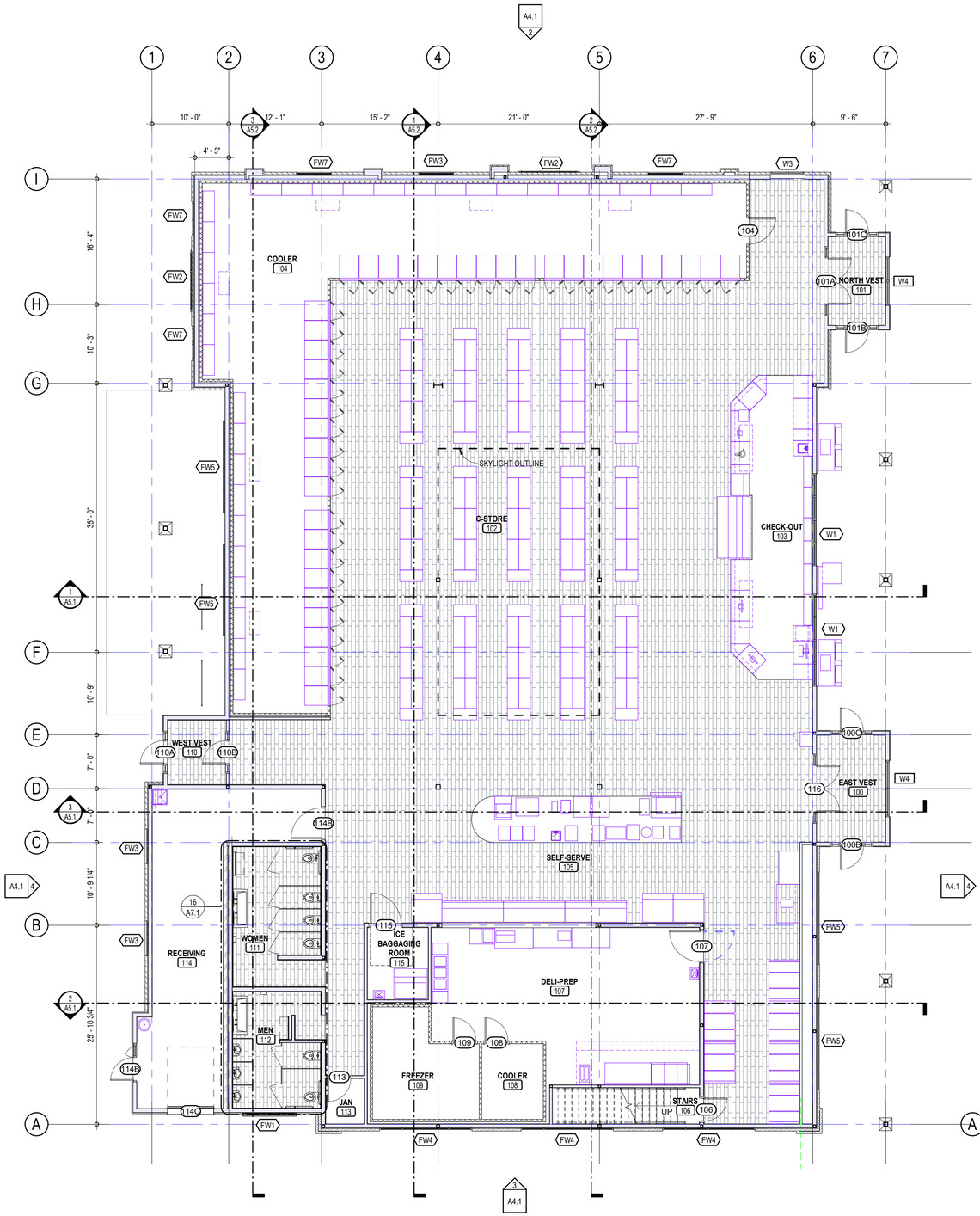

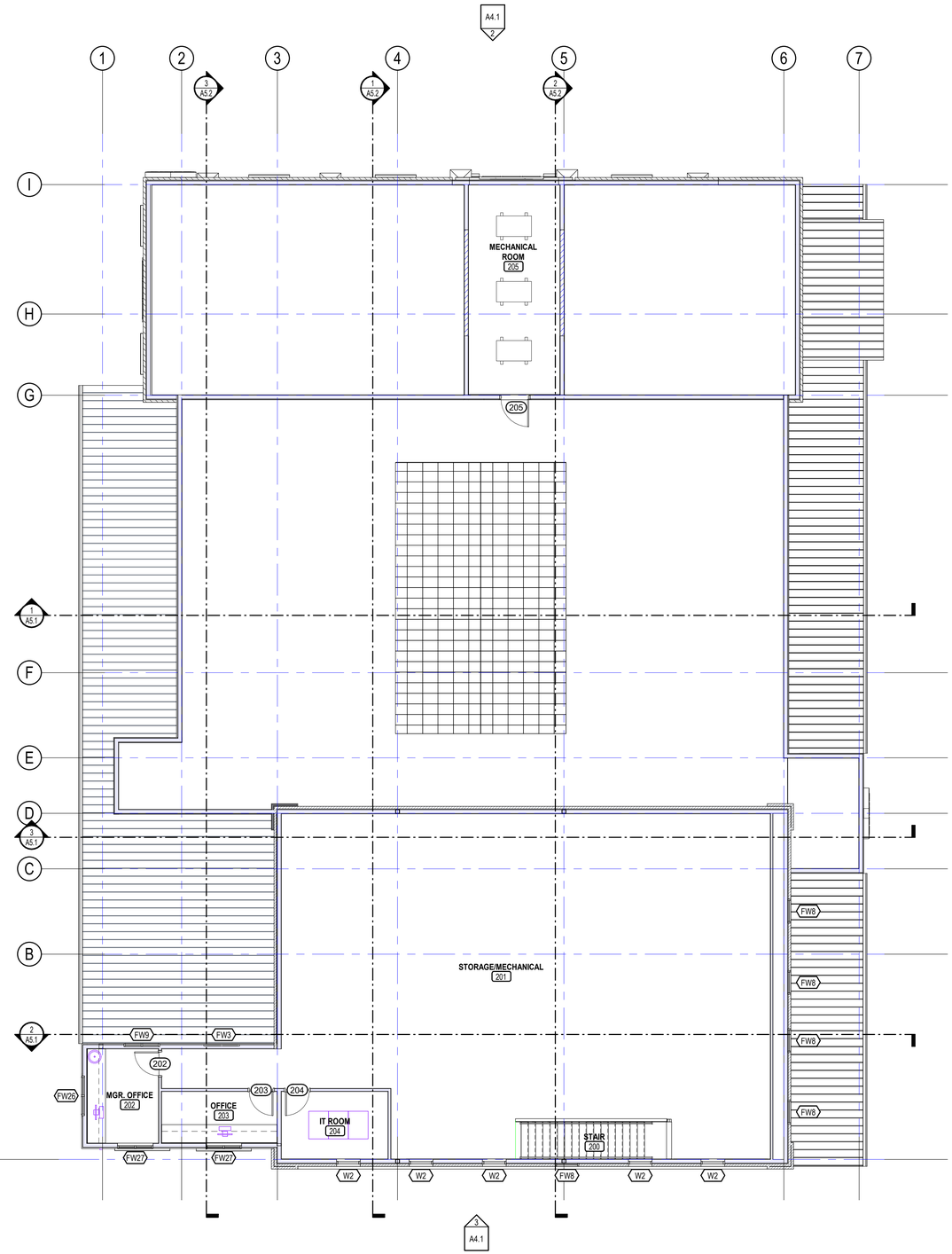

1 FIRST FLOOR
SCALE: 1/8" = 1'-0"

N

3 MEZZANINE FLOOR PLAN
SCALE: 1/8" = 1'-0"

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TOWN PUMP, INC. MONTANA COMMERCE, LLC
TOWN PUMP WHITEFISH
US 93 S & MT-40
FLOOR PLANS

600 S. MAIN
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DATE	1-20-2020

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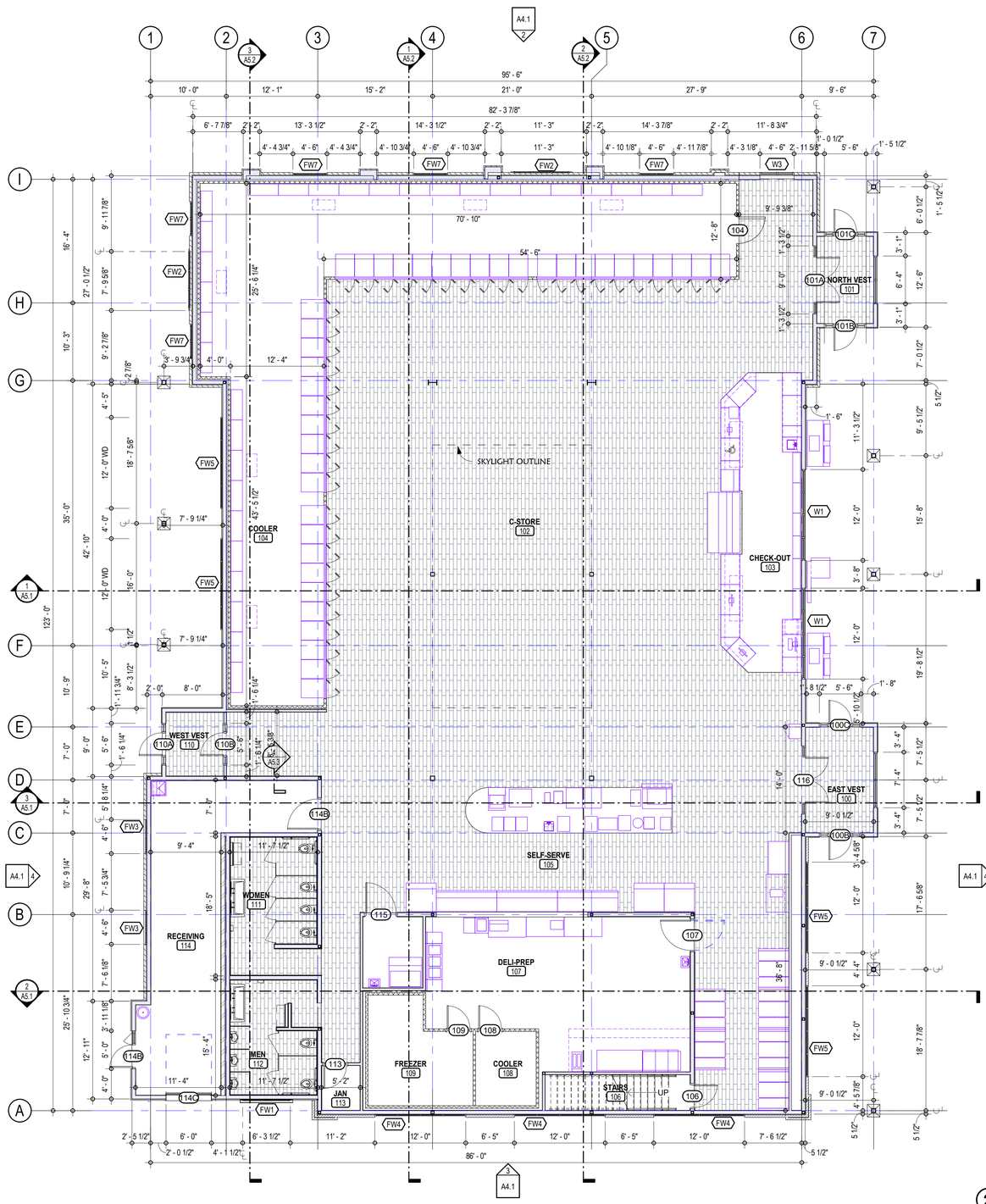
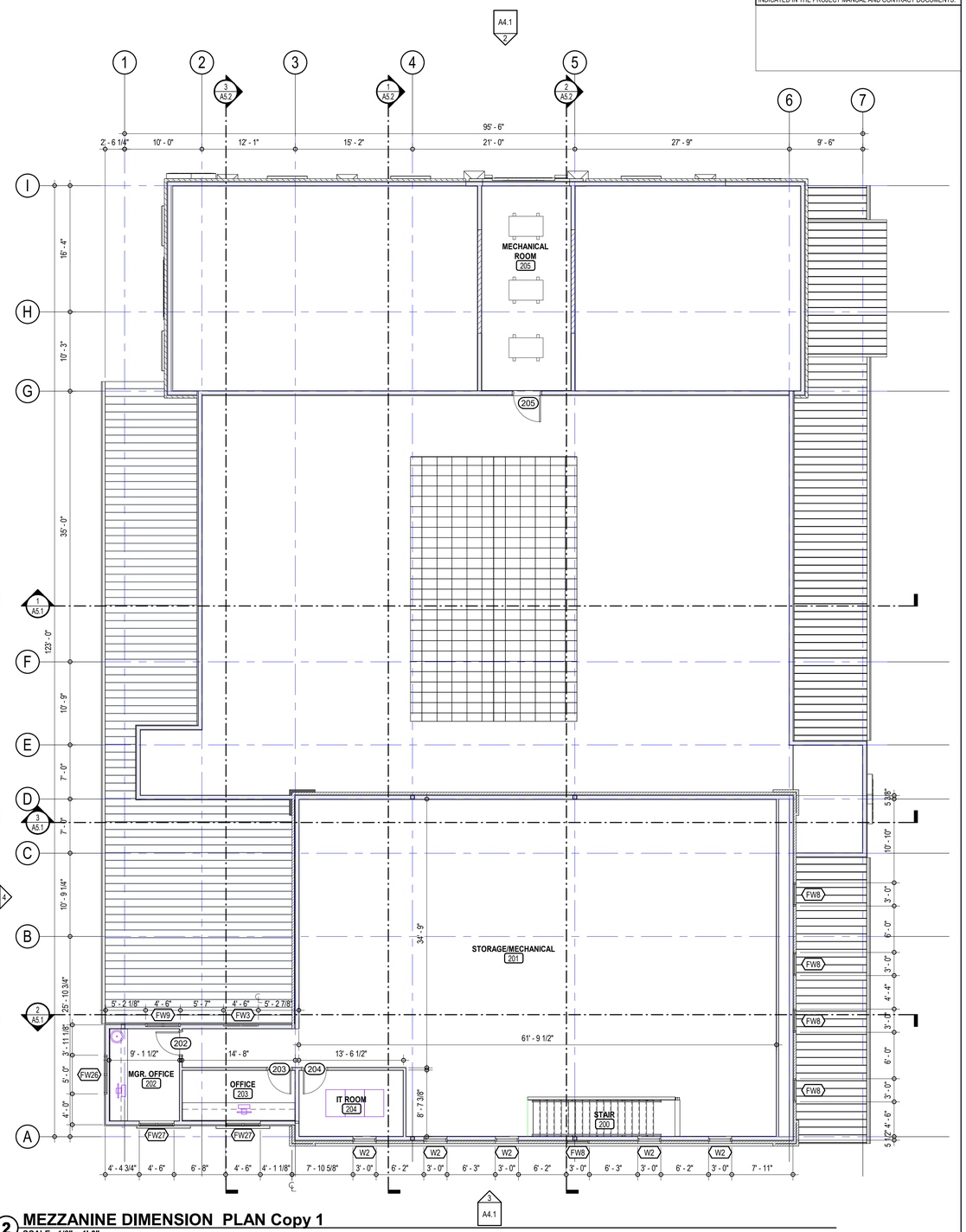


1 FIRST FLOOR DIMENSION PLAN

SCALE: 1/8" = 1'-0"



2 MEZZANINE DIMENSION PLAN Copy 1

SCALE: 1/8" = 1'-0"

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DIMENSION FLOOR PLAN

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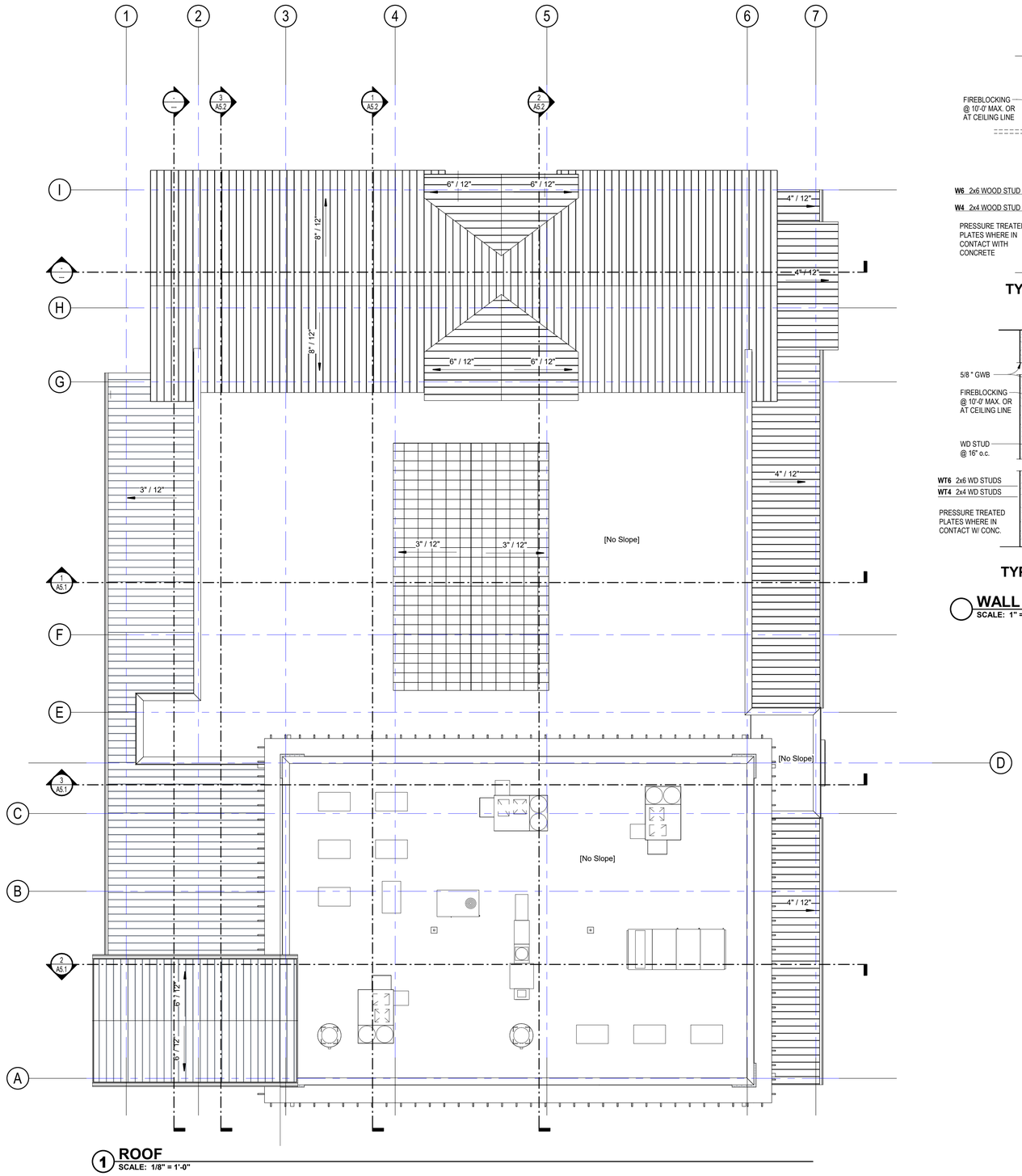

1 **ROOF**
SCALE: 1/8" = 1'-0"

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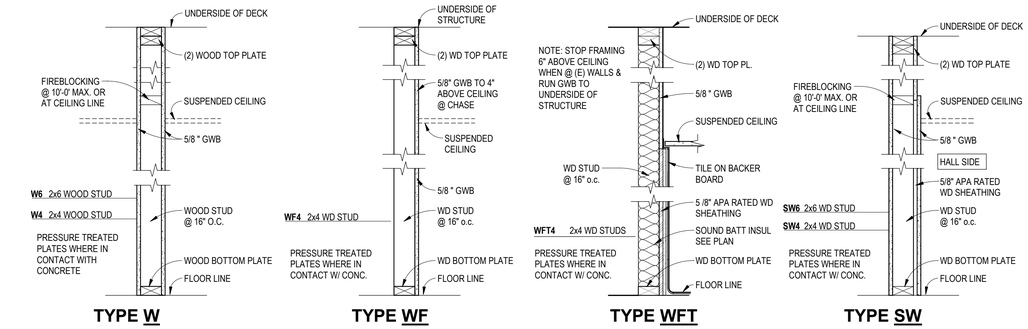

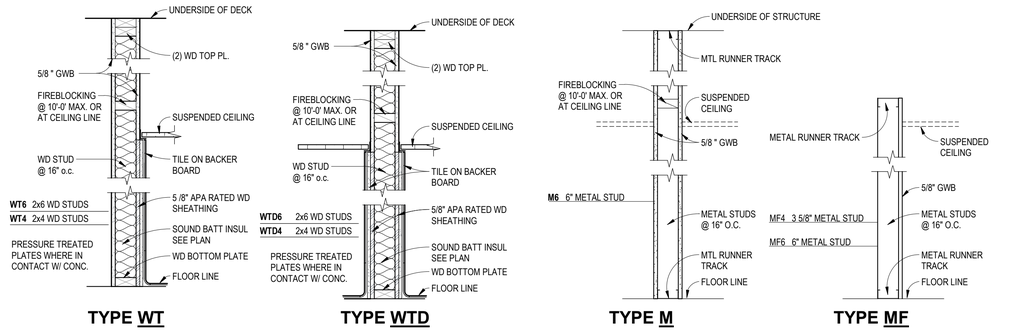

WALL LEGEND
SCALE: 1" = 1'-0"

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MONTANA COMMERCE, LLC
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ROOF PLAN

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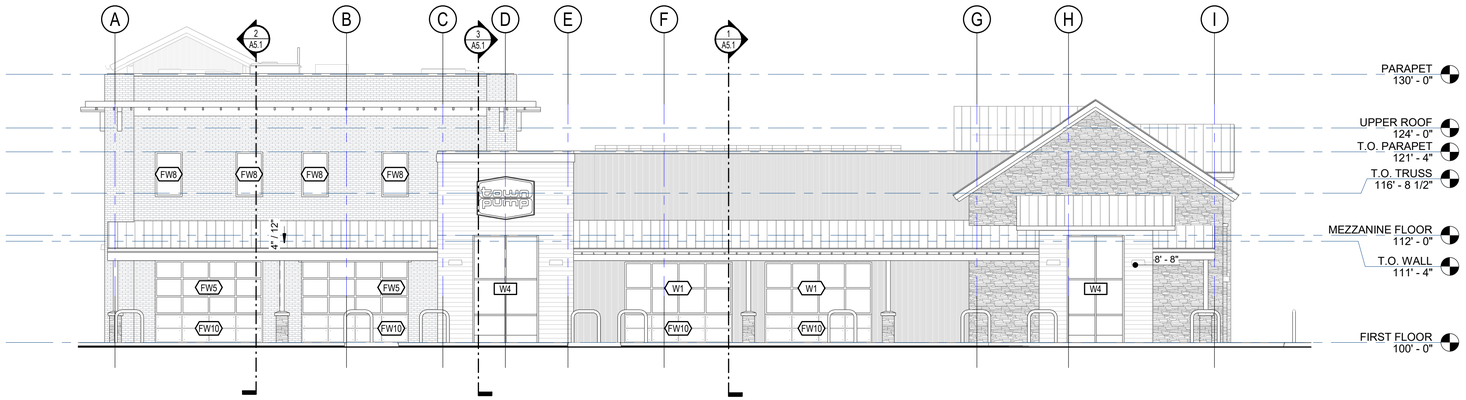
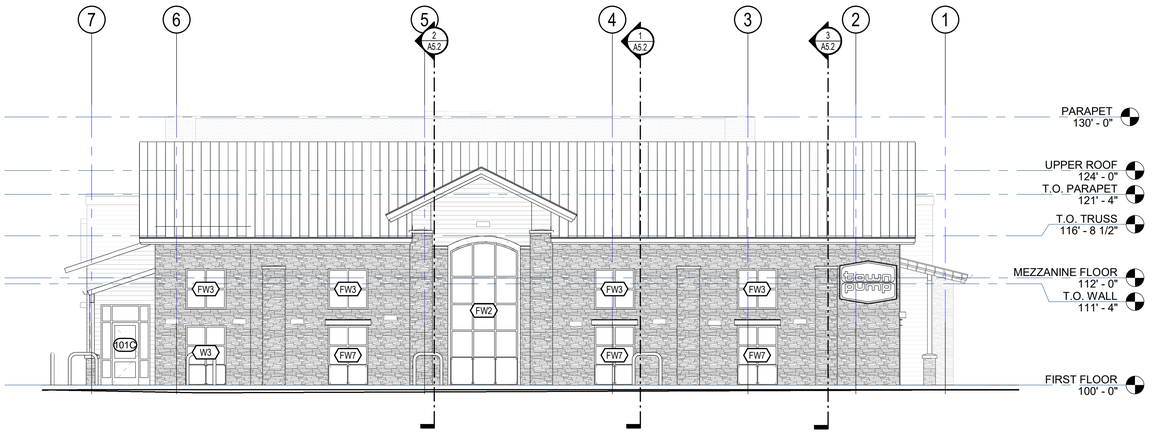
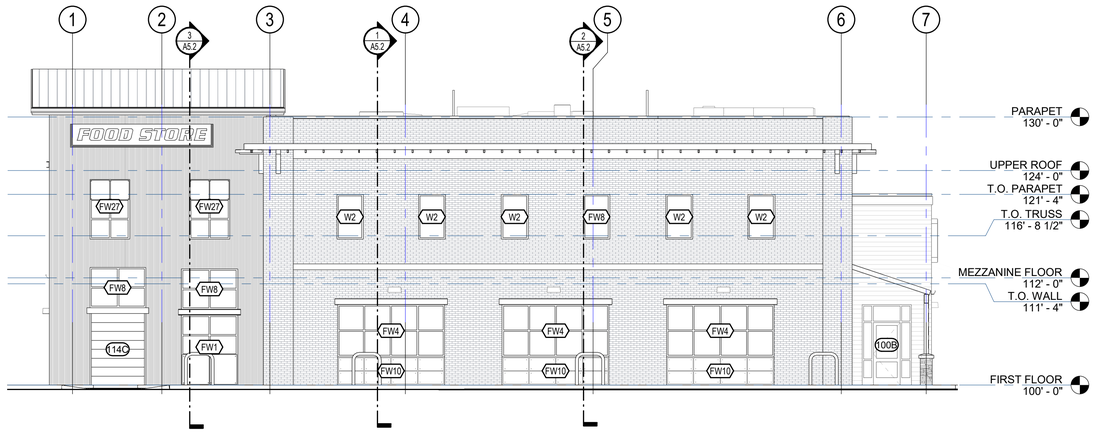


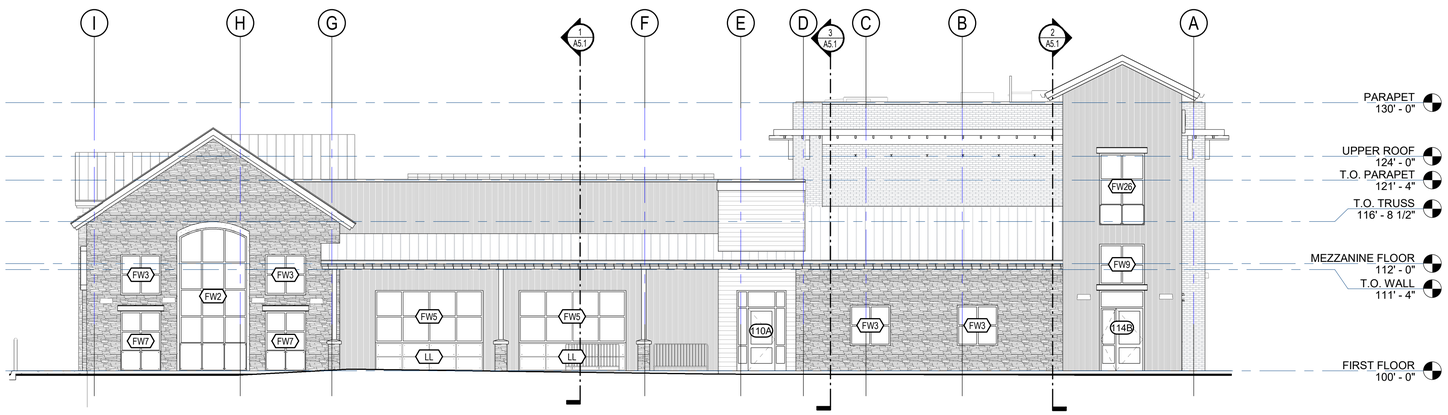
1 EAST ELEVATION
SCALE: 1/8" = 1'-0"



2 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



4 WEST ELEVATION
SCALE: 1/8" = 1'-0"

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REVISIONS

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TOWN PUMP, INC. MONTANA COMMERCE, LLC
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US 93 S & MT-40
600 S. MAIN
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BUILDING ELEVATIONS

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REVISIONS

#	DATE

SOUTH EAST PERSPECTIVE
SCALE: 12" = 1'-0"

NORTH EAST PERSPECTIVE
SCALE: 12" = 1'-0"

NORTH WEST PERSPEECTIVE
SCALE: 12" = 1'-0"

SOUTH WEST PERSPECTIVE
SCALE: 12" = 1'-0"

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3D VIEWS

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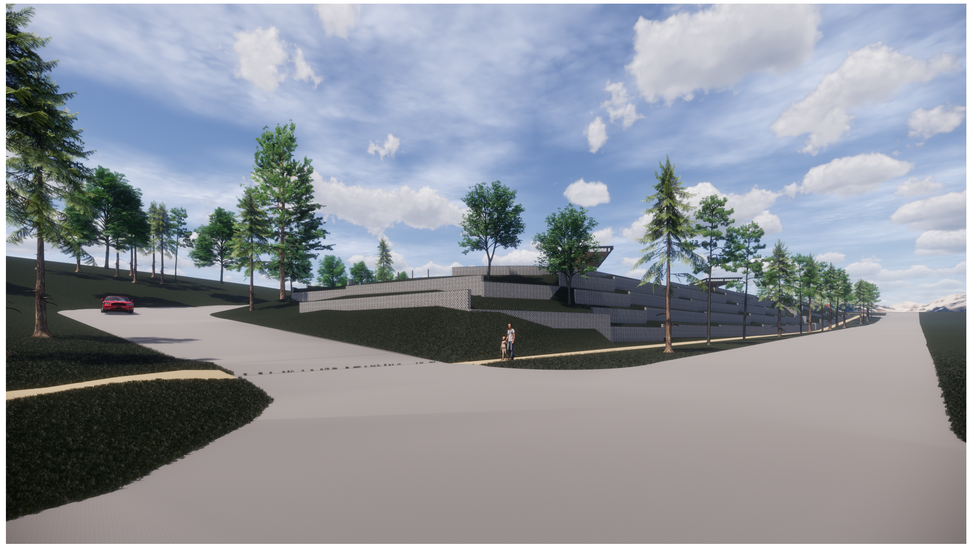
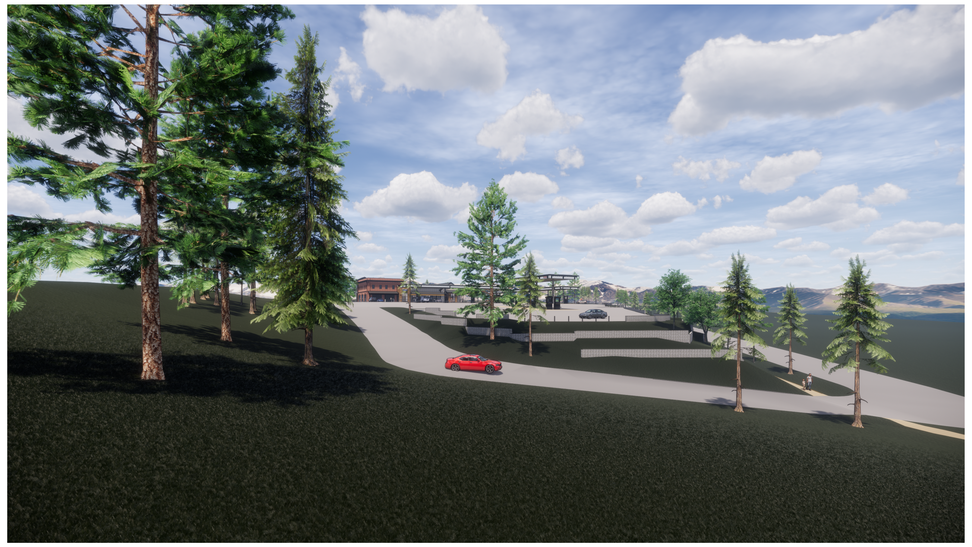


SITE - SOUTH EAST
SCALE: 12" = 1'-0"

SITE - NORTH
SCALE: 12" = 1'-0"

SITE - SOUTH
SCALE: 12" = 1'-0"



SITE - NORTH EAST
SCALE: 12" = 1'-0"

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US 93 S & MT-40

3D VIEWS

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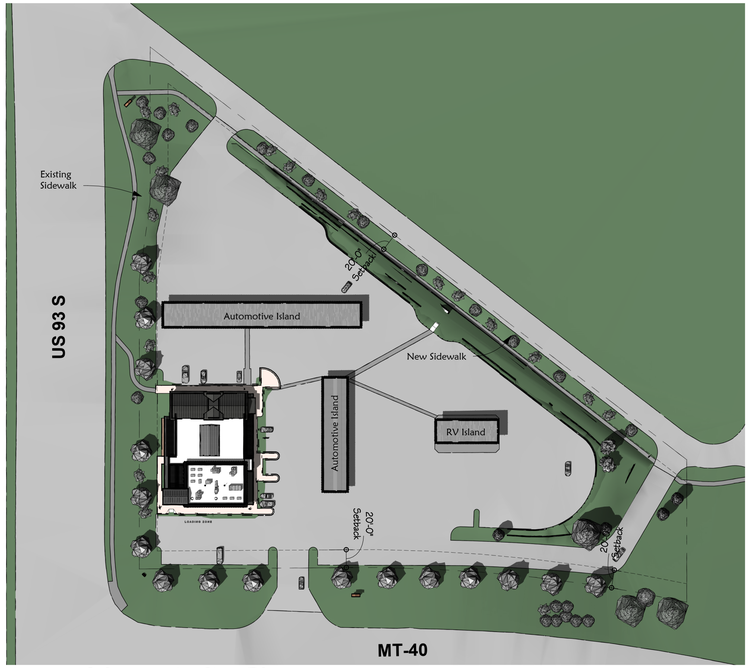
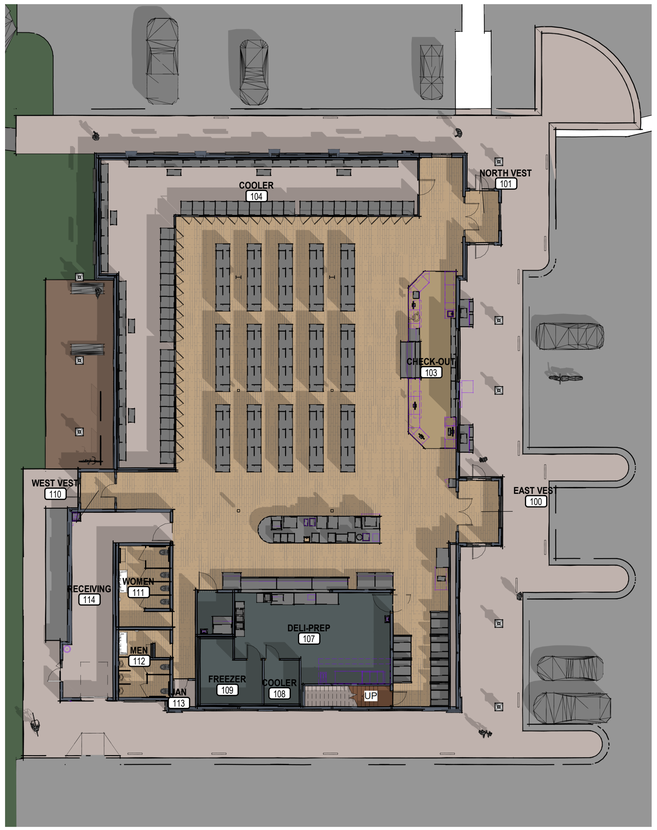


Schematic Site Plan

SCALE: 1" = 80'-0"



2 FLOOR PLAN

SCALE: 1/16" = 1'-0"

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SCHEMATIC PLANS

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SC1

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East Elevation

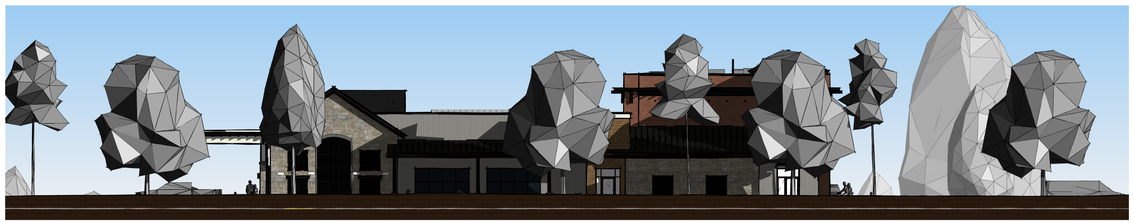
SCALE: 1/16" = 1'-0"

North Elevation

SCALE: 1/16" = 1'-0"

SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"

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SCHEMATIC ELEVATIONS

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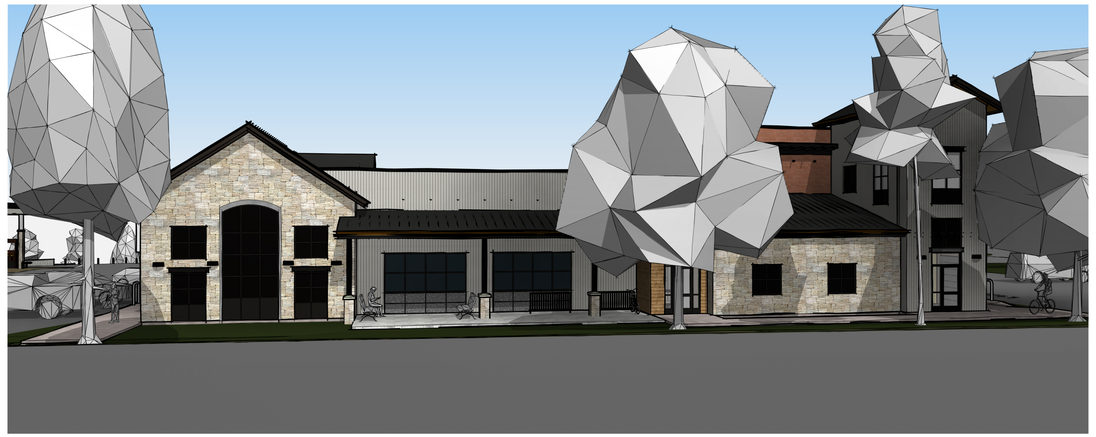
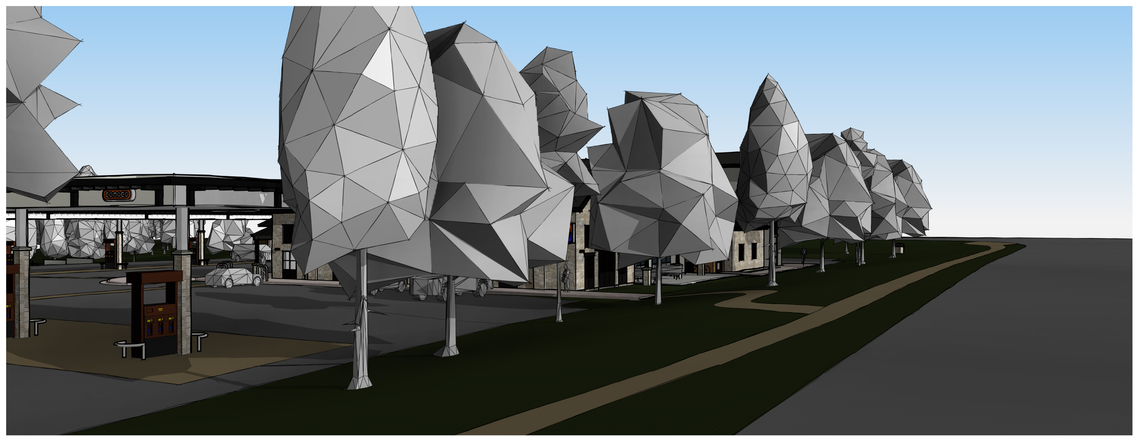
EAST PERSPECTIVE
SCALE:

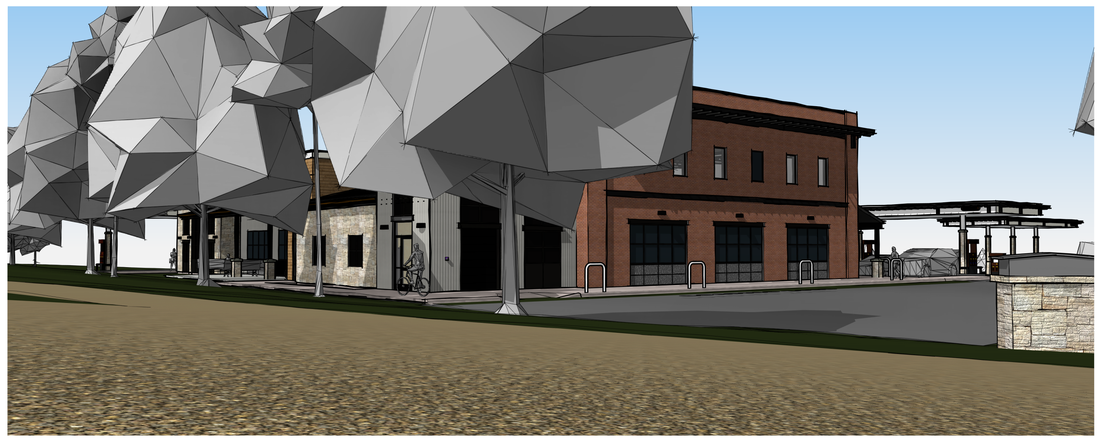
NORTH EAST PERSPECTIVE
SCALE:



WEST PERSPECTIVE
SCALE:



North West Perspective
SCALE:



SOUTH WEST PERSPECTIVE
SCALE:

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TOWN PUMP WHITEFISH
US 93 S & MT-40

SCHEMATIC PERSPECTIVE

4182-129-01

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SC3

TOWN PUMP - WHITEFISH

WHITEFISH, MT
JANUARY, 2020

ABBREVIATIONS

AB	AGGREGATE BASE GRAVEL
AC	ASPHALTIC CONCRETE (PAVEMENT)
B.C.	BACK OF CURB
℄	CENTERLINE
CO	CLEANOUT
C.P.	CONTROL POINT
CY	CUBIC YARDS
DIP	DUCTILE IRON PIPE
EA.	EACH
EL./ELEV.	ELEVATION
EX./EXIST.	EXISTING
F.F.	TOP OF FINISH FLOOR ELEVATION
G OR GAS	GAS (NATURAL)
℄ OR FL.	FLOW LINE
I.E.	INVERT ELEVATION
L.F.	LINEAL FEET
MH	MANHOLE
N.I.C.	NOT IN CONTRACT
PVC	POLYVINYL CHLORIDE (PIPE)
RCP	REINFORCED CONCRETE PIPE
SAN.	SANITARY SEWER
SD	STORM DRAIN
SHT.	SHEET
SS	SEWER SERVICE
SW	SIDEWALK
S.Y.	SQUARE YARDS
TBM	TEMPORARY BENCH MARK
TP	TOP OF PAVEMENT
TYP.	TYPICAL
W	WATER
WS	WATER SERVICE
W/	WITH
XING	CROSSING

LEGEND

EXISTING	NEW	
W	W	WATER
		FIRE HYDRANT
		VALVE
		CURB STOP
S	S	SANITARY SEWER
SS	SS	SEWER SERVICE
		MANHOLE
	FM	FORCE MAIN
	SD	STORM DRAIN
		STORM INLET
OE		OVERHEAD ELECTRICAL
E		UNDERGROUND ELECTRICAL
T		TELEPHONE
		TELEPHONE PEDESTAL
		POWER POLE
		CURB AND GUTTER
		CULVERT
3822		CONTOURS
		PROPERTY LINE
		ASPHALTIC CONCRETE SURFACING
		CONCRETE SURFACING
		GRAVEL SURFACING
		LANDSCAPING

VICINITY MAP/SITE AERIAL

TOTAL GROSS AREA OF BUILDING = 12,763 SF

NUMBER OF PARKING SPACES REQ'D =
1 SPACE PER 300 SF OF GROSS FLOOR AREA
TOTAL NUMBER OF PARKING SPACES REQ'D = 43
TOTAL NUMBER PROVIDED = 43

LANDSCAPING
TOTAL ACREAGE = 5.429 ACRES (236,485.67 SF)
LANDSCAPE REQ'D = 6% OR 14,189 SF (0.326 AC)

LANDSCAPE PROVIDED = 56,394.58 SF (1.295 AC)

NOTES

THE ENGINEER HAS ATTEMPTED TO SHOW ON THE PLANS ALL KNOWN UNDERGROUND UTILITIES AND SERVICE LINES FOR THE PURPOSE OF IDENTIFYING POTENTIAL CONFLICTS. THE PRESENTATION OF EXISTING UTILITIES IS NOT WARRANTED TO BE EITHER COMPLETE OR EXACT IN HORIZONTAL POSITION OR ELEVATION. THE CONTRACTOR SHALL DETERMINE OR VERIFY VERTICAL AND HORIZONTAL UTILITY LOCATIONS PRIOR TO BEGINNING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DATA WITH EACH RESPECTIVE UTILITY OWNER PRIOR TO BIDDING AND/OR INITIATING CONSTRUCTION. THE ENGINEER ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF UTILITY LOCATION DATA PRESENTED ON THE DRAWINGS. VARIANCES FROM LOCATION SHOWN ON ANY UTILITY CROSSED SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ENGINEER IN WRITING.

ALL WORK IN MDT RIGHT-OF-WAY SHALL BE COMPLETED IN ACCORDANCE WITH MDT REQUIREMENTS.

REFER TO MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS AND CITY OF WHITEFISH ENGINEERING STANDARDS FOR ADDITIONAL UTILITY DETAILS.

CONTRACTOR SHALL REVIEW TO THE GEOTECHNICAL REPORT FOR EXISTING SOIL TYPES AND SUBSURFACE CONDITIONS.

SHEET INDEX

C1 COVER
C2 EXISTING SITE & DEMO PLAN
C3 SITE IMPROVEMENTS
C4 GRADING & DRAINAGE PLAN
C5 DETAILS
C6 LANDSCAPING PLAN
C7 STORMTECH DETAILS

bsc&e
BIG SKY CIVIL & ENVIRONMENTAL, INC
ENGINEERS - PLANNERS - DESIGNERS - LAND SURVEYORS - ENVIRONMENTAL SPECIALISTS
1324 13th Ave. SW
P.O. BOX 3625
GREAT FALLS, MT 59403
(406)727-2185 OFFICE
(406)727-3656 FAX
www.bigskyce.com

PROFESSIONAL SEAL

BY: CJM
DATE: 1/29/20

OWNER:

MONTANA COMMERCE, LLC

PROJECT NAME:

WHITEFISH TOWN PUMP

SHEET TITLE:

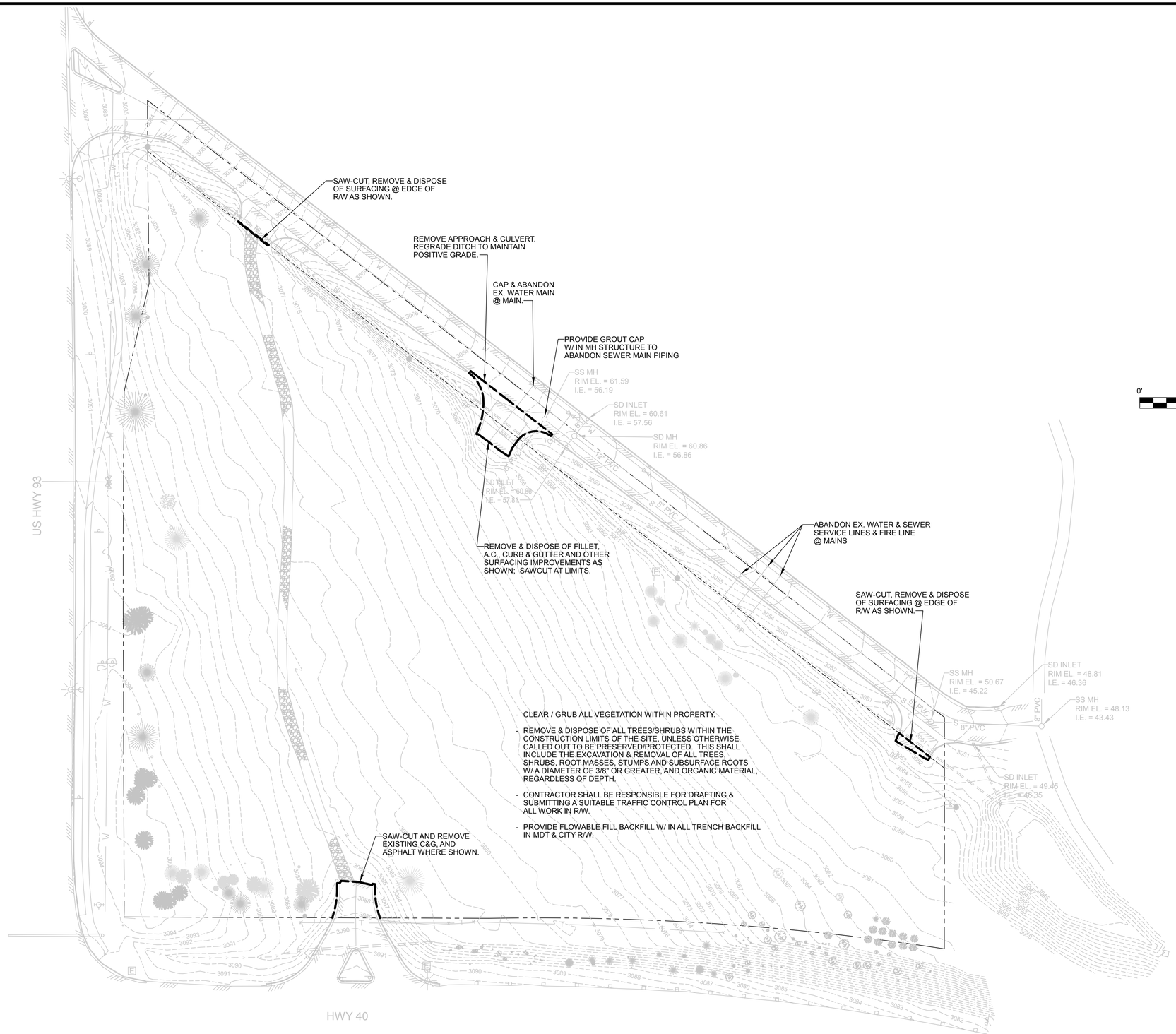
COVER

DRAWING INFORMATION:

BSCE PROJECT NUMBER: 19DN
OWNER FILE NUMBER: XXXX
CADD FILE NAME: 19DN-C1
ASSOCIATED PROJECTS: XXXX

SHEET:

C1 OF 7



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PROFESSIONAL SEAL

BY: CJM
DATE: 1/29/20

OWNER:

MONTANA COMMERCE, LLC

PROJECT NAME:

WHITEFISH TOWN PUMP

SHEET TITLE:

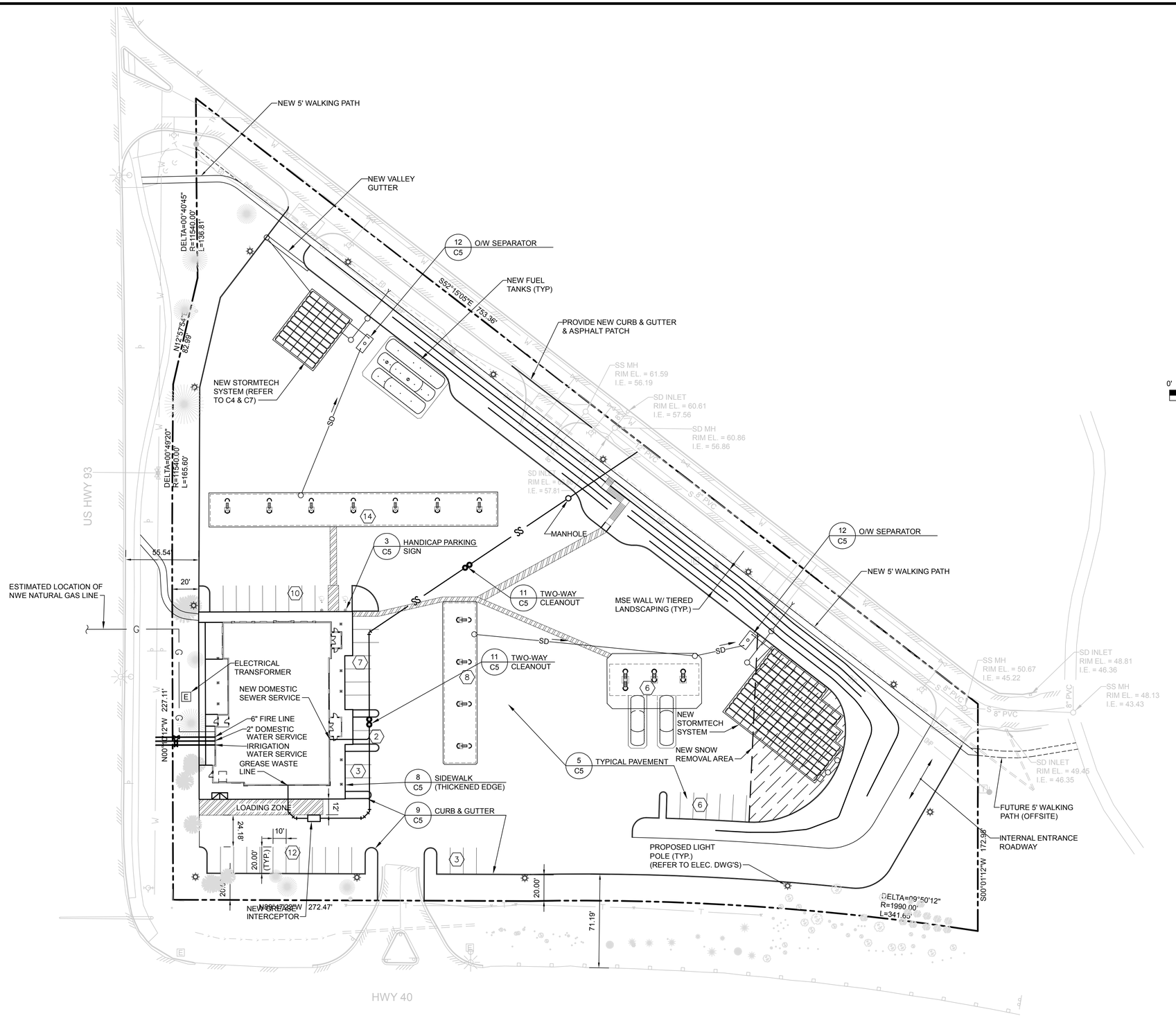
EXISTING SITE & DEMO PLAN

DRAWING INFORMATION:

BSCE PROJECT NUMBER: 19DN
OWNER FILE NUMBER: XXXX
CADD FILE NAME: 19DN-C2
ASSOCIATED PROJECTS: XXXX

SHEET:

C2 OF 7



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BY: CJM
DATE: 1/29/20

OWNER:

MONTANA COMMERCE, LLC

PROJECT NAME:

WHITEFISH TOWN PUMP

SHEET TITLE:

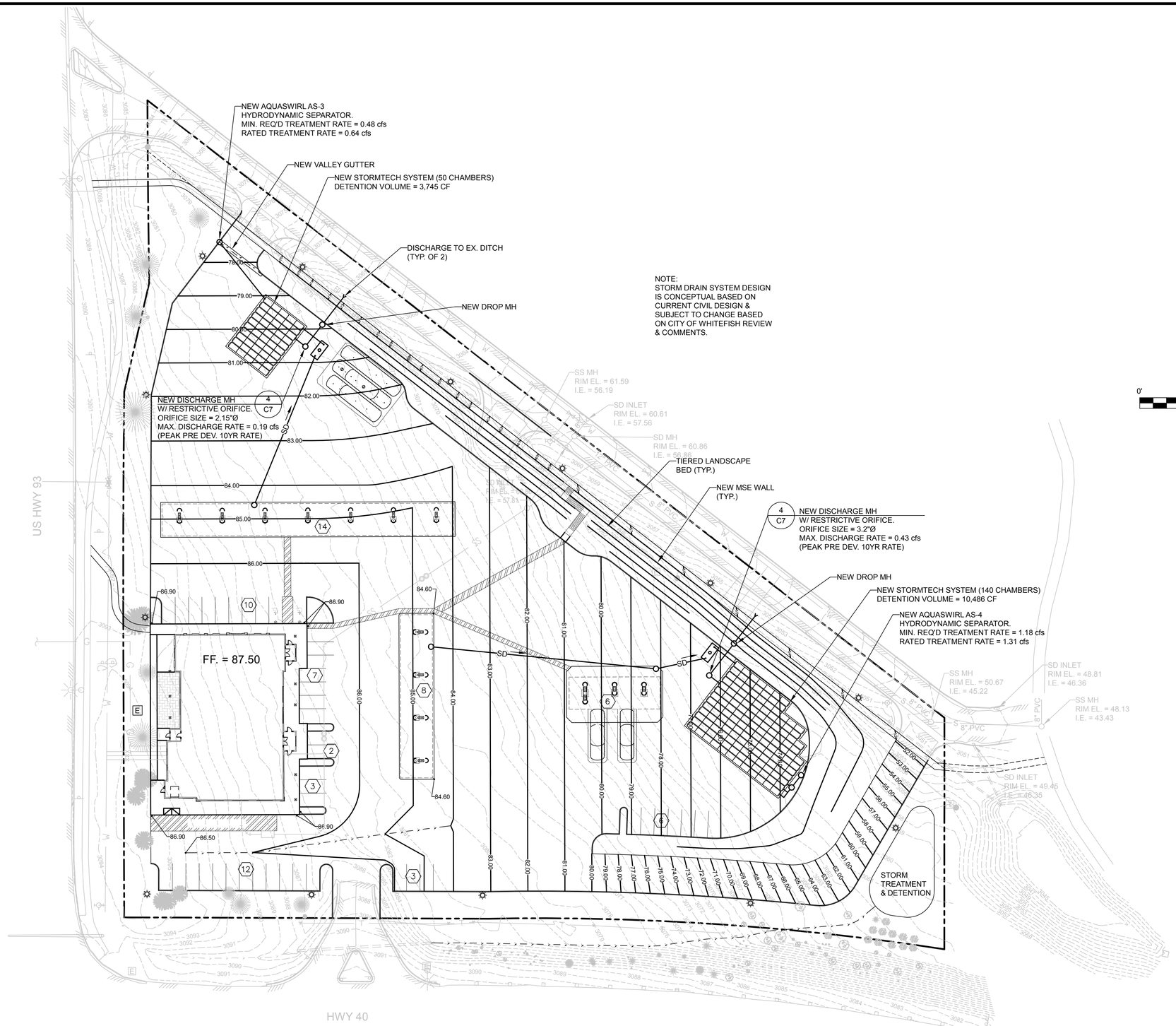
SITE IMPROVEMENTS PLAN

DRAWING INFORMATION:

BSCE PROJECT NUMBER: 19DN
OWNER FILE NUMBER: XXXX
CADD FILE NAME: 19DN-C3
ASSOCIATED PROJECTS: XXXX

SHEET:

C3 OF 7



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BY: CJM

DATE: 1/29/20

OWNER:

MONTANA
COMMERCE, LLC

PROJECT NAME:

WHITEFISH
TOWN PUMP

SHEET TITLE:

GRADING &
DRAINAGE
PLAN

DRAWING INFORMATION:

BSCE PROJECT NUMBER: 19DN
OWNER FILE NUMBER: XXXX
CADD FILE NAME: 19DN-C4
ASSOCIATED PROJECTS: XXXX

SHEET:

C4 OF 7

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PROFESSIONAL SEAL

BY: CJM
DATE: 1/29/20

OWNER:

MONTANA COMMERCE, LLC

PROJECT NAME:

WHITEFISH TOWN PUMP

SHEET TITLE:

LANDSCAPING PLAN

DRAWING INFORMATION:

BSCE PROJECT NUMBER: 19DN
OWNER FILE NUMBER: XXXX
CADD FILE NAME: 19DN-C6
ASSOCIATED PROJECTS: XXXX

SHEET:

C6 OF 7

Existing Trees To Be Preserved

TR DF 15
TR DF 19
TR DF 17
TR PP 30
TR BI 12
TR DF 18
TR BI 6
TR PF 7
TR PF 4
TR PF 6
TR AP 3
TR DF 6
TR 1
TR DF 6

US HWY 93

TOWN PUMP

SD

12" PVC

E

T

Existing Vegetation in Right of Way To Be Preserved

CREDIT FOR EXISTING TREES

TREE	UNITS
(1) TR DF 15	1.2
(1) TR DF 19	2.0
(1) TR DF 17	1.6
(1) TR DF 30	4.9
	9.7 UNITS

NOTES

GENERAL

UTILITIES: All existing utilities are to be marked prior to the start of construction. Utility layout is to be administrated between Landscape Architect and Building Contractor to assure minimal crossings with road, hardscape, retaining walls, and site features.

ELECTRICAL CONDUIT SLEEVING: Road, hardscape, and all closed retaining walls are to receive 2" PVC and 1" Electrical conduit sleeving at strategic locations for irrigation and lighting. T.b.d. on site during layout of site elements.

ELEVATIONS: Given elevations are general, and are to be used for setting base elevations throughout the site. All elevations are to be shot on site prior to and during construction for accurate construction of design details.

FINISHED SOIL AND SURFACE TREATMENT: To be 2" lower than adjacent top of wall elevations and adjacent hardscape surfaces unless otherwise noted.

SOIL GRADE: To be sloped away from buildings at a min. of 2% grade unless otherwise specified.

HARDSCAPE GRADE: To be sloped away from buildings at a min. of 1.5% grade unless otherwise specified.

EROSION CONTROL: Straw Wattles and Jute Matt to be used on steep slopes if determined necessary by Landscape Contractor or White Cloud Design.

Contact White Cloud Design with any questions relating to this plan and the project's landscape design.

TREE PRESERVATION

The contractor must adhere to the tree preservation guidelines and standards as established by the City of Whitefish and explicitly stated in the City Code. These standards include but are not limited to, the establishment of a Tree Protection Area and a Protective Barrier for each tree propsed to be preserved.

EXISTING TREE KEY

AP	ASPEN
BI	BIRCH
DF	DOUGLAS FIR
TA	TAMARACK
PP	PONDEROSA PINE
PF	FIR

sheet L1/2

WhiteCloud DESIGN
LANDSCAPE DESIGN
406.863.2828 | P.O. Box 67
150 Railway St. Whitefish, MT
www.whitecloud design.com
info@whitecloud design.com

TREE PRESERVATION PLAN

PRELIMINARY LANDSCAPE PLAN FOR REVIEW PURPOSES ONLY
NOT FOR CONSTRUCTION

TOWN PUMP

US 93 S
Whitefish, Montana

date: 01.29.2020

copy for:

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SCALE | 1" = 30'

PLANT KEY

- COLORADO GREEN SPRUCE
- PAPER BIRCH
- TOBA HAWTHORN
- QUAKING ASPEN
- IVORY SILK JAPANESE LILAC TREE
- GLENLEVEN LITTLELEAF LINDEN
- ALPINE CURRANT
- TOR BIRCHLEAF SPIREA
- KARL FORESTER FEATHER REED GRASS
- BLUE OAT GRASS

PLANT LEGEND:

ID	QTY.	LATIN NAME	COMMON NAME	SIZE
Conifers				
PEG	10	Picea pungens	Colorado Green Spruce	6' B&B w/ min. 2.5 Caliper
Trees				
BP1	8	Betula papyrifera	Paper Birch	6' B&B w/ min. 2.5 Caliper
CMT	46	Crataegus x mordenensis 'Toba'	Toba Hawthorn	6' B&B w/ min. 2.5 Caliper
PT3	13	Populus tremuloides	Quaking Aspen	6' B&B w/ min. 2.5 Caliper
SBT	39	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Lilac Tree	6' B&B w/ min. 2.5 Caliper
ST 03	15	Tilia cordata 'Glenleven'	Glenleven Littleleaf Linden	6' B&B w/ min. 2.5 Caliper
Shrubs				
RAL	339	Ribes alpinum	Alpine Currant	5 Gal
STR	783	Spiraea betulifolia 'Tor'	Tor Birchleaf Spirea	2 Gal
Perennials				
Ornamental Grasses				
CKF	472	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 Gal
HBO	45	Helictotrichon sempervirens	Blue Oat Grass	1 Gal

CREDIT FOR REPLACEMENT TREES

TREE	UNITS (0.6 units per replacement tree)
(10) Colorado Green Spruce	6
(8) Paper Birch	4.8
(46) Toba Hawthorn	27.6
(13) Quaking Aspen	7.8
(39) Ivory Silk Japanese Lilac Tree	23.4
(15) Glenlevel Littleleaf Linden	9
	78.6 UNITS

TREE DENSITY CALCULATIONS

REQUIRED TREE DENSITY

SITE ACERAGE x 16 = MINIMUM TREE DENSITY REQUIRED

5.4 ACRES x 16 = **86.4 MINIMUM UNITS**

TREE CREDITS	UNITS (0.6 units per replacement tree)
Preserved Trees	9.7
Replacement Trees	78.6
	88.3 UNITS

NOTES

GENERAL

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EROSION CONTROL: Straw Wattles and Jute Matt to be used on steep slopes if determined necessary by Landscape Contractor or White Cloud Design.

Contact White Cloud Design with any questions relating to this plan and the project's landscape design.

PLANTING

All planting to be performed to industry standards.

TREES: All trees are to be staked and protected with Deer Fencing for 2 years unless specified by Landscape Contractor or requested by owner.

PLANTING AREAS: Soil profiles given with Finish Surface Treatments and Irrigation Requirments.

MULCH PLANTER BED (PB):
subgrade- Native soil amended with Sandy Loam as needed for Medium and Fine Grading. Three Way Planting Soil Mix typ. to each Plant. Osmocote or Fertilizer Tablets to trees.
surface treatment- 4" settled depth of Medium Sized Shreaded Bark Mulch. Finished Bark Mulch Grade to be 2" Lower than adjacent Hardscape or Top of Walls typ.
irrigation- Drip Irrigation with 1 - 5 g.p.h. emitters depending on plant type.

GRAVEL FINISH PLANTER BED (PB):
subgrade- Native Soil amended with 50% Sandy Loam and 50% Glacier Gold Compost mixture as needed for Medium and Fine Grading. 3 Way Planting Soil Mix typ. to each Plant. Osmocote or Fertilizer Tablets to trees.
surface treatment- 2" depth of 1/2" Chip Rock with Underlayment of Weed Fabric (to be specified). Finished Gravel Grade to be 2" Lower than adjacent Hardscape or Top of Walls typ.
irrigation- Drip Irrigation with 1 - 5 g.p.h. emitters depending on plant type.

RECLAIMED NATIVE GRASS (RNG):
subgrade- Sandy Loam may be used to blend into grade changes or used as top layer of backfill behind Drystack retaining Walls.
surface treatment- 1" minimum Glacier Gold Compost. Specified Grass Mixture to be Hydroseeded atop Native Soil.
irrigation- Irrigation to be Hunter MP Rotators. Drip emitters to Trees in RNV Areas typ.

LAWN:
subgrade- 4" Min. Topsoil atop 6" depth Sandy Loam atop 6" depth Washed Sand.
surface treatment- Kentucky Bluegrass Sod. Finished Sod Grade to be 2" lower than adjacent Hardscape or Top of Walls typ. and 1.5" above Reclaimed Native Vegetation areas.
irrigation- Irrigation to be 12" Hunter Pop Up Sprays.

NATIVE GRASS SEED MIX

WESTERN NATIVE SEED:
3#/ acre: Festuca idahoensis, Idaho Fescue
3#/ acre: Festuca brevipila, Hard Fescue
2.5#/ acre: Festuca ovina, Sheep Fescue

TREASURE STATE SEED:
6#/ acre: Koeleria macrantha, Prairie Junegrass

SITE DEVELOPMENT LEGEND

MATERIALS

- LANDSCAPE BOULDERS
- SOD - KENTUCKY BLUEGRASS
- NATIVE GRASSES
- GRAVEL FINISH PLANTER BED
- PLANTER BED WITH SHREDDED CEDAR BARK MULCH FINISH
- EXISTING NATIVE VEGETATION TO BE PRESERVED

WhiteCloud DESIGN
LANDSCAPE ARCHITECTURE
406.863.2828 | P.O. Box 67
150 Railway St. Whitefish, MT
www.whitecloud design.com
info@whitecloud design.com

PLANTING PLAN
PRELIMINARY LANDSCAPE PLAN FOR REVIEW PURPOSES ONLY
NOT FOR CONSTRUCTION

TOWN PUMP
US 93 S
Whitefish, Montana

date: 01.29.2020

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SCALE | 1" = 30'

TOWN PUMP
Whitefish

December 23, 2019

Metal Sales – Dark Bronze

Bridger Steel
Bonderized

Metal Sales - Taupe

Preliminary
Exterior Materials

Sherwin Williams
Iron Ore 7069

Mutual Materials
Classic Used

LP Colorstrand
Yellowstone

Coronado
English Rubble
Newport Sandstone

WOOD-LOOK SIDING

WINDOW PANEL

EXPOSED STEEL

CORONADO STONE PRODUCTS

English Rubble
Newport Sandstone

VERTICAL SEAM METAL

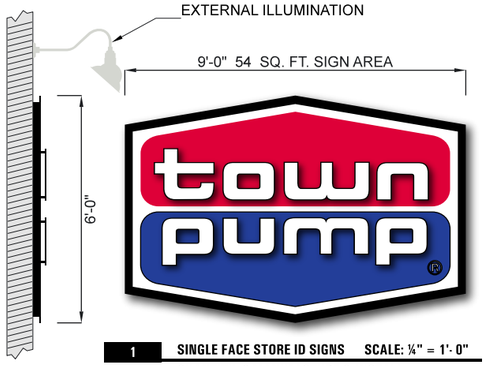
MUTUAL MATERIALS
Trusted Since 1900

Classic Used

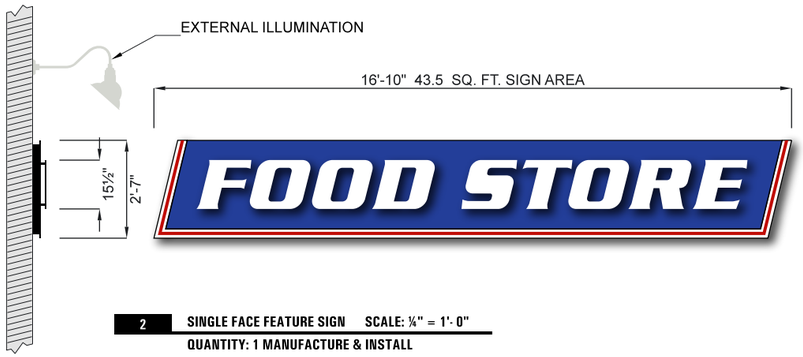
BRICK VENEER

These samples are examples of the various brick colors available through Mutual Materials Company. Because brick are produced from natural materials, brick colors tend to vary somewhat from run to run. To ensure your satisfaction, please inspect current stock and examine the product delivered to your project prior to the installation of your new brick.

CORRUGATED METAL



1 SINGLE FACE STORE ID SIGNS SCALE: ¼" = 1'- 0"
QUANTITY: 2 MANUFACTURE & INSTALL



2 SINGLE FACE FEATURE SIGN SCALE: ¼" = 1'- 0"
QUANTITY: 1 MANUFACTURE & INSTALL

NOTE: Food Store sign colors changed to muted earth tones per updated architectural renderings and color elevations submitted in this CUP Application

EAST ELEVATION

NORTH ELEVATION

SOUTH ELEVATION

1 PLACEMENT SCALE: 1/16" = 1'- 0"

Elevations for reference only - see updated architectural plans included in CUP Application for updates

YESCO
Montana Branch
Helena
2996 Bozeman Ave.
Helena, MT 59601
406-443-4172

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CLIENT: TOWN PUMP
ADDRESS: JNCT US HWY 93 - MT HWY 40
CITY / STATE / ZIP: WHITEFISH, MT
ACCOUNT EXECUTIVE: DAVE SATHER
DESIGNER: JS
ORIGINAL DATE: 11-13-19

CUSTOMER APPROVAL

Client Signature / Date

Landlord Signature / Date

ELECTRICAL NOTE

NOTE: UNLESS OTHERWISE NOTED, ELECTRICAL RUNS OR FINAL ELECTRICAL CONNECTION CHARGES ARE NOT INCLUDED. ILLUMINATED DISPLAYS WILL BE WIRED FOR **120 VOLT** POWER UNLESS OTHERWISE INDICATED.

IF VOLTAGE IS NOT 120 PLEASE INDICATE YOUR VOLTAGE HERE

VOLTS AMPS

UL NOTE

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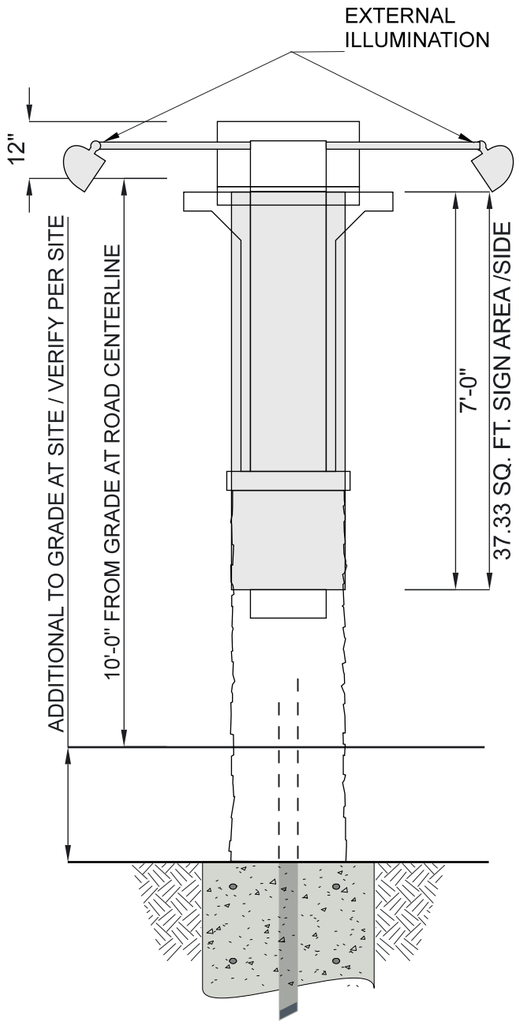
REVISIONS

	DATE	REVISION	DESIGNER
1.	11-18-19		J.S.
2.	11-19-19		J.S.
3.	12-12-19		J.S.

DESIGN NUMBER: OPY-28227

PAGE 1 OF 4



2 **DOUBLE FACE GAS/PRICE FREESTANDING SIGNS** **SCALE: 3/8" = 1'-0"**

QUANTITY: 2 MANUFACTURE & INSTALL

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CITY / STATE / ZIP: WHITEFISH, MT

ACCOUNT EXECUTIVE: DAVE SATHER

DESIGNER: JS

ORIGINAL DATE: 11-13-19

CUSTOMER APPROVAL

Client Signature / Date

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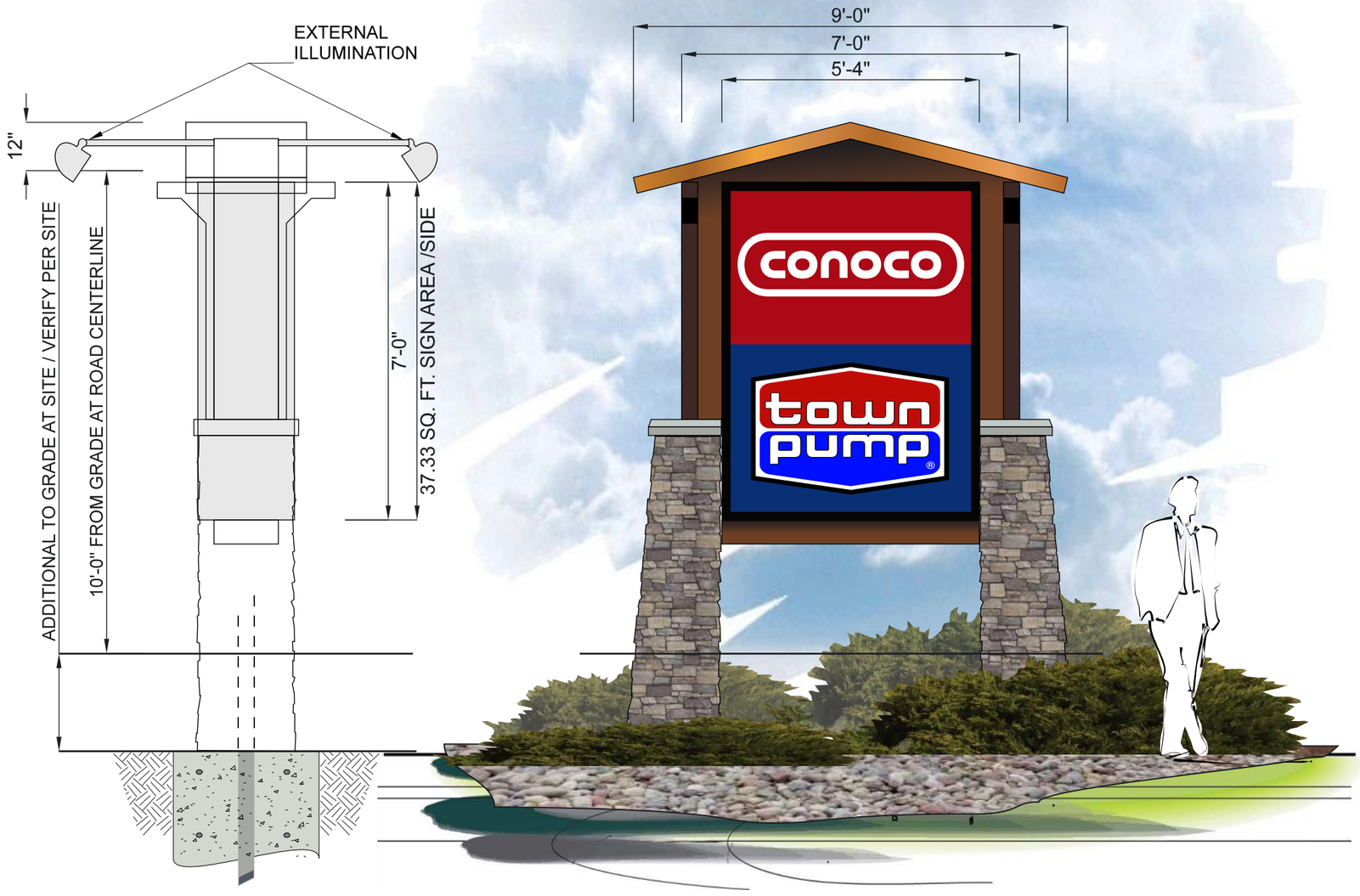
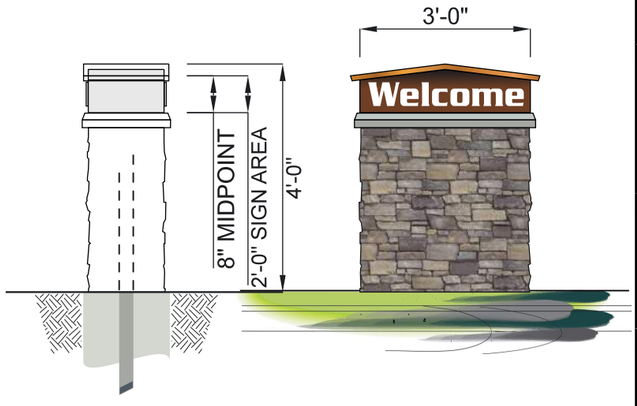


3 DOUBLE FACE ID FREESTANDING SIGN SCALE: 3/8" = 1'- 0"
QUANTITY: 1 MANUFACTURE & INSTALL



4 INCIDENTAL EGRESS DOUBLE FACE SIGNS SCALE: 3/8" = 1'- 0"
QUANTITY: 6 MANUFACTURE & INSTALL

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REVISIONS

DATE	REVISION	DESIGNER
11-19-19		J.S.

DESIGN NUMBER: OPY-28227

PAGE 3 OF 4

SIGN 2 Gas / Price

SIGN 3 Store ID

SIGN 4 Welcome

SITE SIGN PLACEMENT NO SCALE

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REVISIONS

DATE	REVISION	DESIGNER
0-0-0		J.S.

DESIGN NUMBER: OPY-28227

PAGE	OF
4	4

WCTRS Astra LED Up or Down Wall Cylinder

DuraGuard PRODUCTS INC® A QSSI Company

Project Information

Project Name:	Fixture Type:
Complete Catalog #:	Date:
Comments:	

The DuraGuard WCTRS Astra architectural wall cylinder provides up or down lighting with narrow, medium and wide distributions designed to replace HID lighting systems from up to 100w MH or HPS. Typical wall mounted lighting applications include retail centers, industrial parks, schools and universities, public transit and airports, office buildings and medical facilities. Mounting heights of 8 to 16 feet can be used based on light level and uniformity requirements.

Specifications and Features:

L70 25°C — 89,000 Hours

Housing:
Extruded Round Aluminum Housing with Built-in Heat Sinks.

Listing & Ratings:
CSA: Listed for Wet Locations, ANSI/UL 1598, 8750 IP66 Sealed LED Compartment.

Finish:
Textured Architectural Bronze or Black Powdercoat Finish Over a Chromate Conversion Coating. Custom Colors Available Upon Request.

Lens:
Tempered Clear Flat Glass Lens

Reflector:
Wide, Medium and Narrow Distributions

Mounting Options:
Mount Over a 4″ Recessed Outlet Box.

COB LED:
DuraGuard COB

Wattage:
COB: 20w, System: 21w (100w HID Equivalent)

Driver:
Electronic Driver, 120-277V, 50/60Hz; Less Than 20% THD and PF>0.90. Standard Internal Surge Protection 2kV. 0-10V Dimming Standard for a Dimming Range of 100% to 10%; Dimming Source Current is 150 Microamps.

Controls:
Fixtures Ordered with Factory-Installed Photocell or Motion Sensor Controls are Internally Wired for Switching and/or 1-10V Dimming Within the Housing. Remote Direct Wired Interface of 1-10V Dimming is Not Implied and May Not Be Available, Please Consult Factory. Fixtures are Tested with DuraGuard Controls and May Not Function Properly With Controls Supplied By Others. Fixtures are NOT Designed for Use with Line Voltage Dimmers.

Warranty:
5-Year Warranty for -40°C to +50°C Environment.

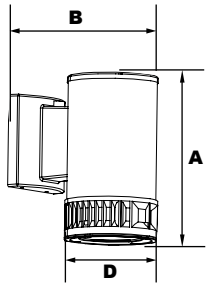
See Page 2 for Projected Lumen Maintenance Table.

Shown with "B" Wide Optic

Shown with "A" Medium Optic

Shown with "D" Narrow Optic

Dimensions	
Diameter (D)	5¾″ (146mm)
Length (B)	8⅞″ (226mm)
Height (A)	10¼″ (260mm)



DuraLED Technology

Complete Units Ordering Information
Example: WCTRSAC31X20U41KZSP

WCTRS Astra LED Up or Down Wall Cylinder

WCTRS		C3	1X20	U	41K		
Model	**Optics**	**LED**	**Wattage**	**Driver**	**CCT**	**Color**	**Options**
WCTRS= LED Up or Down Wall Cylinder	**A**=70° Reflector **B**=100° Reflector **D**=30° Reflector	**C3**=DuraGuard COB	**1X20**=20w	**U**=120-277V	**41K**=4100K	**Z**=Bronze **B**=Black **C**=Custom (Consult Factory)	**SF**=Single Fuse **DF**=Double Fuse **SP**=Surge Protection **PC1**=Photocell, 120VAC **PC3**=Photocell, 120-277VAC **BU**=Battery Backup, 90 Minutes

DesignLights Consortium™ Qualified Luminaires:
WCTRSAC31X20U41K***
WCTRSBC31X20U41K***
WCTRSDC31X20U41K***

IP66

Specifications subject to change without notice.

WCTRS Astra LED Up or Down Wall Cylinder

DuraGuard PRODUCTS INC.® A QSSI Company

P18100 & P18103

Replacement Parts (Order Separately, Field Installed)	
P18100	120VAC Photocell
P18103	120-277VAC Photocell
For Replacement Battery Backup, see the DuraGuard LED Battery Backup Specification Sheet.	

Photometric Performance

LED Board Watts	Drive Current (mA)	Input Watts		Beam	4100 CCT 80 CRI Lumens	LPW	B	U	G
LED COB 20w	525	21	A	Medium	2,309	110	2	1	0
			B	Wide	2,364	113	1	1	0
			D	Narrow	2,209	105	2	1	0

Projected Lumen Maintenance

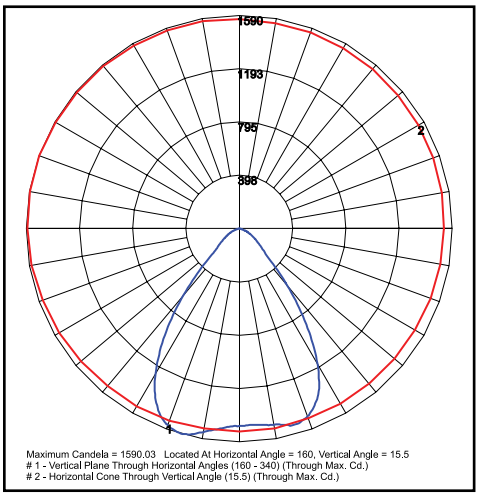
Data shown for 4100 CCT			Compare to MH			
TM-21-11	Input Watts	Initial	25,000 Hrs	50,000 Hrs	100,000 Hrs	Calculated L70@ 25°C
L70 Lumen Maintenance @ 25°C / 77°F	21	1.00	0.92	0.83	0.66	89,000

TM-21-11	Input Watts	Initial	25,000 Hrs	50,000 Hrs	100,000 Hrs	Calculated L70@ 50°C
L70 Lumen Maintenance @ 50°C / 122°F	21	1.00	0.90	0.81	0.62	78,000

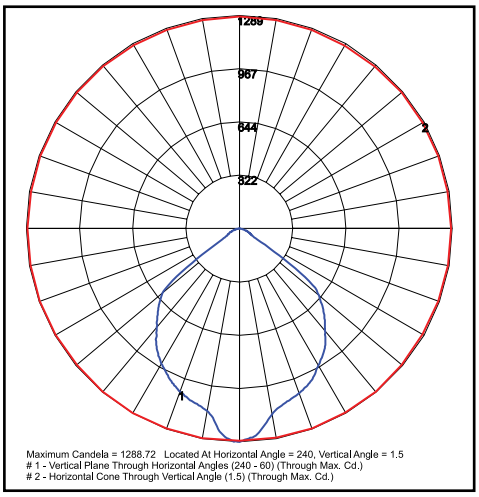
TM-21-11	Input Watts	Initial	25,000 Hrs	50,000 Hrs	100,000 Hrs	Calculated L80@ 40°C
L80 Lumen Maintenance @ 40°C / 104°F	21	1.00	0.93	0.86	0.72	72,000

NOTES:
1. Projected per IESNA TM-21-11. Data references the extrapolated performance projections for the 525mA base model in a 25°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.
2. Compare to MH box indicates suggested Light Loss Factor (LLF) to be used when comparing to Metal Halide (MH) systems.

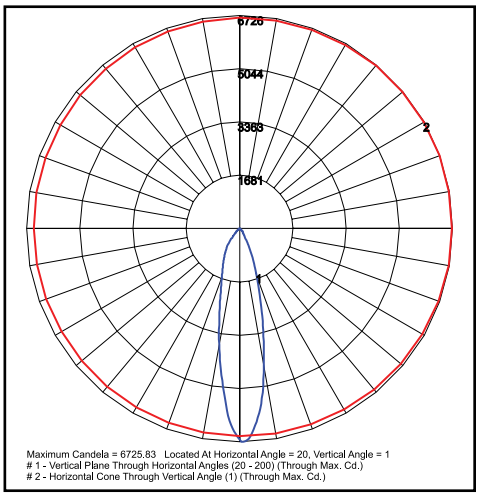
Photometric Data



WCTRSAC31X20U41K
70° Reflector



WCTRSBC31X20U41K
100° Reflector



WCTRSDC31X20U41K
30° Reflector

LED SURFACE MOUNT - LEGACY™ (CRUS SM)

Billings #12
Line: S1
CRUS SC LED HO 50 UE WHT

US & Int'l. patents pending.

HOUSING - One-piece, die-formed, aluminum housing with powder coated finish. One conduit knockout and four mounting holes. 2x2 housing is formed from zinc-coated steel.

LEDS - Features an array of select, mid-power, high brightness, high efficiency LED chips; 5000K color temperature, 70 CRI.

DRIVE CURRENT - Choice of Very Low Wattage (VLW), Low Wattage (LW), Super Saver (SS), High Output (HO) or Very High Output (VHO).

OPTICS / DISTRIBUTION - Symmetrical, which directs light through a glass lens to provide a uniform distribution of light to vertical and horizontal surfaces.

OPTICAL UNIT - Features an ultra-slim 7/8" profile die cast housing, with a standard flat clear or diffused glass lens. Unit is water-resistant, sealed to an IP67 rating. Integral designed heat sink does not trap dirt and grime, ensuring cool running performance over the life of the fixture.

PRESSURE STABILIZING VENT - Luminaire assembly incorporates a pressure stabilizing vent breather to prevent seal fatigue and failure.

DRIVER- State-of-the-art driver technology superior energy-efficiency and optimum light output. Driver components are fully encased in potting for moisture resistance. Complies with IEC and FCC standards. 0-10 V dimming supplied standard with all drive currents.

ADAPTOR PANEL - Die formed galvanized steel, with powder coat finish.

OPERATING TEMPERATURE - -40°C to 50°C (-40°F to +122°F)

ELECTRICAL - Universal voltage power supply, 120-277 VAC, 50/60 HZ input. Drivers feature two-stage surge protection (including separate surge protection built into electronic driver) meets IEEE C62.41.2-2002, Scenario 1, Location Category C.

FINISH - Standard color is white and is finished with LSI's DuraGrip polyester powder coat process. DuraGrip withstands extreme weather changes without cracking or peeling.

INSTALLATION - Pre-assembled optical unit and mounting panel attaches to fixture housing via 4 fasteners. Driver is pre-mounted to back of optical assembly.

SHIPPING WEIGHT - 35 pounds.

EXPECTED LIFE - Minimum 60,000 to 100,000 hours depending upon the ambient temperature of the installation location. See LSI web site for specific guidance.

WARRANTY - Limited 5-year warranty.

PHOTOMETRICS - Applications layouts are available upon request. Contact LSI Petroleum Lighting or petroleum.apps@lsi-industries.com

LISTING - UL listed to UL 1598, UL 8750 and other U.S. and International safety standards. Suitable for wet locations. For a list of the specific products in this series that are DLC listed, please consult the LED Lighting section of our website or the Design Lights website at www.designlights.org.

This product, or selected versions of this product, meet the standards listed below. Please consult factory for your specific requirements.

IP67

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LSI INDUSTRIES INC.

LED SURFACE MOUNT - LEGACY™ (CRUS SM)

LUMINAIRE ORDERING INFORMATION

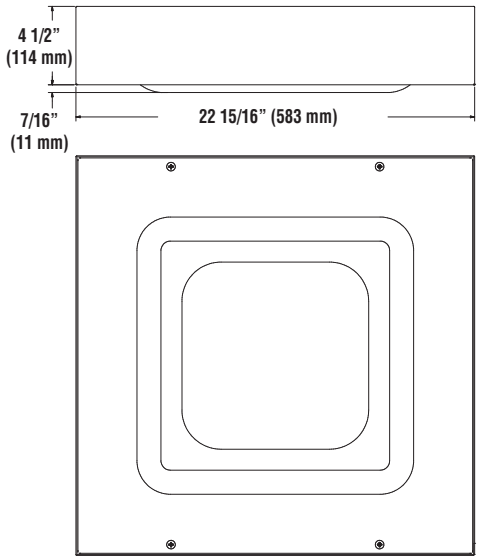
TYPICAL ORDER EXAMPLE: **CRUS SM SC LED VHO 50 UE WHT**

Prefix	Distribution	Light Source	Drive Current	Color Temperature	Input Voltage	Finish	Options
CRUS SM (Surface Mount)	SC - Standard Symmetric	LED	VLW - Very Low Watt LW - Low Watt SS - Super Saver HO - High Output VHO - Very High Output	50 - 5000K	UE - Universal Voltage (120-277V) 347-480 Volt	WHT - White BRZ - Bronze BLK - Black	DFL - Diffused Lens

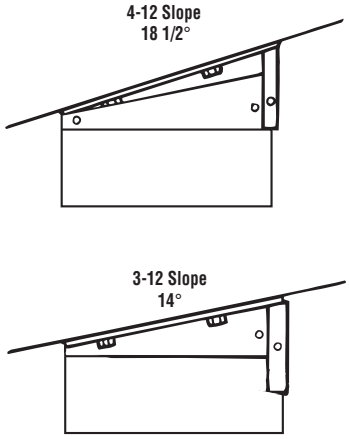
ACCESSORY ORDERING INFORMATION

Description	Order Number
SSA Slope Surface Adaptor	52152 CLR
2x2 Shallow Housing Only	545376
10' Toggle Cable Hanger	TCH10

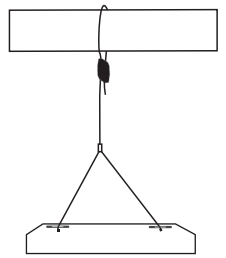
DIMENSIONS



SLOPE SURFACE ADAPTOR – SSA ACCESSORY



TOGGLE CABLE HANGER



LIGHT OUTPUT - CRUS SM

		Lumens		Watts	LPW	
		SC	AC	SC/AC	SC	AC
Cool White	VLW - Very Low Watt	9055	7632	61	148	125
	LW - Low Watt	10525	8884	74	142	120
	SS - Super Saver	13674	11595	98	140	118
	HO - High Output	18633	15145	132	141	115
	VHO - Very High Output	22418	17262	159	141	109

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Catalog # : Line S2 S3 S4 S5	Project : Billings #12
Prepared By :	Date :

Slice Medium - SLM
Outdoor LED Area Light

The Slice's sleek design makes it perfectly-suited for Commercial & Industrial applications, while its cost-effective die-cast aluminum housing makes its acquisition cost very competitive. The Slice offers high performance silicone optics, die cast aluminum housing, 42,000+ lumens and is available with integral Airlink Synapse controls.

Features & Specifications

Optical System

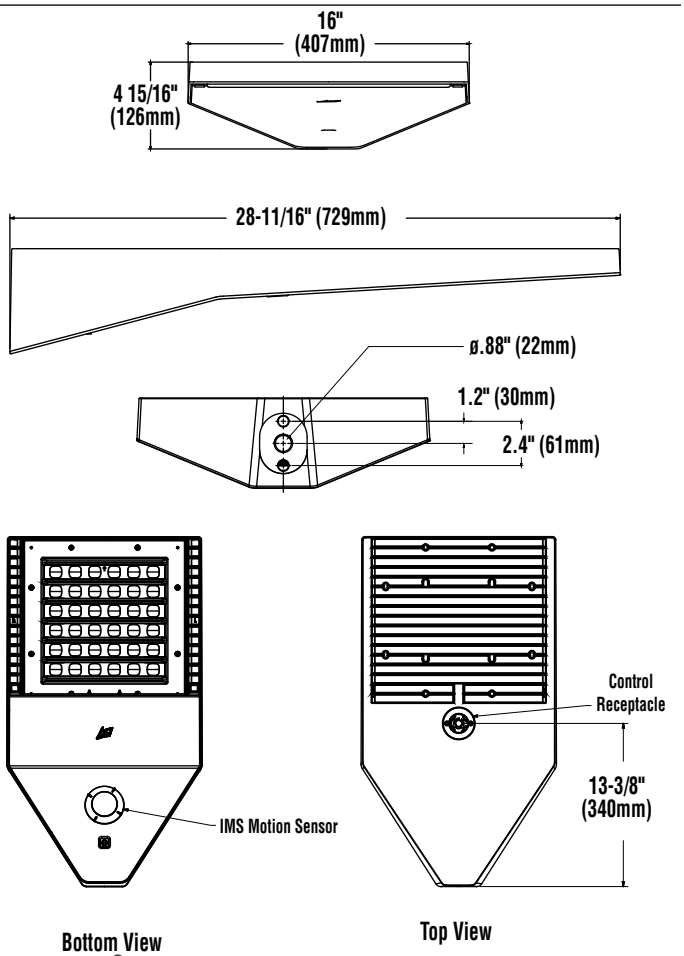
- State-of-the-Art one piece silicone optic sheet delivers industry leading optical control with an integrated gasket to provide IP66 rated sealed optical chamber in 1 component.
- Proprietary silicone refractor optics provide exceptional coverage and uniformity in IES Types 2, 3, 5W, FT and FTA.
- Silicone optical material does not yellow or crack with age and provides a typical light transmittance of 93%.
- Zero uplight.
- Available in 5000K, 4000K, 3000K, and 2700K color temperatures per ANSI C78.377. Optional 5700K CCT available in 90CRI only.
- Minimum CRI of 70. Optional 80 and 90 CRI available, consult factory for lead time.
- Integral Louver (IL) option available for improved back-light control without sacrificing street side performance. See page 5 for more details.

Electrical

- High-performance driver features over-voltage, under-voltage, short-circuit and over temperature protection.
- 0-10V dimming (10% - 100%) standard.
- Standard Universal Voltage (120-277 Vac) Input 50/60 Hz or optional High Voltage (347-480 Vac).
- L80 Calculated Life: >100k Hours (See Lumen Maintenance on Page 3)
- Total harmonic distortion: <20%
- Operating temperature: -40°C to +50°C (-40°F to +122°F). 42L lumen package rated to +40ºC.
- Power factor: >.90
- Input power stays constant over life.
- Field replaceable surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2).
- High-efficacy LEDs mounted to metal-core circuit board to maximize heat dissipation
- Terminal block provided accepts up to 10ga wire.
- Components are fully encased in potting material for moisture resistance. Driver complies with FCC standards. Driver and key electronic components can easily be accessed.

Dimmable · WIRELESS CONTROLS · IP66 · RoHS COMPLIANT · ARRA Funding Compliant · c UL us LISTED · MANUFACTURED IN USA · TITLE 24 COMPLIANT · ida DARK SKY APPROVED · DLC QPL LISTED · DLC QPL LISTED PREMIUM

Product Dimensions



Features & Specifications (Cont.)

Construction

- Rugged die-cast aluminum housing contains factory prewired driver and optical unit. Cast aluminum wiring access door located underneath.
- Designed to mount to square poles.
- Luminaire is proudly manufactured in the U.S.of U.S. and imported parts.
- IP66 rated luminaire protects integral components from harsh environments.
- 3G rated for ANSI C136.31 high vibration applications
- Fixtures are finished with LSI's DuraGrip® polyester powder coat finishing process. The DuraGrip finish withstands extreme weather changes without cracking or peeling. Other standard LSI finishes available. Consult factory.
- Shipping weight: 30 lbs in carton.

Controls

Wireless Controls System

To make this fixture AirLink ready, simply order one of the following options:

a. The integrated Wireless Lighting Controller: ALSC or ALSCH (see ordering guide) as the controls option, or

b. Integrated Wireless Controller option (above) with integrated motion sensor: ALSCS (ordering guide for mounting heights) or

c. The 7-Pin Photoelectric Control Receptacle: CR7P as the controls option; and either the 5-Pin or 7-Pin Twist Lock Controller: ALSC UNV TL5 or ALSC UNV TL7 as an accessory

To see how the components of AirLink system work together, reference the diagram in the controls section of this specsheet. For more information on our AirLink products, visit our website: www.lsi-airlink.com/airlink-synapse/

Stand-Alone Controls

- The integral passive infrared motion sensor (IMS) activates switching of luminaire light levels (see the controls section for more details).
- The 7-pin ANSI C136.41-2013 photocontrol receptacle option (CR7P) is available for twist lock photocontrols or wireless control modules.
- The Button Type Photocells (PCI) are capable of switching luminaires ON/OFF in response to the amount of available daylight.

Installation

- A single fastener secures the hinged door, underneath the housing and provides quick & easy access to the electrical compartment for installing/servicing.
- Included terminal block provides quick and easy on-site wiring.
- Utilizes LSI's traditional 3" drill pattern for easy fastening of LSI products. (See drawing on page 1)

Warranty

- LSI LED Fixtures carry a 5-year warranty.

Listings

- Listed to UL 1598 and UL 8750.
- RoHS Compliant.
- American Recovery and Reinvestment Act Funding Compliant.
- IDA compliant; with 3000K color temperature selection.
- Title 24 Compliant; see local ordinance for qualification information.
- Suitable For wet Locations.
- IP66 rated Luminaire. IP66 rated optical chamber.
- 3G rated for ANSI C136.31 high vibration applications

Performance

ELECTRICAL DATA (AMPS)*

Lumens	Watts	120V	208V	240V	277V	347V	480V
9L	68.2	0.6A	0.3A	0.3A	0.2A	0.2A	0.1A
12L	93.1	0.8A	0.4A	0.4A	0.3A	0.3A	0.2A
18L	148.5	1.2A	0.7A	0.6A	0.5A	0.4A	0.3A
24L	188.8	1.6A	0.9A	0.8A	0.7A	0.5A	0.4A
30L	248.6	2.1A	1.2A	1.0A	0.9A	0.7A	0.5A
36L	317.8	2.6A	1.5A	1.3A	1.1A	0.9A	0.7A
42L	393.4	3.3A	1.9A	1.6A	1.4A	1.1A	0.8A

*Electrical data at 25C (77F). Actual wattage may differ by +/-10%

ELECTRICAL DATA - PHOSPHOR CONVERTED AMBER (AMPS)*

Lumens	Watts	120V	208V	240V	277V	347V	480V
9L	74.3	0.6A	0.4A	0.3A	0.3A	0.2A	0.2A
12L	102.9	0.9A	0.5A	0.4A	0.4A	0.3A	0.2A

*Electrical data at 25C (77F). Actual wattage may differ by +/-10%

RECOMMENDED LUMEN MAINTENANCE[1](24-42L)

Ambient	Initial[2]	25 hr[2]	50 hr[2]	75 hr[3]	100 hr[3]
0-40 C	100%	100%	97%	94%	92%

RECOMMENDED LUMEN MAINTENANCE[1](9-18L)

Ambient	Initial[2]	25 hr[2]	50 hr[2]	75 hr[3]	100 hr[3]
0-50 C	100%	96%	91%	87%	83%

1- Lumen maintenance values at 25C are calculated per TM-21 based on LM-80 data and in-situ testing.
2- In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times the IESNA LM-80-08 total test duration for the device under testing.
3- In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times the IESNA LM-80-08 total test duration for the device under testing

DELIVERED LUMENS*

Lumen Package	Distribution	Phosphor Converted Amber			Wattage
		Delivered Lumens	Efficacy	BUG Rating	
9L	2	5958	80	B2-U0-G1	74
	2 IL	3735	50	B0-U0-G1	
	3	6196	83	B1-U0-G1	
	3 IL	4205	56	B0-U0-G1	
	5W	5528	74	B3-U0-G1	
	FT	5922	79	B1-U0-G2	
	FT IL	3712	50	B0-U0-G1	
	FTA	5997	80	B2-U0-G2	
	FTA IL	4254	57	B0-U0-G1	
12L	2	7559	73	B2-U0-G2	103
	2 IL	4738	46	B0-U0-G1	
	3	7860	76	B2-U0-G2	
	3 IL	5335	52	B0-U0-G1	
	5W	7013	68	B3-U0-G2	
	FT	7513	73	B2-U0-G2	
	FT IL	4709	46	B0-U0-G2	
	FTA	7608	74	B2-U0-G2	
	FTA IL	5397	52	B0-U0-G1	

*LED Chips are frequently updated therefore values are nominal

LUMINAIRE EPA CHART - SLM

Tilt Degree		0°	30°	45°	Tilt Degree		0°	30°	45°
	Single	0.5	2.1	2.6		T90°	1.2	2.9	3.6
	D180°	1.1	2.1	2.6		TN120°	1.3	4.4	5.4
	D90°	0.9	2.5	3.1		Q90°	1.2	2.9	3.6

Specifications and dimensions subject to change without notice.

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Slice Medium - SLM
Outdoor LED Area Light

DELIVERED LUMENS*

Lumen Package	Distribution	CRI	2700K CCT			3000K CCT			4000K CCT			5000K CCT			Wattage
			Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	
9L	2	70	8349	122	B2-U0-G2	8576	125	B2-U0-G2	9396	137	B2-U0-G2	9784	143	B2-U0-G2	69
	2 IL	70	5185	76	B0-U0-G1	5326	78	B0-U0-G1	5835	85	B0-U0-G1	6076	89	B0-U0-G1	
	3	70	8571	125	B1-U0-G2	8804	129	B1-U0-G2	9646	141	B2-U0-G2	10044	147	B2-U0-G2	
	3 IL	70	6283	92	B0-U0-G2	6454	94	B0-U0-G2	7071	103	B0-U0-G2	7363	107	B0-U0-G2	
	5W	70	8158	119	B3-U0-G2	8380	122	B3-U0-G2	9181	134	B3-U0-G2	9560	140	B4-U0-G2	
	FT	70	8337	122	B2-U0-G2	8563	125	B2-U0-G2	9382	137	B2-U0-G2	9769	143	B2-U0-G2	
	FT IL	70	5393	79	B0-U0-G2	5540	81	B0-U0-G2	6069	89	B0-U0-G2	6320	92	B0-U0-G2	
	FTA	70	8459	123	B2-U0-G2	8689	127	B2-U0-G2	9520	139	B2-U0-G2	9913	145	B2-U0-G2	
	FTA IL	70	6200	91	B1-U0-G1	6369	93	B1-U0-G1	6978	102	B1-U0-G1	7266	106	B1-U0-G1	
12L	2	70	11157	119	B2-U0-G2	11461	122	B2-U0-G2	12556	134	B3-U0-G2	13075	139	B3-U0-G2	94
	2 IL	70	6929	74	B1-U0-G1	7117	76	B1-U0-G2	7798	83	B1-U0-G2	8119	86	B1-U0-G2	
	3	70	11454	122	B2-U0-G2	11766	125	B2-U0-G2	12890	137	B2-U0-G2	13423	143	B2-U0-G2	
	3 IL	70	8396	89	B0-U0-G2	8625	92	B0-U0-G2	9449	101	B0-U0-G2	9839	105	B0-U0-G2	
	5W	70	10902	116	B4-U0-G2	11199	119	B4-U0-G2	12269	131	B4-U0-G2	12775	136	B4-U0-G2	
	FT	70	11141	119	B2-U0-G2	11444	122	B2-U0-G2	12538	133	B2-U0-G3	13055	139	B2-U0-G3	
	FT IL	70	7207	77	B0-U0-G2	7403	79	B0-U0-G2	8110	86	B0-U0-G2	8445	90	B0-U0-G2	
	FTA	70	11304	120	B2-U0-G2	11612	124	B2-U0-G2	12722	135	B2-U0-G2	13247	141	B2-U0-G2	
	FTA IL	70	8286	88	B1-U0-G1	8511	91	B1-U0-G1	9325	99	B1-U0-G1	9710	103	B1-U0-G1	
18L	2	70	16714	112	B3-U0-G3	17168	115	B3-U0-G3	18809	126	B3-U0-G3	19586	131	B3-U0-G3	150
	2 IL	70	10379	69	B1-U0-G2	10662	71	B1-U0-G2	11681	78	B1-U0-G2	12163	81	B1-U0-G2	
	3	70	17158	115	B2-U0-G3	17625	118	B2-U0-G3	19310	129	B3-U0-G3	20107	134	B3-U0-G3	
	3 IL	70	12578	84	B1-U0-G3	12920	86	B1-U0-G3	14155	95	B1-U0-G3	14739	99	B1-U0-G3	
	5W	70	16331	109	B4-U0-G2	16776	112	B4-U0-G2	18379	123	B4-U0-G2	19138	128	B5-U0-G3	
	FT	70	16689	112	B3-U0-G3	17143	115	B3-U0-G3	18781	126	B3-U0-G4	19557	131	B3-U0-G4	
	FT IL	70	10795	72	B1-U0-G2	11089	74	B1-U0-G2	12149	81	B1-U0-G3	12651	85	B1-U0-G3	
	FTA	70	16934	113	B3-U0-G3	17395	116	B3-U0-G3	19058	127	B3-U0-G3	19844	133	B3-U0-G3	
	FTA IL	70	12412	83	B1-U0-G1	12750	85	B1-U0-G2	13969	93	B1-U0-G2	14546	97	B1-U0-G2	
24L	2	70	20880	112	B3-U0-G3	22701	121	B4-U0-G3	24276	130	B4-U0-G3	24784	133	B4-U0-G3	187
	2 IL	70	13100	70	B1-U0-G2	14243	76	B1-U0-G2	15231	81	B1-U0-G2	15550	83	B1-U0-G2	
	3	70	21739	116	B3-U0-G3	23636	126	B3-U0-G4	25275	135	B3-U0-G4	25804	138	B3-U0-G4	
	3 IL	70	15828	85	B1-U0-G3	17209	92	B1-U0-G3	18403	98	B1-U0-G4	18788	100	B1-U0-G4	
	5W	70	20632	110	B5-U0-G3	22432	120	B5-U0-G3	23988	128	B5-U0-G3	24490	131	B5-U0-G3	
	FT	70	21611	116	B3-U0-G4	23496	126	B3-U0-G4	25126	134	B3-U0-G4	25652	137	B3-U0-G4	
	FT IL	70	13692	73	B1-U0-G3	14886	80	B1-U0-G3	15919	85	B1-U0-G3	16252	87	B1-U0-G3	
	FTA	70	21496	115	B3-U0-G3	23371	125	B3-U0-G3	24992	134	B3-U0-G3	25515	136	B3-U0-G3	
	FTA IL	70	15226	81	B1-U0-G2	16555	89	B1-U0-G2	17703	95	B2-U0-G2	18073	97	B2-U0-G2	
30L	2	70	26581	108	B4-U0-G3	28900	117	B4-U0-G3	30905	125	B4-U0-G3	31551	128	B4-U0-G3	247
	2 IL	70	16677	68	B1-U0-G2	18132	73	B1-U0-G2	19390	79	B1-U0-G2	19796	80	B1-U0-G2	
	3	70	27675	112	B3-U0-G4	30089	122	B3-U0-G4	32176	130	B3-U0-G4	32850	133	B3-U0-G4	
	3 IL	70	20150	82	B1-U0-G4	21908	89	B1-U0-G4	23428	95	B1-U0-G4	23918	97	B1-U0-G4	
	5W	70	26266	106	B5-U0-G3	28557	116	B5-U0-G3	30538	124	B5-U0-G4	31177	126	B5-U0-G4	
	FT	70	27512	111	B3-U0-G4	29912	121	B3-U0-G4	31987	130	B3-U0-G4	32656	132	B3-U0-G5	
	FT IL	70	17430	71	B1-U0-G3	18951	77	B1-U0-G4	20266	82	B1-U0-G4	20690	84	B1-U0-G4	
	FTA	70	27365	111	B3-U0-G3	29752	120	B4-U0-G3	31816	129	B4-U0-G3	32482	132	B4-U0-G3	
	FTA IL	70	19384	78	B2-U0-G2	21075	85	B2-U0-G2	22537	91	B2-U0-G2	23008	93	B2-U0-G2	
36L	2	70	32214	102	B4-U0-G3	35025	111	B4-U0-G3	37454	118	B4-U0-G3	38238	121	B4-U0-G4	317
	2 IL	70	20212	64	B1-U0-G2	21975	69	B1-U0-G3	23499	74	B2-U0-G3	23991	76	B2-U0-G3	
	3	70	33540	106	B3-U0-G4	36466	115	B3-U0-G5	38996	123	B3-U0-G5	39812	126	B3-U0-G5	
	3 IL	70	24421	77	B1-U0-G4	26551	84	B1-U0-G4	28393	90	B1-U0-G4	28987	92	B1-U0-G5	
	5W	70	31832	101	B5-U0-G4	34609	109	B5-U0-G4	37010	117	B5-U0-G4	37785	119	B5-U0-G4	
	FT	70	33342	105	B3-U0-G5	36251	114	B3-U0-G5	38766	122	B4-U0-G5	39577	125	B4-U0-G5	
	FT IL	70	21125	67	B1-U0-G4	22968	73	B1-U0-G4	24561	78	B1-U0-G4	25075	79	B1-U0-G4	
	FTA	70	33164	105	B4-U0-G3	36058	114	B4-U0-G4	38559	122	B4-U0-G4	39366	124	B4-U0-G3	
	FTA IL	70	23492	74	B2-U0-G2	25541	81	B2-U0-G2	27313	86	B2-U0-G2	27885	88	B2-U0-G2	
42L	2	70	36785	94	B4-U0-G3	39994	103	B5-U0-G4	42768	110	B5-U0-G4	43663	112	B5-U0-G4	390
	2 IL	70	23079	59	B1-U0-G3	25093	64	B2-U0-G3	26833	69	B2-U0-G3	27395	70	B2-U0-G3	
	3	70	38299	98	B3-U0-G5	41640	107	B4-U0-G5	44528	114	B4-U0-G5	45460	117	B4-U0-G5	
	3 IL	70	27886	72	B1-U0-G4	30319	78	B1-U0-G5	32422	83	B1-U0-G5	33100	85	B1-U0-G5	
	5W	70	36349	93	B5-U0-G4	39520	101	B5-U0-G4	42261	108	B5-U0-G4	43145	111	B5-U0-G4	
	FT	70	38073	98	B4-U0-G5	41395	106	B4-U0-G5	44266	114	B4-U0-G5	45192	116	B4-U0-G5	
	FT IL	70	24122	62	B1-U0-G4	26226	67	B1-U0-G4	28045	72	B1-U0-G4	28632	73	B1-U0-G4	
	FTA	70	37870	97	B4-U0-G4	41174	106	B4-U0-G4	44030	113	B4-U0-G4	44951	115	B4-U0-G4	
	FTA IL	70	26825	69	B2-U0-G2	29165	75	B2-U0-G2	31188	80	B2-U0-G2	31841	82	B2-U0-G2	

*LED Chips are frequently updated therefore values are nominal

Specifications and dimensions subject to change without notice.

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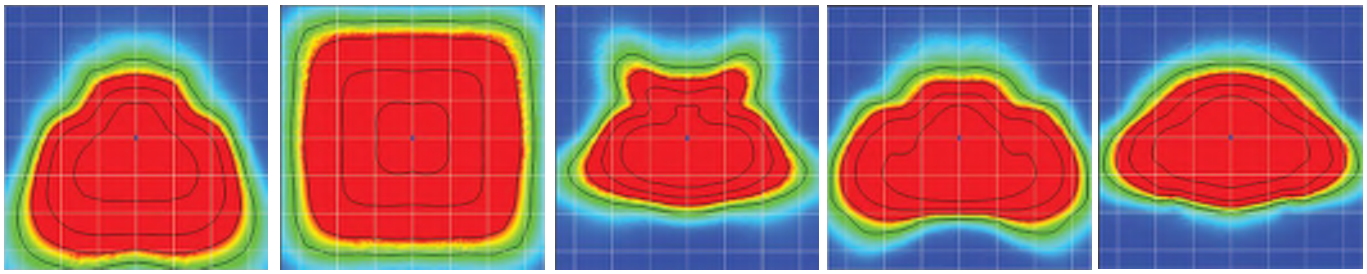
Performance (Cont.)

All published luminaire photometric testing performed to IESNA LM-79 standards. ISO footcandle plots below demonstrate the Slice (SLM) light patterns only. Not for total fixture output. For complete specifications and IES files, see website.



FT | 5W | FTA | Type 3 | Type 2

Ordering Guide

TYPICAL ORDER EXAMPLE: **SLM LED 36L SIL FTA UNV DIM 50 70CRI ALSCS04 BRZ IL**

Luminaire Prefix	Light Source	Lumen Package*	Light Output	Distribution	Orientation[1]	Voltage	Driver
SLM Slice Medium	**LED**	**9L** - 9,000 lms **12L** - 12,000 lms **18L** - 18,000 lms **24L** - 24,000 lms **30L** - 30,000 lms **36L** - 36,000 lms **42L** - 42,000 lms *Consult factory for programmable wattages and lumen packages	**SIL** - Silicone	**2** - Type 2 **3** - Type 3 **5W** - Type 5 Wide **FT** - Forward Throw **FTA** - Forward Throw Automotive	**(blank)** - standard **L**- Optics rotated left 90 **R** - Optics rotated right 90	**UNV** - Universal Voltage (120-277V) **HV** - High Voltage (347-480V)	**DIM** - 0-10V Dimming (0-10%)

Color Temp	Color Rendering	Controls (Choose One)	Finish	Options
57 - 5,700 CCT[2,12] **50** - 5,000 CCT **40** - 4,000 CCT **30** - 3,000 CCT[2] **27** - 2,700 CCT[2] **AMB** - Phosphor Converted Amber[2,3]	**70CRI** - 70 CRI **80CRI** - 80 CRI[2] **90CRI** - 80 CRI [2,12]	**(Blank)** - None **Wireless Controls System** **ALSC** - AirLink Synapse Control System [4] **ALSCH** - AirLink Synapse Control System Host / Satelite [4,5] **ALSCS01** - AirLink Synapse Control System with 8-12' Motion Sensor [4] **ALSCHS01** - AirLink Synapse Control System Host / Satelite with 8-12' Motion Sensor [4,5] **ALSCS02** - AirLink Synapse Control System with 12-20' Motion Sensor[4] **ALSCHS02** - AirLink Synapse Control System Host / Satelite with 12-20' Motion Sensor [4,5] **ALSCS04** - AirLink Synapse Control System with 20-40' Motion Sensor [4] **ALSCHS04** - AirLink Synapse Control System Host / Satelite with 20-40' Motion Sensor [4,5] **Stand-Alone Controls** **EXT** - 0-10v Dimming (from external signal) **IMS0M1** - Integral Motion Sensor 8-12' 120-277V [4,6] **IMS0M2** - Integral Motion Sensor 12-20' 120-277V [4,6] **IMS0M4** - Integral Motion Sensor 20-40' 120-277V [4,6] **IMS0M1HV** - Integral Motion Sensor 8-12' 347-480V [6,10] **IMS0M2HV** - Integral Motion Sensor 12-20' 347-480V [6,10] **IMS0M4HV** - Integral Motion Sensor 20-40' 347-480V [6,10] **CR7P** - 7 Pin Control Receptacle ANSI C136.41 [7] **Button Type Photocells** **PCI120** - 120V **PCI208-277** - 208 -277V **PCI347** - 347V	**BRZ** - Bronze **BLK** - Black **GPT** - Graphite **MSV** - Metallic Silver **WHT** - White **PLP** - Platinum Plus **SVG** - Satin Verde Green	**(Blank)** - None **IL** - Integral Louver HSS[1]

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Accessory Ordering Information[8]

Description	Order Number	Description	Order Number
PC120 Photocell for use with CR7P option (120V)[9]	122514	DFK208, 240 Double Fusing (208V, 240V)	DFK240
PC208-277 Photocell for use with CR7P option (208V, 240V, 277V)[9]	122515	DFK480 Double Fusing (480V)	DFK480
PC347 Photocell for use with CR7P option (347V)[9]	122516	DFK347 Double Fusing (347V)	DFK347
PC480 Photocell for use with CR7P option (480V)[9]	1225180	X5RPP - Round Pole Adapter for 5" Poles[11]	379968CLR
ALSC UNV TL5 - Airlink 5Pin Twist Lock Controller[4,9]	661409	IL - Integral Louver HSS	684812
ALSC UNV TL7 - Airlink 7Pin Twist Lock Controller[4,9]	661410	Universal Mounting Bracket (UMB)[11]	684616CLR
PMOS24 - 24V Pole-Mount Occupancy Sensor (ALSC/H Compatible)[10,11]	663284CLR	Adjustable Slip Fitter (ASF)[11]	688138CLR
IMS/PC Remote Configurator Tool	584929	Pole Quick Mount Bracket - Square Pole[11]	687073CLR
X3RPP - Round Pole Adapter for 3" Round Tapered Poles[11]	408273CLR	Pole Quick Mount Bracket - 4-5" Round Pole[11]	689903CLR
X4RPP - Round Pole Adapter for 4" Poles[11]	379967CLR	15° Tilt Pole Quick Mount Bracket - Square Pole[11]	688003CLR
FK120 Single Fusing (120V)	FK120	15° Tilt Pole Quick Mount Bracket - 4-5" Round Pole[11]	689905CLR
FK277 Single Fusing (277V)	FK277	BKS XBO WM * CLR Wall Mount Bracket[11]	382132CLR

FOOTNOTES:
1 - Not available on "Type V" distribution.
2 - Consult Factory for availability.
3 - Only available in 9L and 12L Lumen Packages
4 - Not available in HV.
5 - Consult Factory for Site Layout
6 - IMS is field adjustable, via a hand held Remote Configurator Tool, which must be ordered separately. See Accessory Ordering Information.
7 - Control device must be ordered separately. 7 pin standard. See Accessory Ordering Information.
8 - Accessories are shipped seperately and field installed.
9 - Factory installed CR7P option required. See Options.
10 - Only available with ALSC* Controls
11 - "CLR" denotes finish. See Finish options.
12 - Only available in 5700K 90CRI for lumen packages 24L-42L.

Accessories/Options

Integral Louver (IL)

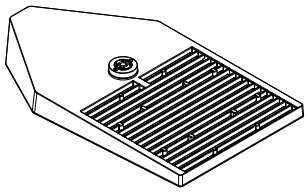
Accessory Integral Louver available for improved back-light control without sacrificing street side performance. LSI's Integral Louver (IL) option delivers backlight control that significantly reduces light spill behind the pole for applications with pole locations close to adjacent properties. The integrated louvers' design maximizes forward-reflected light while - reducing glare, maintaining the optical distribution selected, and most importantly, eliminating light trespass. The Integral louver rotates with the optical distribution.

Luminaire Shown with Integral Louver (IL)

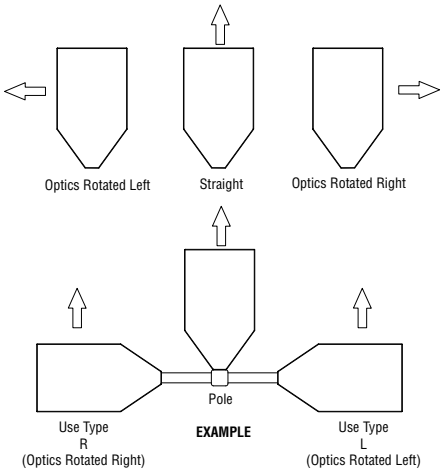
7 Pin Photoelectric Control

7-pin ANSI C136.41-2013 control receptacle option available for twist lock photocontrols or wireless control modules. Control accessories sold separately. Dimming leads from the receptacle will be connected to the driver dimming leads (Consult factory for alternate wiring).

Fixture Shown with CR7P



Optics Rotation



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Stand-alone Controls: Occupancy Sensor (IMS)

The integral passive infrared motion sensor activates switching of luminaire light levels. Standard Factory settings: High level light is activated and increased to full bright upon detection of motion. Lowlight level (10% maximum drive current) is activated when target zone is absent of motion activity for ~5 minutes. See coverage diagram for detection cone.

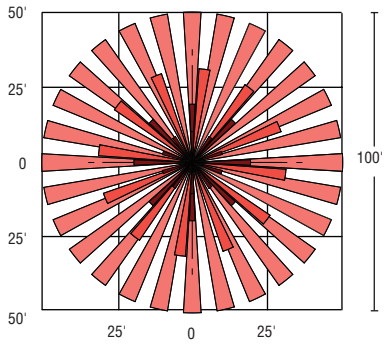
The Remote Configurator Tool allows for easy and safe programming of each luminaire from ground level.
See the Remote Configurator User Guide for programming instructions.

When ordering the Stand-alone Occupancy Sensor on the fixture, you must include IMS (see ordering guide for mounting height options) as the controls option in the fixture nomenclature.

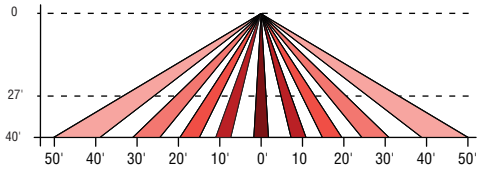
To order as a motion sensor with the AirLink Wireless Control System, see ordering guide under “Wireless Controls System” and select the ALSCS controls option with the desired mounting height.

IMS Coverage Diagrams

TOP VIEW



SIDE VIEW



Remote Configurator Tool

Luminaire Shown with IMS

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Slice Medium - SLM
Outdoor LED Area Light

AirLink™ enabled by Synapse®

The AirLink enabled by Synapse Wireless Lighting Control System is the perfect solution for commercial, industrial and municipal applications, such as: auto dealerships, parking lots, garages, shopping complexes and warehouses.

AirLink utilizes robust wireless communication via 2.4 GHz Self-Healing Mesh Network which not only increases reliability and accuracy of system, but also eliminates single point of failure.

The flexibility of the system make it perfect for new construction and retrofit projects. The user-friendly AirLink web application is accessible through any device with an internet connection and allows for complete customization of the system's features.

Some capabilities of the system include: occupancy/vacancy sensing, daylight harvesting, scheduling, high-end trim, dimming, zone control, BMS integration and energy monitoring.

The AirLink System

Wireless controls & sensors

Wireless & Override Switches

Occupcancy/Vacancy & Daylight Sensors

AirLink-integrated Fixtures

AirLink-compatible Fixtures

Circuit & Zone Controllers

Centralized control & integration

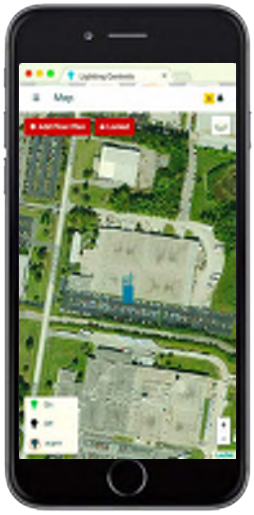
Site Manager Controller

Gateway Module

ASHRAE BACnet®

WiFi, Cellular or Ethernet Connection

Simple-to-use software



AirLink Site Manger: Lighting control web app

Contact LSI Controls

Sales
controls.sales@lsi-industries.com

Support
controls.support@lsi-industries.com
1 (800) 436-7800 (support, option 8)

More information
For more information on AirLink, visit our website at **www.lsi-airlink.com**

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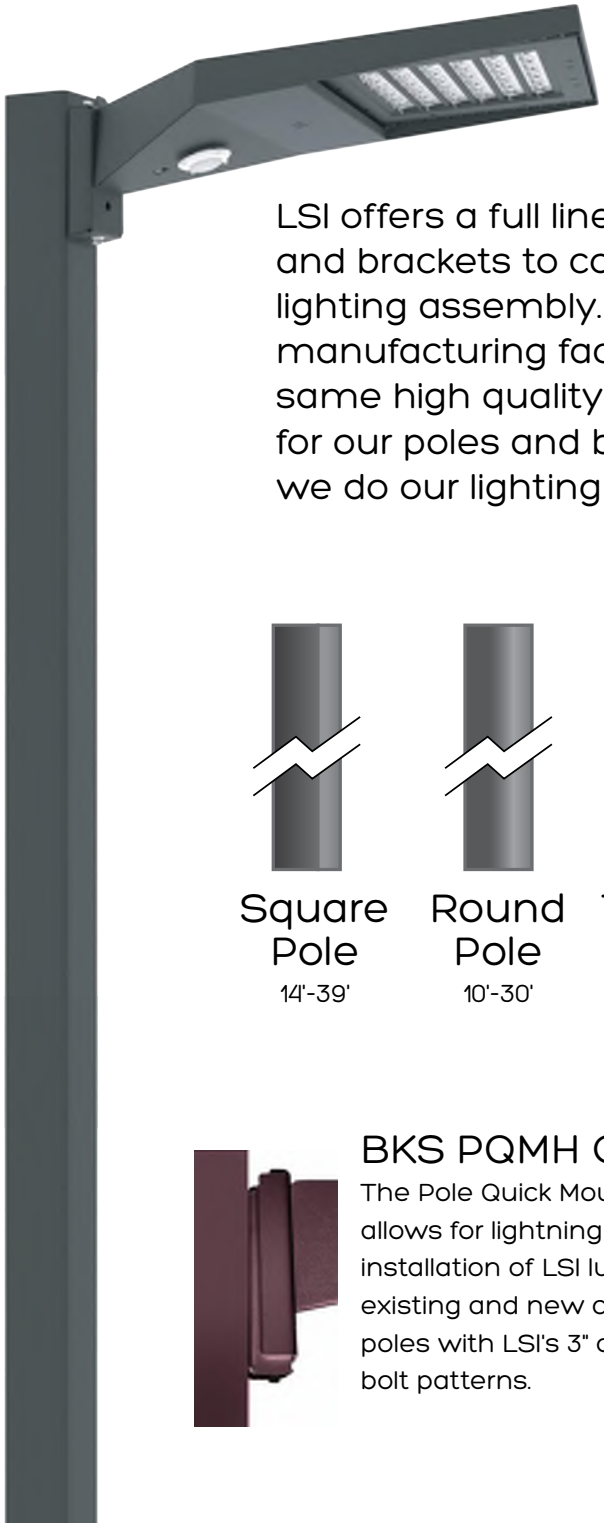
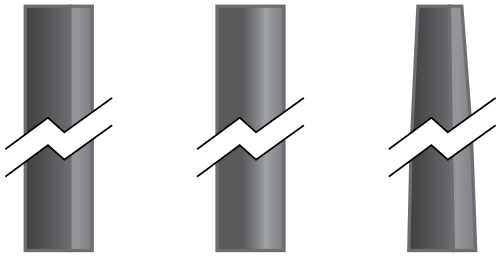
poles & Brackets



LSI offers a full line of poles and brackets to complete your lighting assembly. Our USA manufacturing facility has the same high quality standards for our poles and brackets as we do our lighting fixtures.

BKA UMB CLR

The 3G rated Universal Mounting Bracket (UMB) allows for seemless integration of LSI Luminaires onto existing or new construction poles. The UMB bracket was designed specifically for square or round (tapered/ straight) poles with (2) mounting hole spaces between 3.5"-5".



Square Pole
14'-39'

Round Pole
10'-30'

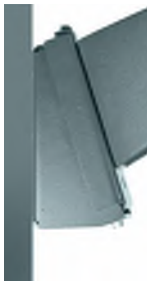
Tapered Pole
20'-39'

BKA ASF CLR

The adjustable Slip Fitter is a 3G rated rugged die cast aluminum adapter to mount LSI luminaires onto a 2" (51mm) IP, 2.375" (60mm) O.D. tenon. The Adjustable Slip Fitter can be rotated 180° allowing for tilting LSI luminaires up to 45° and 90° when using a vertical tenon.

BKS PQMH CLR

The Pole Quick Mount Bracket allows for lightning fast installation of LSI luminaires onto existing and new construction poles with LSI's 3" or 5"standard bolt patterns.



BKS PQM15 CLR

The Pole Quick Mount Bracket allows for preset 15° uptilt of LSI luminaires for greater throw of light and increased vertical illumination aswell as fast installation onto poles with LSI's 3" or 5" bolt pattern.

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NORA | NSPEC®
ILLUMINATING THE FUTURE...SINCE 1989

Type
Project
Catalog No.
Lamp/Wattage

NLCBC2-65 Series
6" Cobalt Click Retrofit Reflectors

Source: 12W LED
750lm

PRODUCT DESCRIPTION
Cobalt retrofit series is cULus listed for use in existing IC or Non-IC housings manufactured by Nora and others. The 6" retrofit click luminaires provide 750 Lumen output at 90+ CRI. The Cobalt series intergrates a Cree® COB family of LED arrays, giving bright spectacular light output and low power consumption.

FEATURES
- 750lm / 12W LED output
- 2700K, 3000K, 3500K or 4000K @ 90+ CRI
- CREE® COB LED or Comfort Dim technology
- Integral dimmable driver
- Includes medium base socket adapter for easy retrofitting in 6" recessed housings
- 5-year limited warranty
- ENERGY STAR certified
- cULus classified for wet locations

SPECIFICATION
Trim: UTM thermal management features an integral driver, large heat sink and the latest Cree COB technology. The patented "Click" system allows the aluminum spun trims to be easily changed in the field with the help of spring mounting clips which properly secure them to the LED module.

Mounting: Two steel, spring mounting blades allow for easy and secure mounting in most 6" housings.

ELECTRICAL
Input Voltage: 120V or 120V/277V, must specify
Lumens / Wattage: 750lm / 12W
Color Temperature: 2700K, 3000K, 3500K or 4000K
CRI: 90+CRI
Operating Temp.: 0˚C to 45˚C ambient temperature
Comfort Dim: Comfort Dim color tunes the temperature from a bright 3100K, to a romantic and comfortable 1700K on a gradual, even curve.
Dimming: Available in Triac/ELV/0-10V, must specify Click Here or check complete dimmer list at www.NoraLighting.com in the "Compatibility" page under "Resources" tab

COMPATIBLE HOUSINGS
Cobalt retrofit reflectors are compatible with most 6" IC and Non-IC housings by Nora and others.

Fire Box	
NFBIC-6LMRAT*	ICAT Dedicated LED
NFBIC-6LMRAT/4W	ICAT Dedicated LED for LE4
NFBIC-6INCAT	ICAT Line Voltage
New Construction	
NHIC-27LMRAT*	Shallow ICAT Dedicated LED
NHIC-6LMRAT*	ICAT Dedicated LED
NHIC-6LMRAT/277*	ICAT Dedicated LED, 277V
NHIC-6LMRAT/4W*	ICAT Dedicated LED for LE4
NHIC-6LMRAT/EM*	ICAT Dedicated LED for EM
NHIC-6LMRAT/6WEM*	ICAT Dedicated LED for EM+LE4
NHIC-27QAT	Shallow ICAT Line Voltage
NHIC-17QAT	ICAT Line Voltage
NH-26Q	Non-IC Line Voltage
NHIC-6G24ATFL	ICAT GU24
Remodel	
NHRIC-27LMRAT*	Shallow ICAT Dedicated LED
NHRIC-6LMRAT*	ICAT Dedicated LED
NHRIC-27QAT	Shallow ICAT Line Voltage
NHRIC-17QAT	ICAT Line Voltage
NHR-26Q	Non-IC Line Voltage
NHRIC-6G24ATFL	ICAT GU24

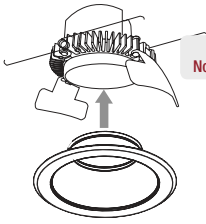
* Nora Dedicated LED housings are cULus listed for use only with Nora LED Retrofits.

Retrofit: Cobalt retrofit series includes medium base screw-socket adapter (NRA-211SM) for retrofitting into existing medium base downlight housings. GU24 socket adapter is available for use with GU24 housings, must specify NRA-212SM.

ACCESSORIES
NLCBC-6EYELID: Round eyelid used to convert round reflector or baffle to half moon wall wash trim.
NLCBC-6OR: Round oversize ring used to cover ceiling cut-outs up to 8-1/4".

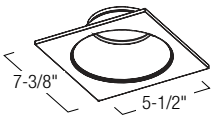
LABELS AND LISTINGS
- cULus classified for Wet Locations
- ENERGY STAR certified (WW finish only)
- 5-Year Limited Warranty
- Can be used to comply with 2016 Title 24 – part 6 High Efficacy LED light source requirements

PRODUCT IMAGES AND DIMENSIONS

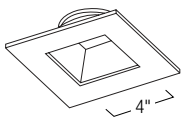


651 - Reflector

652 - Baffle



653 - Square Round



656 - Square Regress

6" Cobalt Click Retrofit Reflectors

Reflector Type	Color Temp.	Finish (see chart below)	Dimming & Emergency
NLCBC2-651 = Round Reflector	**27** = 2700K	**BB** = Black / Black	**(blank)** = 120V Triac/ELV
NLCBC2-652 = Round Baffle	**30** = 3000K	**BW** = Black / White	**EM** = Remote Emergency (requires Nora EM housing)
NLCBC2-653 = Square Round	**35** = 3500K	**BZBZ** = Bronze / Bronze	**LE4** = 120V 0-10V/Triac/ELV 277V 0-10V
NLCBC2-656 = Square Regress	**40** = 4000K	**COCO** = Copper / Copper	**LE4EM** = LE4 w/ Remote Emergency (requires Nora EM housing)
	CD = Comfort Dim†	**DW** = Diffused / White	
	† Comfort Dim technology is available in 120V only	**HZW** = Haze / White	
		MPW = Matte Powder White	
		NN = Natural Metal / Nat. Metal	
		PW = Pewter / White	
		WW = White / White	

Available Trim Finishes

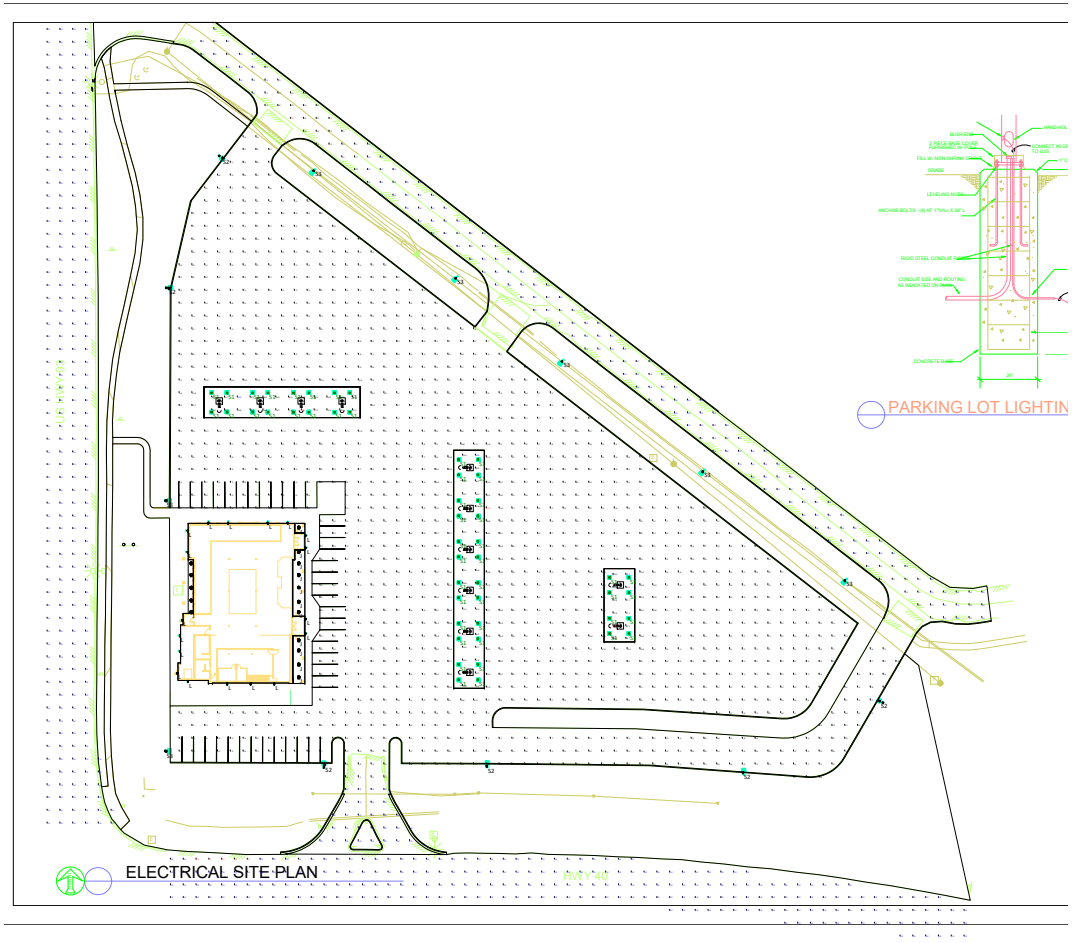
	BB	BW	BZBZ	COCO	DW	HZW	MPW	NN	PW	WW
651	•	•	•	•	•	•	•	•		•
652	•	•	•				•	•		•
653			•		•	•	•			•
656	•	•	•			•	•	•	•	•

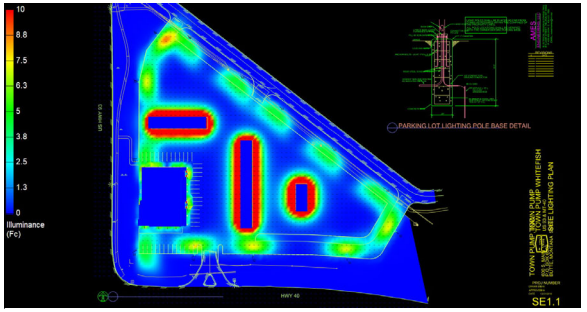
Optional Accessories

Description
NLCBC-6EYELIDB = 6" Round Eyelid, Black
NLCBC-6EYELIDBZ = 6" Round Eyelid, Bronze
NLCBC-6EYELIDMPW = 6" Round Eyelid, Matte Powder White
NLCBC-6EYELIDW = 6" Round Eyelid, White
NLCBC-6OR-B = 6" Round Oversize Ring, Black
NLCBC-6OR-BZ = 6" Round Oversize Ring, Bronze
NLCBC-6OR-MPW = 6" Round Oversize Ring, Matte Powder White
NLCBC-6OR-W = 6" Round Oversize Ring, White
NRA-211SM = Medium base screw-in socket (included)
NRA-212SM = Socket adapter for use with GU24 housings

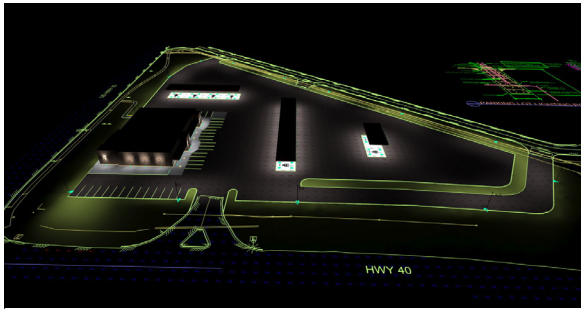
Example: **NLCBC2-65130MPW** = 6" Cobalt Click Retrofit Reflector, 750lm / 12W LED, 3000K, Matte Powder White Finish

Specifications subject to change without notice. © 2018





Heat Map Overhead 10 fc



Render View Whitefish Exterior Lighting Plan

Calculation Summary						
Label	CalcType	Units	Avg	Max	Min	Max/Min
Canopy (16)	Illuminance	Fc	58.50	67.1	50.5	1.33
Canopy (24)	Illuminance	Fc	57.68	66.7	43.9	1.52
Canopy (8)	Illuminance	Fc	45.66	50.7	38.5	1.32
Parking Area	Illuminance	Fc	3.98	43.3	0.0	N.A.
Road Calcs (HWY 40)	Illuminance	Fc	0.00	0.1	0.0	N.A.
Road Calcs (North)	Illuminance	Fc	0.04	0.9	0.0	N.A.
Road Calcs (US HWY 93)	Illuminance	Fc	0.00	0.0	0.0	N.A.

Luminaire Schedule					
Symbol	Tag	Qty	Label	Arrangement	Lumens
	J	16	NLCBC2-65230WWLE4	SINGLE	886
	L	18	WCTRDAC32X20U41K	SINGLE	4398
	S1	48	CRUS-SC-LED-HO-50	SINGLE	18633
	S2	6	SLM-LED-24L-SIL-3-50-IL	SINGLE	18802
	S3	7	SLM-LED-24L-SIL-FT-50-IL	SINGLE	15885

Pole Mounting Height 24'

Project Town Pump Whitefish
24 ft mounting height
Drawing from CAD

Location
Whitefish Montana

Version 12292019v1

Evergreen Applied Technologies
3735 Evergreen Pkwy, Evergreen CO 80439
P: 970.581.1810 E: chris@evergreenappliedtechnologies.com
W: www.lightdisty.com | www.evergreenappliedtechnologies.com
Portfolio: www.lightingstuffup.com
Designed By - Christopher Lewis - IES

Date:12/29/2019 Page 1 of 1

From:	jmurphy@bigskyce.com
To:	Bailey Minnich
Cc:	"Dan Sampson"; "Kevin May"
Subject:	FW: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access
Date:	Wednesday, February 26, 2020 4:05:36 PM

Hope this suffices…thanks Bailey!

From: Freyholtz, James <jfreyholtz@mt.gov>
Sent: Wednesday, February 26, 2020 2:22 PM
To: Joe Murphy <jmurphy@bigskyce.com>
Subject: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access

Joe,

This is a follow up to what we previously discussed regarding a proposed Town Pump C-store to be constructed on the property located at the northeast corner of the intersection of US 93 & MT 40.

Access to this property was previously reviewed and permitted for a proposed development of the property that included multiple commercial uses. With that review already having been done and the exiting accesses, which already restrict turn movements, planned to be used as is for the Town Pump proposal, then no new traffic analysis or approach permit is required.

Feel free to contact me if you have any questions.

James Freyholtz, P.E.
Kalispell Area Traffic Engineer
Montana Department of Transportation (MDT)
(406) 751-2066

EXTERNAL SENDER verified by City of Whitefish IT

From:	Craig Workman
To:	Bailey Minnich; Karin Hilding
Cc:	David Taylor
Subject:	RE: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access
Date:	Friday, February 28, 2020 6:46:55 AM
Attachments:	image001.png image003.png

Bailey,

I would say they have satisfied the traffic analysis requirements of the Engineering Standard. Ultimately we would be looking towards the TIS for recommended improvements to the traffic network as a result of the proposed project. Since this particular project gains access from two state highways, we rely on MDT to review and approve the traffic analysis. With this email, MDT is verifying the previously conducted TIS is suitable and they're granting permission to use the existing turn restricted approaches.

CRAIG C. WORKMAN, PE
Director of Public Works
City of Whitefish | 418 E. 2nd Street |Whitefish, MT 59937
O: (406) 863-2455 | F: (406) 863-2419
#WasteLessWhitefish

From: Bailey Minnich <bminnich@cityofwhitefish.org>
Sent: Wednesday, February 26, 2020 4:17 PM
To: Craig Workman <cworkman@cityofwhitefish.org>; Karin Hilding <khilding@cityofwhitefish.org>
Cc: David Taylor <dtaylor@cityofwhitefish.org>
Subject: FW: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access

Whatcha think???

Bailey Minnich, AICP, CFM
Planner II
City of Whitefish
406-863-2410

From: jmurphy@bigskyce.com <jmurphy@bigskyce.com>
Sent: Wednesday, February 26, 2020 4:08 PM
To: Bailey Minnich <bminnich@cityofwhitefish.org>
Cc: 'Dan Sampson' <DanS@townpump.com>; 'Kevin May' <kmay@bigskyce.com>
Subject: FW: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access

Hope this suffices…thanks Bailey!

From: Freyholtz, James <jfreyholtz@mt.gov>

Sent: Wednesday, February 26, 2020 2:22 PM
To: Joe Murphy <jmurphy@bigskyce.com>
Subject: Whitefish - US 93 & MT 40 Intersection - Northeast Property Access

Joe,

This is a follow up to what we previously discussed regarding a proposed Town Pump C-store to be constructed on the property located at the northeast corner of the intersection of US 93 & MT 40.

Access to this property was previously reviewed and permitted for a proposed development of the property that included multiple commercial uses. With that review already having been done and the exiting accesses, which already restrict turn movements, planned to be used as is for the Town Pump proposal, then no new traffic analysis or approach permit is required.

Feel free to contact me if you have any questions.

James Freyholtz, P.E.
Kalispell Area Traffic Engineer
Montana Department of Transportation (MDT)
(406) 751-2066

EXTERNAL SENDER verified by City of Whitefish IT

Baur Commercial Development

Traffic Impact Study

Prepared for:

Edward T. Baur
Baur Properties, Inc.
9008 Haverford Terrace
St. Louis, MO 63117

May 2005

Prepared by:

WGM GROUP, INC.
ENGINEERING • SURVEYING • PLANNING

Introduction

Baur Properties, Inc. proposes to construct a commercial development in the northeast corner of the intersection of US Highway 93 and Montana Highway 40, at the south end of Whitefish, Montana (**Figure 1**). The proposed development will consist of a 14,200 square foot (sf) drugstore with drive-through window, a 8,400 sf restaurant, and a 1,800 sf trading post/art gallery. Vehicle access to the proposed development will be from MT Highway 40 on the south, and US Highway 93 on the west. A connection to the roadway network of the new North Valley Hospital is also proposed (see site plan in **Figure 2**).

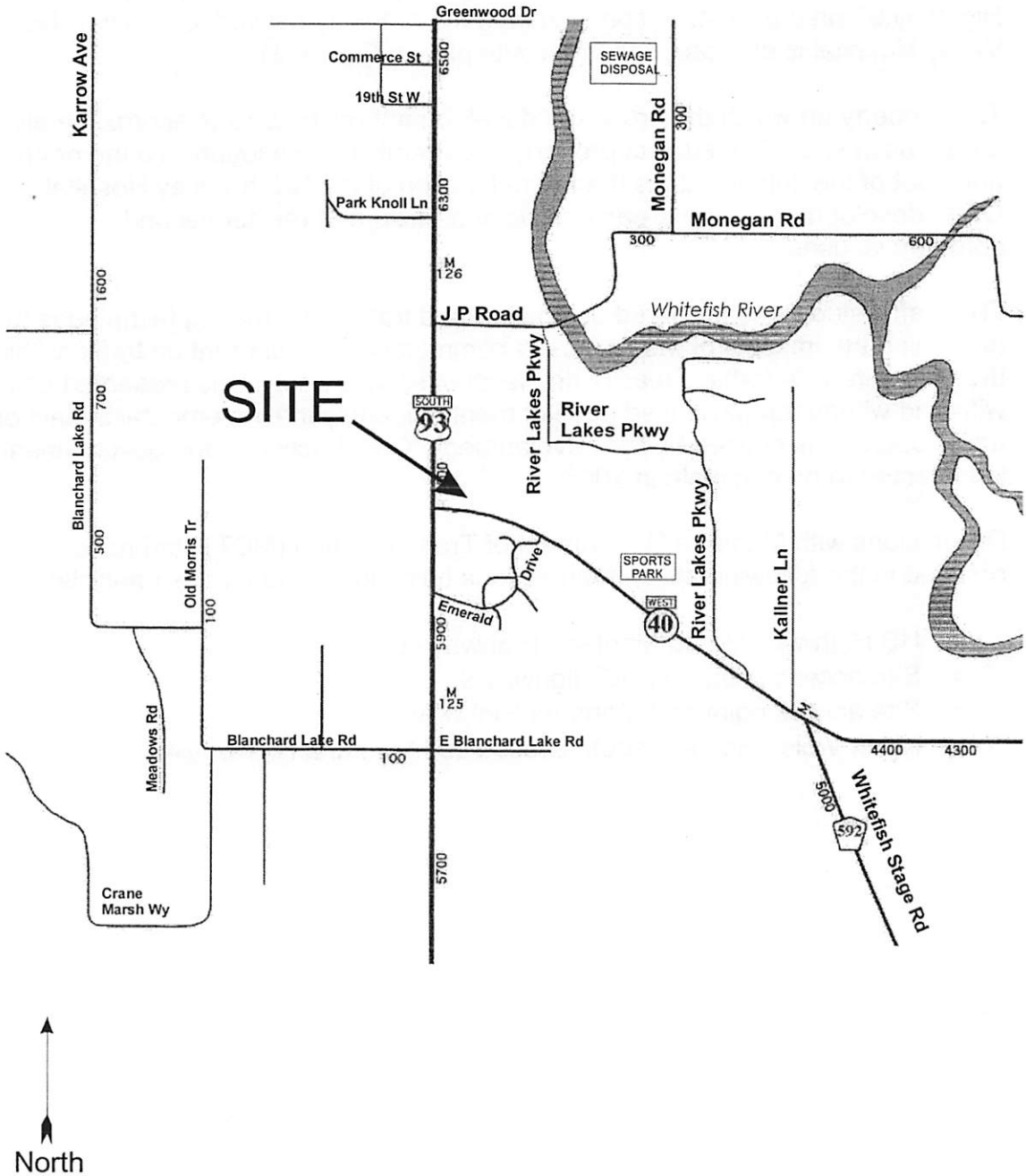
The property on which the proposed development will be built is approximately 5.6 acres in size. The subject property is currently undeveloped. To the north and east of the subject site is the future location of the North Valley Hospital. Other development in the area consists of a mixture of residential and commercial uses.

This traffic study was prepared using standard traffic engineering techniques to determine the impacts of the proposed commercial development on traffic within the study area. A traffic capacity and level of service analysis is presented both with and without the proposed development to identify the incremental impact on traffic operations caused by the development. Construction of the development is expected to be complete in 2006.

Discussions with Montana Department of Transportation (MDT) staff have resulted in the following study intersections being identified for this analysis:

- US Highway 93 and Montana Highway 40
- Site access point and US Highway 93
- Site access point and Montana Highway 40
- North Valley Hospital south access and Montana Highway 40

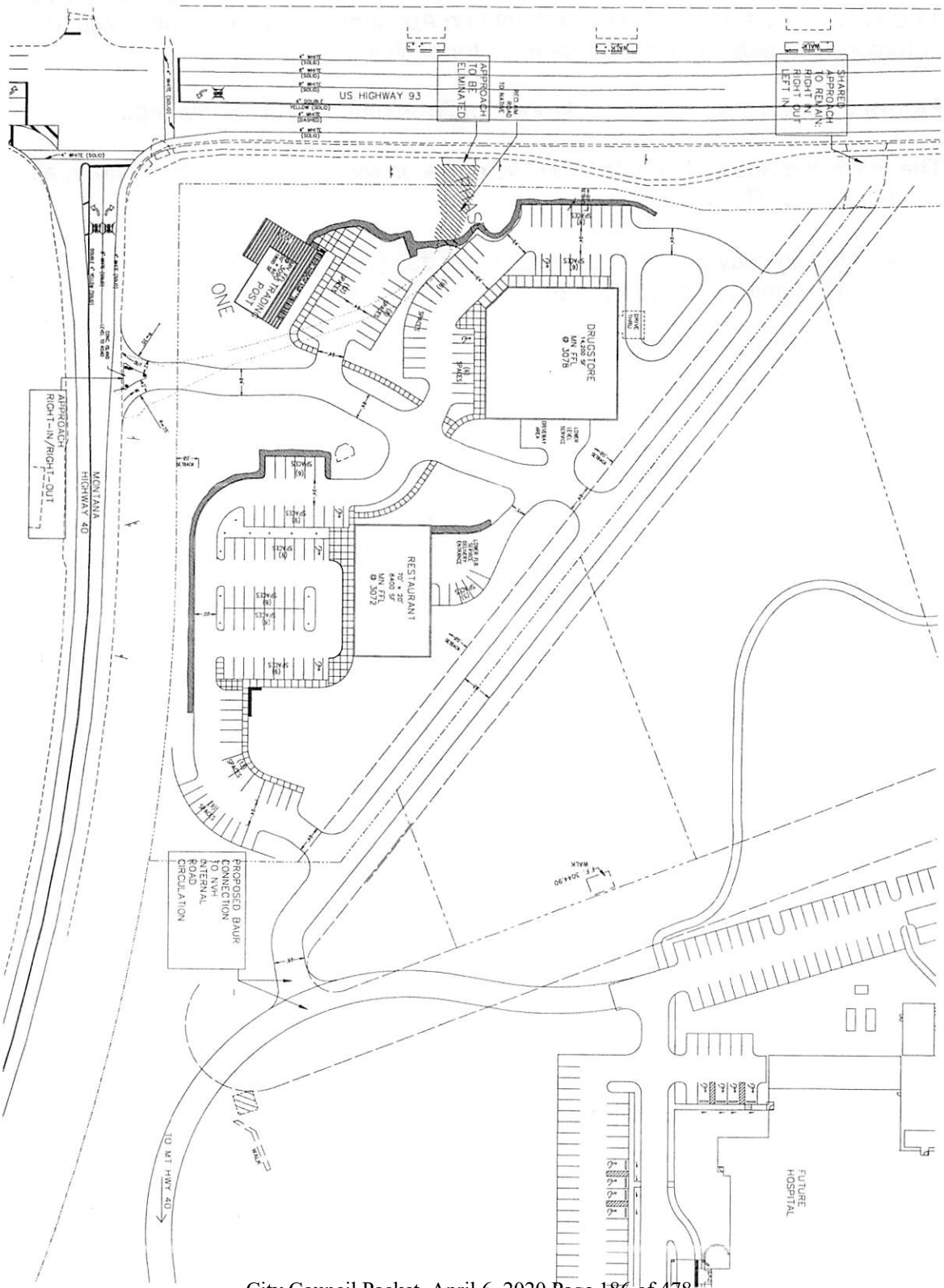
Figure 1
Site Location Map



WGM GROUP, INC.
ENGINEERING • SURVEYING • PLANNING

Figure 2
Site Plan

North →



Existing Traffic Volume

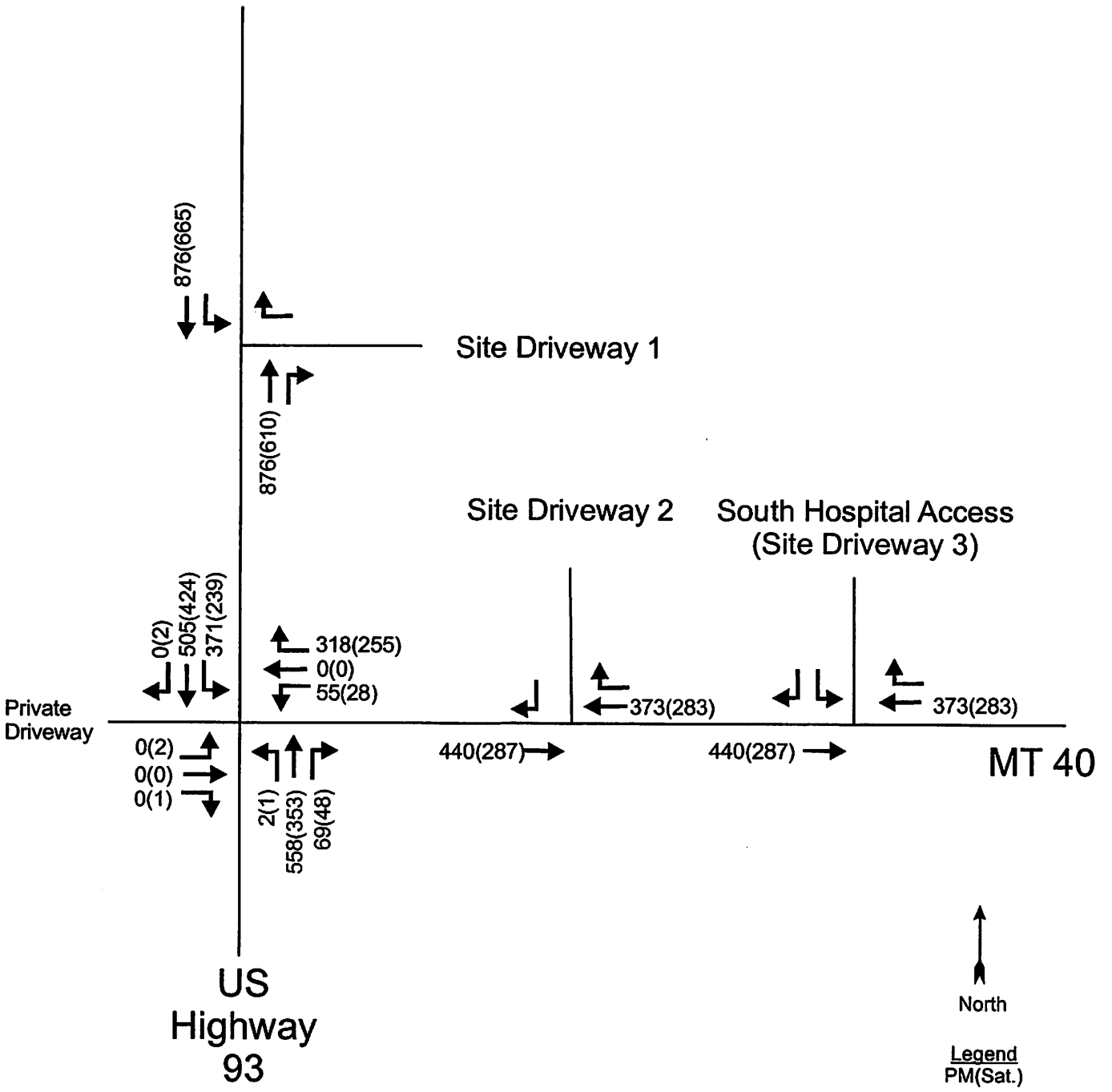
In order to identify the existing traffic volume within the study area, PM and Saturday peak-period manual traffic counts were conducted on Friday October 22 and Saturday October 23, 2004 at the intersection of US Highway 93 and Montana Highway 40. The PM peak-period counts were conducted between 4:00 and 6:00 PM and the Saturday peak-period counts were conducted between 11:00 AM and 2:00 PM. This count data (in Appendix A) was then analyzed to determine the peak-hour traffic volumes for each intersection.

Figure 3 shows the existing peak-hour traffic volumes used for this report.

The 2003 average daily traffic (ADT) volumes on roadways in the study area, as identified by MDT, are as follows:

- US Highway 93: 23,500 vehicles per day (vpd)
- MT Highway 40: 9,210 vpd

Figure 3
Existing Traffic Volume



Adjacent Developments

Four developments, approved but not yet fully constructed/occupied, are located in the vicinity of the proposed Baur Development. The traffic that will be generated by each of these adjacent developments must be accounted for in the background traffic levels considered in this report. The four developments are Great Northern, Riverwood Park, Riverside at Whitefish, and North Valley Hospital.

PM and Saturday peak-hour trip-generation estimates for each of the adjacent developments were calculated based on information contained in the ITE, *Trip Generation* report (7th Edition). **Table 1** summarizes each of the adjacent developments and the estimated trip-generation.

Table 1: Adjacent Development Trip Generation

Site	Development	ITE Land Use Code	Weekday ADT	PM Peak		Saturday Peak	
				Enter	Exit	Enter	Exit
Great Northern							
	72 Single Family Homes	210	769	50	30	41	34
	22 Townhomes	230	177	11	6	5	5
Riverwood Park							
	60 Townhomes	230	416	27	13	15	13
	80 Apartments	220	538	33	17	21	21
Riverside at Whitefish							
	244 Townhomes/Condos	230	1,370	84	41	61	52
	126 Single Family Homes	210	1,286	83	49	66	57
	75 Bed Assisted Living Facility	254	205	11	11	14	13
North Valley Hospital							
	75,000 square feet Hospital	610	1,318	29	59	85	85
	30,000 square feet Medical Office Building	720	1,012	28	75	n/a	n/a

n/a – not applicable, assume Medical Offices are not open on Saturday

Robert Peccia & Associates (RPA) prepared a traffic impact study for the Riverside at Whitefish development (*Traffic Impact Analysis, Riverside at Whitefish*, June, 2002). The trip distribution pattern from the RPA study was the basis for the distribution patterns used to assign the residential adjacent development trips to the roadway network for this study. Refinements were made to reflect the unique location of each site and to distribute trips through the study intersections.

North Valley Hospital was the subject of a traffic impact study prepared by WGM Group, Inc. (*North Valley Hospital Traffic Impact Study*, January, 2004). The trip distribution pattern identified in the WGM Group study was used to distribute trips

for North Valley Hospital. These distributions are different from the commercial traffic distribution patterns developed for the Baur Commercial Site because they focus on different types of trips.

Figures 4 through 7 show the trip distribution patterns for each adjacent development. **Figures 8 through 11** show the adjacent development trip assignments.

Figure 4
Great Northern Trip Distribution Pattern

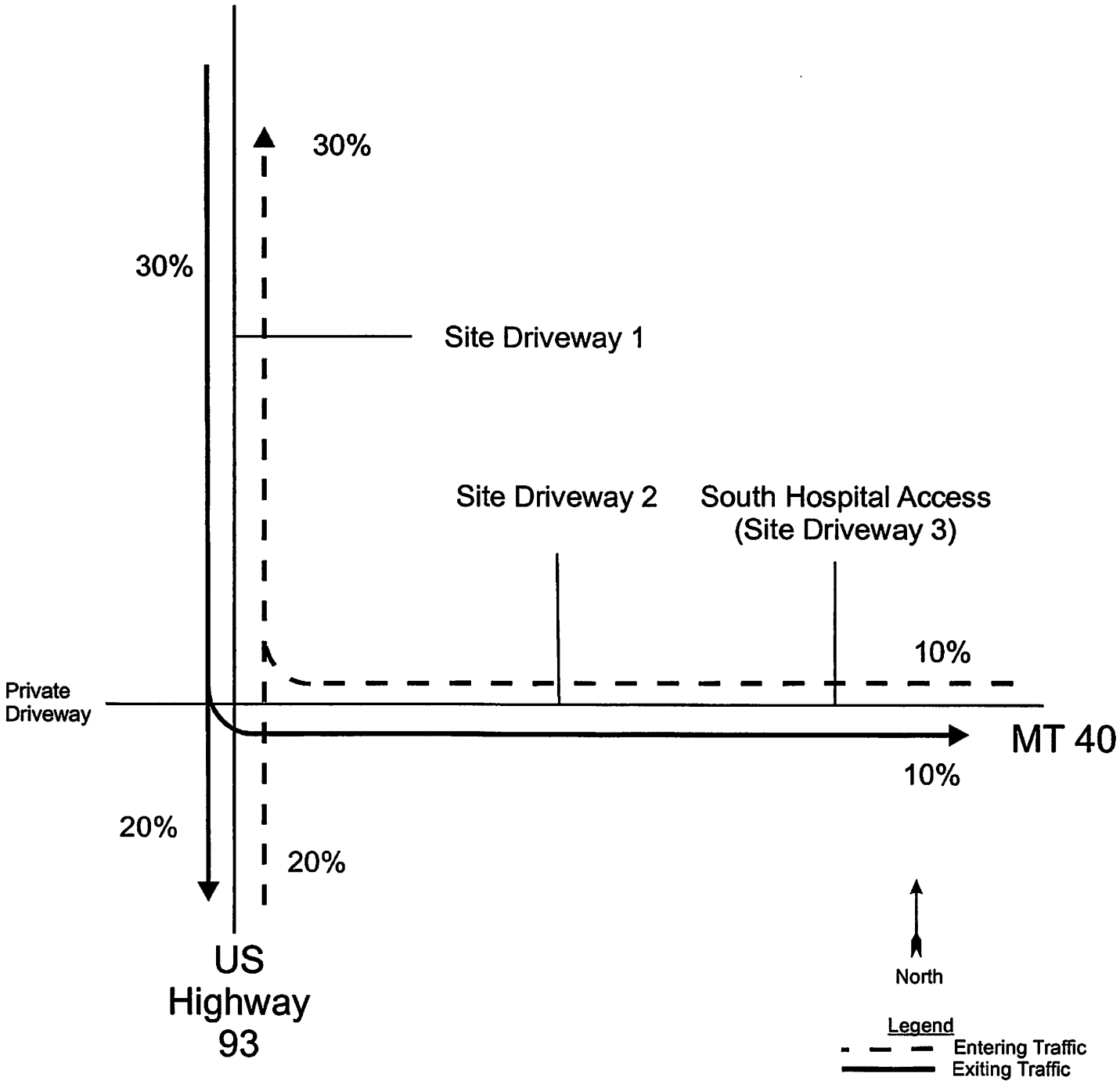


Figure 5
Riverwood Park Trip Distribution Pattern

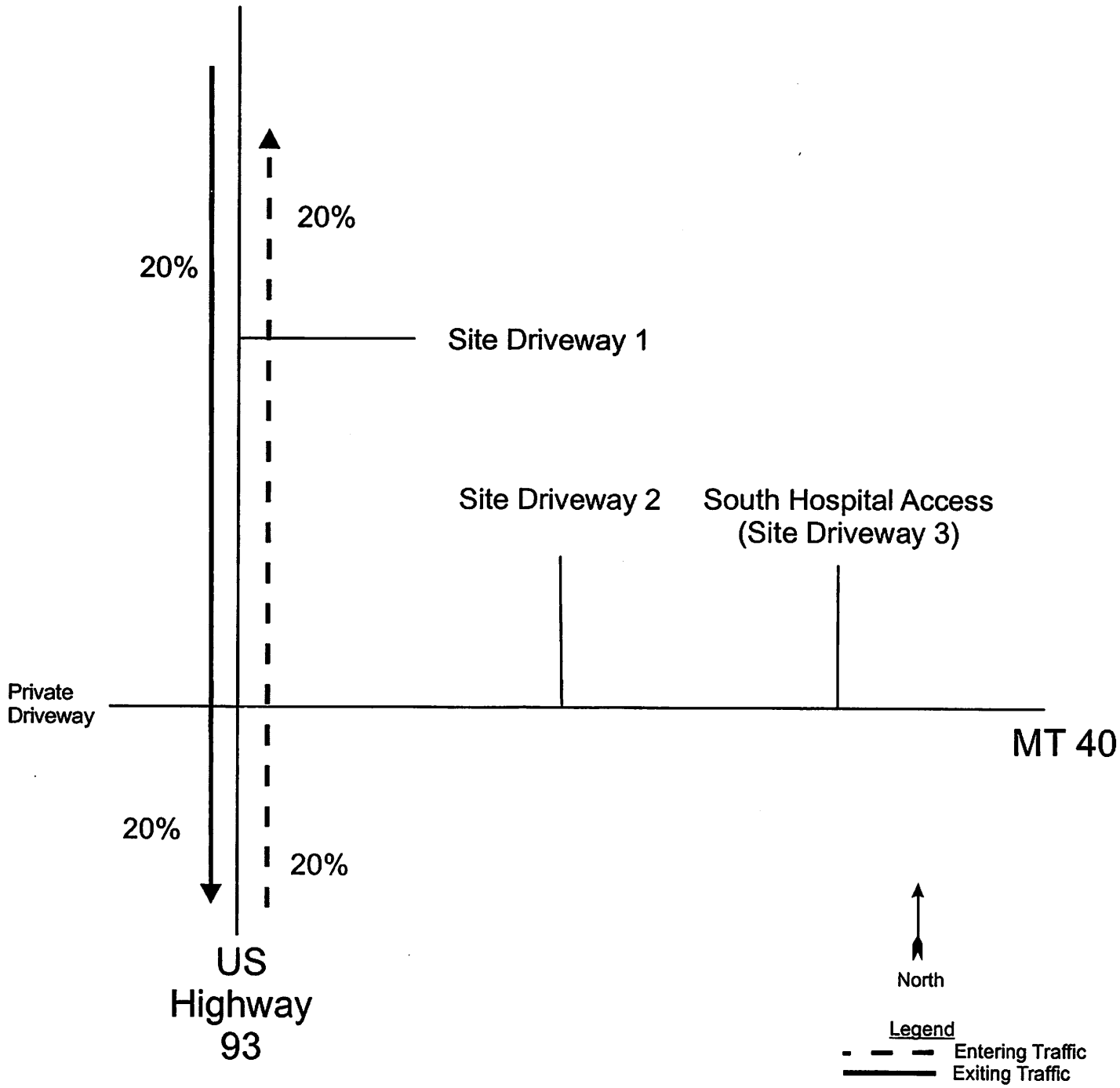


Figure 6
Riverside at Whitefish Trip Distribution Pattern

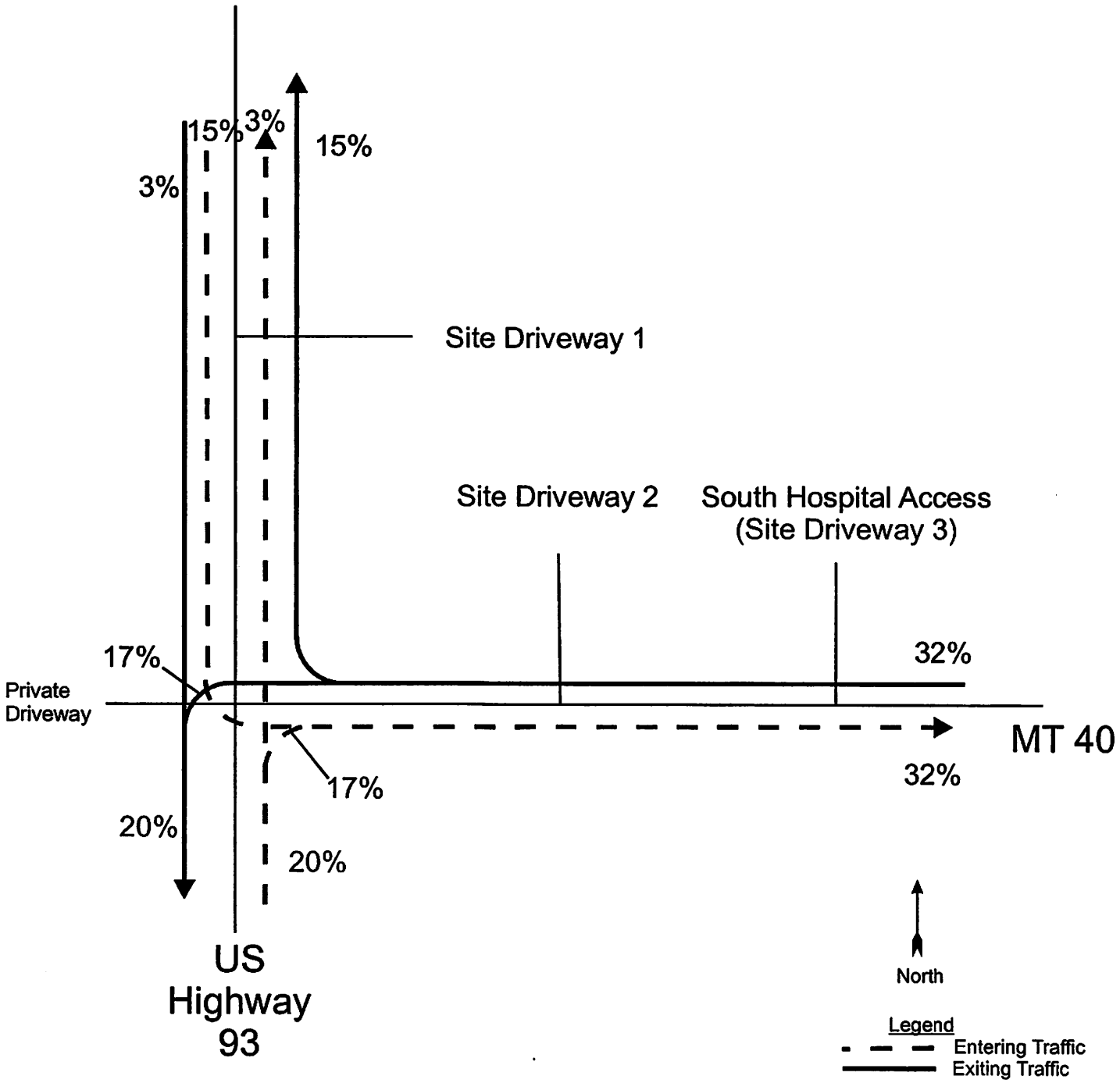


Figure 7
North Valley Hospital Trip Distribution Pattern

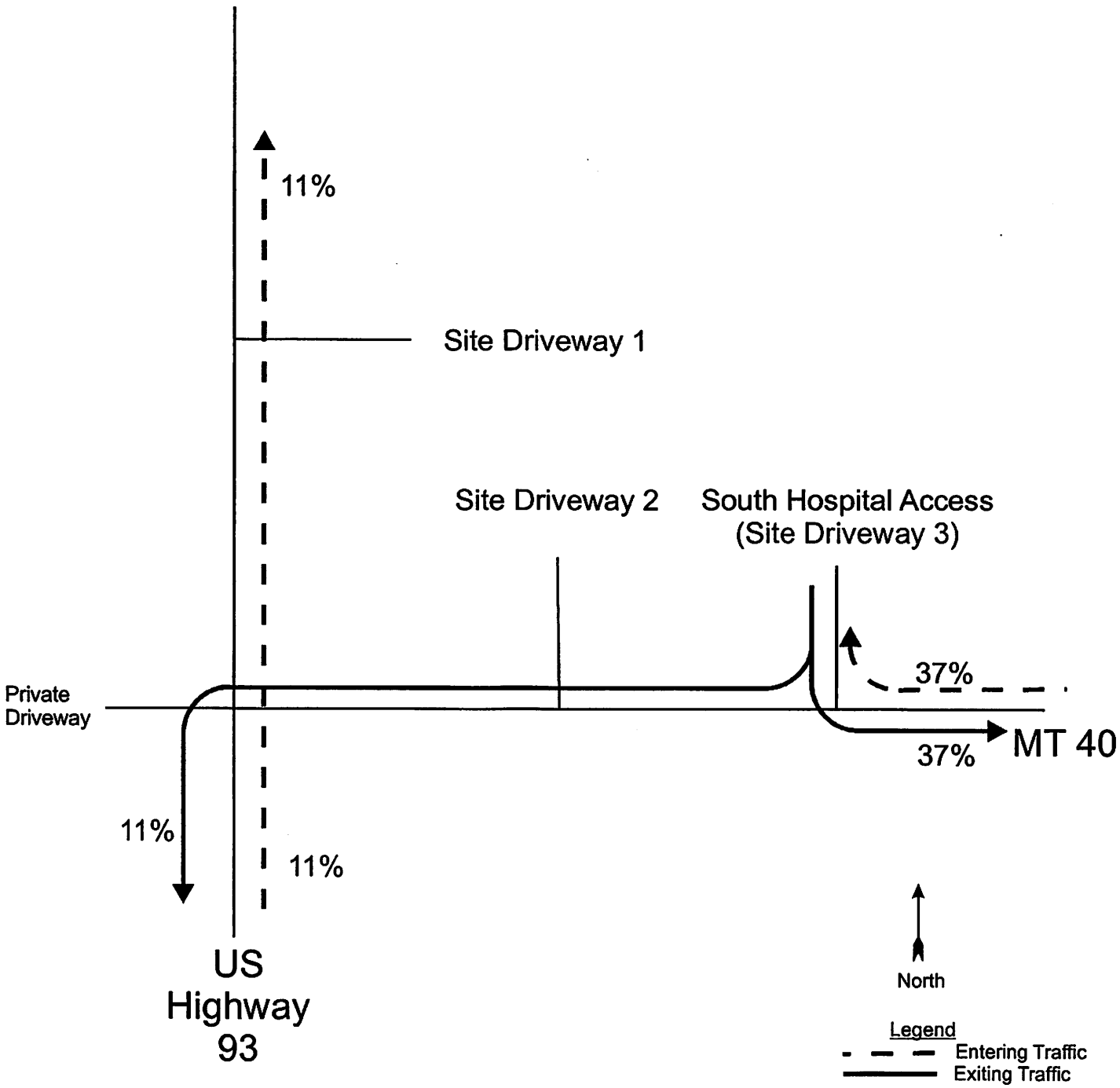


Figure 8
Great Northern Traffic Assignment

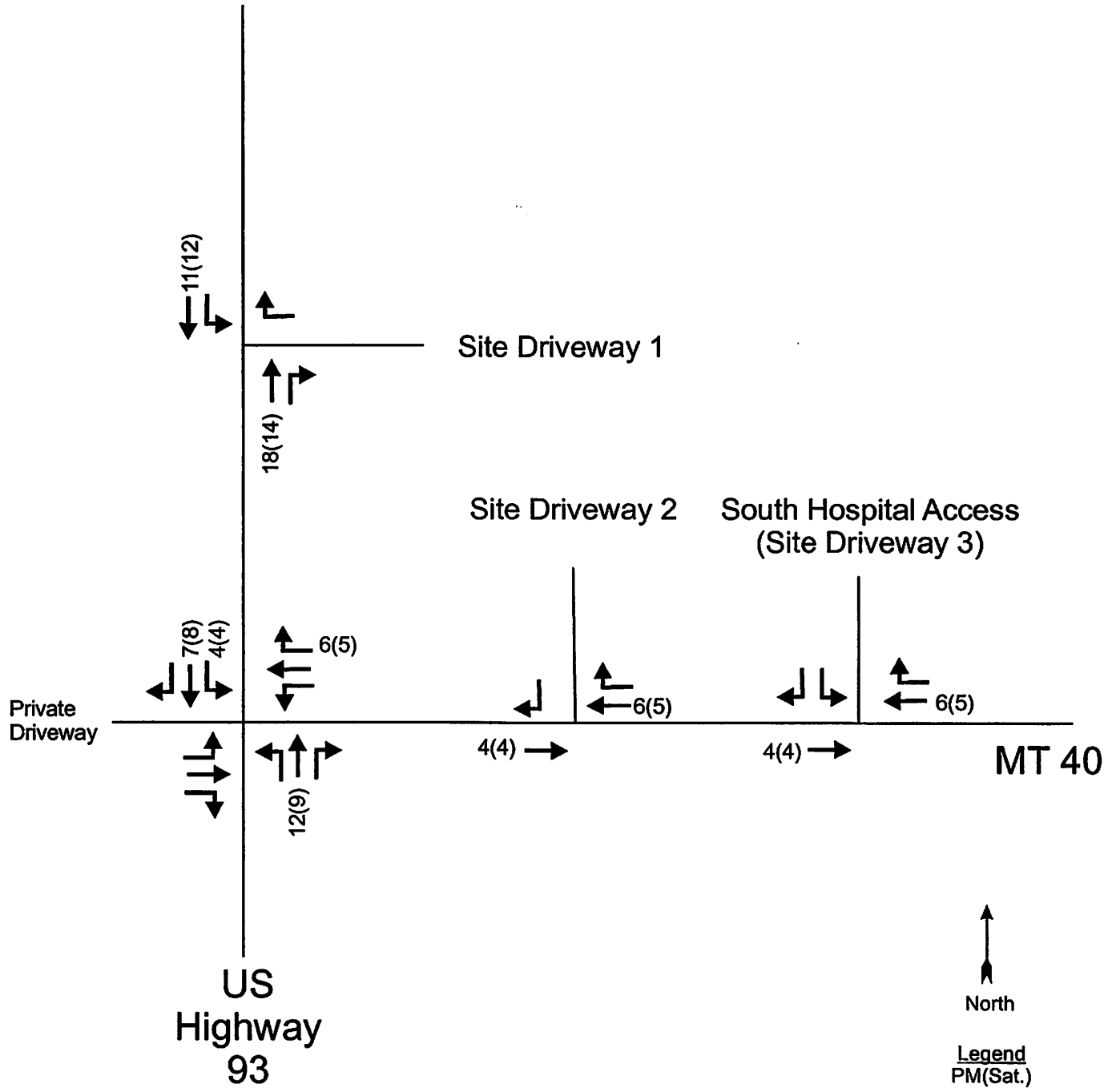


Figure 9
Riverwood Park Traffic Assignment

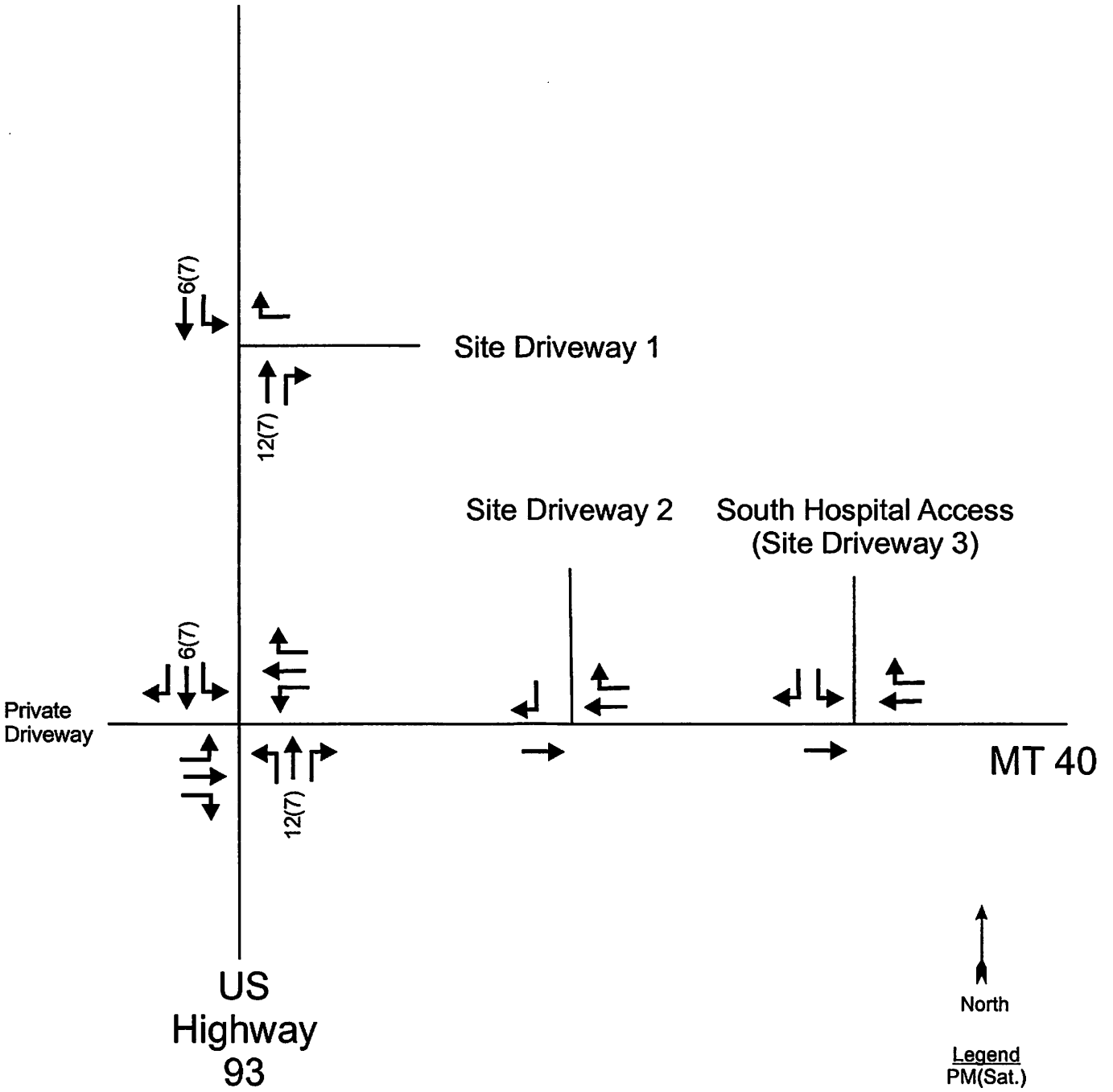


Figure 10
Riverside at Whitefish Traffic Assignment

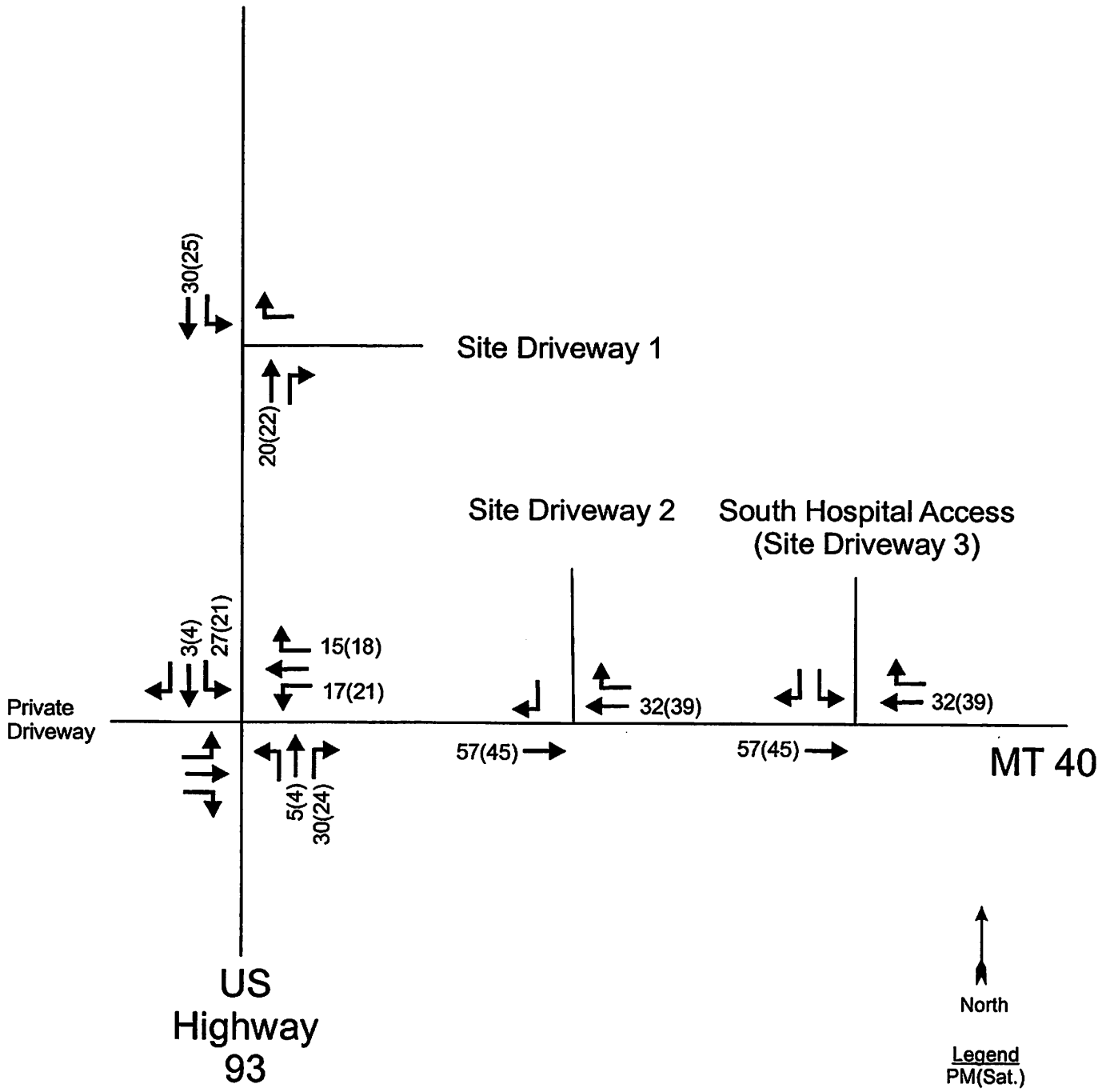
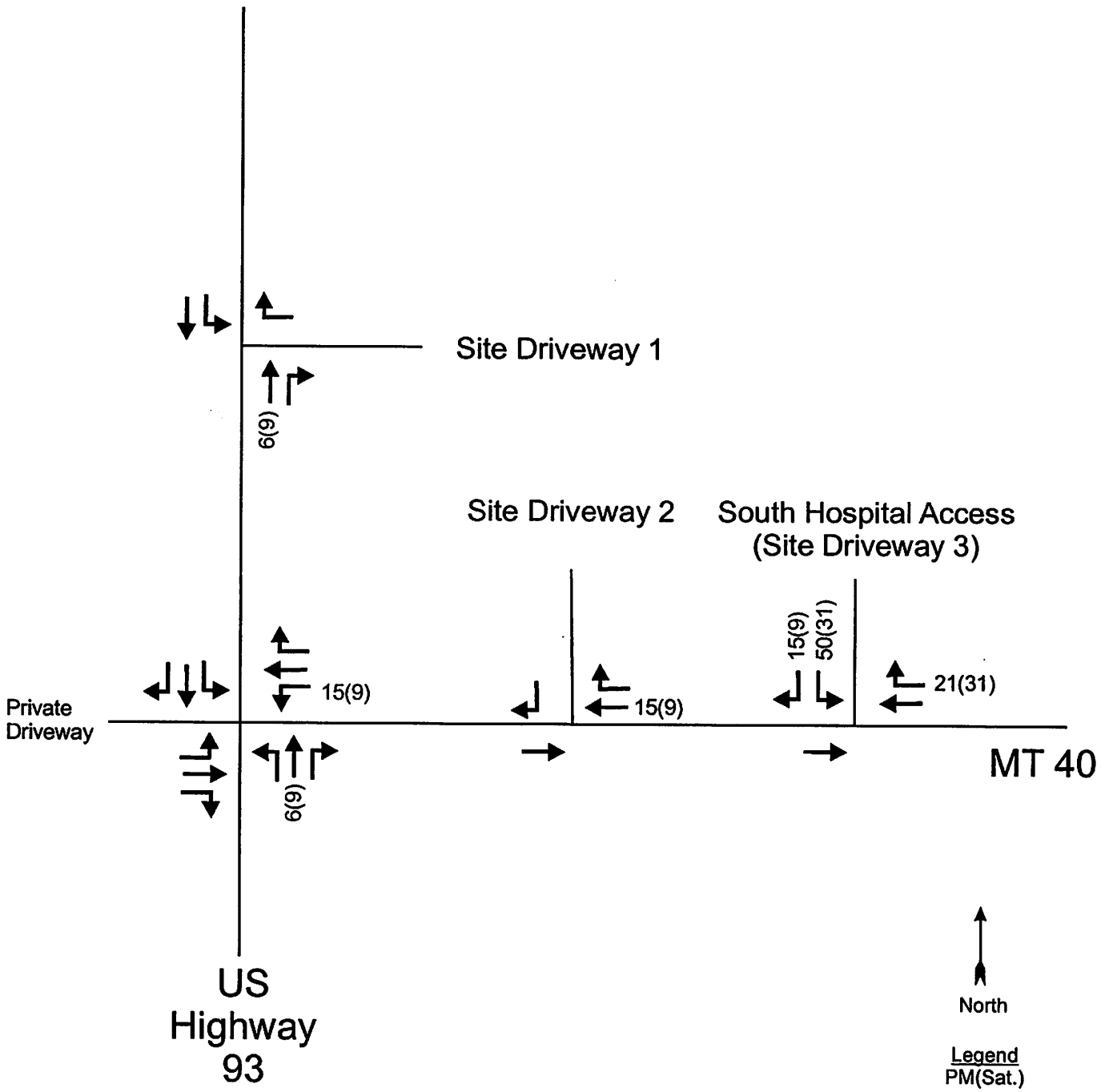


Figure 11
North Valley Hospital Traffic Assignment



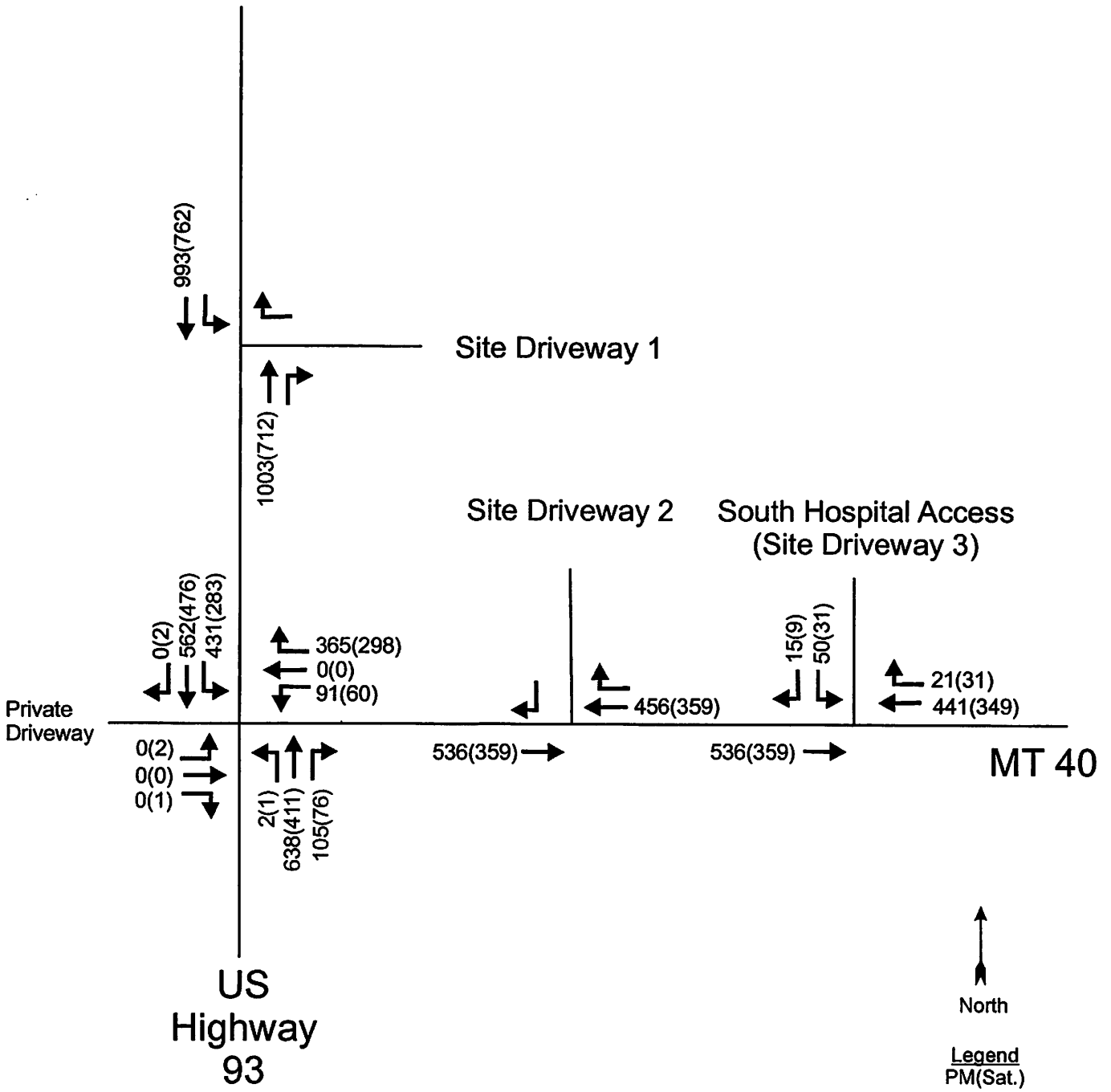
2006 No-Build Traffic Volumes

A review of data contained in the MDT, *Traffic By Sections,* report revealed the following historic traffic growth rates within the study area for the period 1993 to 2002:

- US Highway 93 between Highway 40 and JP Road: 3.9% per year
- Montana Highway 40 east of Highway 93: 4.4% per year

An overall growth rate of 4.0% per year was used for this study. This growth rate was applied to the 2004 counted traffic volumes to generate year 2006 projected traffic volumes. The 2006 projected traffic volumes were then combined with the adjacent development traffic, resulting in the 2006 no-build traffic volumes shown in **Figure 12.** These volumes represent the baseline condition that will exist in 2006 *without* the Baur Commercial Development.

Figure 12
2006 No-Build Traffic Volume



Site-Generated Traffic

The proposed Baur Commercial Development will consist of three separate buildings, a 14,200 sf drug store with drive-through window, a 8,400 sf restaurant, and a 1,800 sf trading post/art gallery. Information contained in the Institute of Transportation Engineers (ITE), *Trip Generation* report (7th Edition) was used to estimate the number of trips that will be generated by the proposed development. **Table 2** shows the results of the trip-generation calculations.

Table 2: Estimated Site-Generated Trips

Land Use	Size	ITE Land Use Code	Weekday Daily Trips	PM Peak Hour		Sat. Peak Hour	
				Enter	Exit	Enter	Exit
Drug Store	14,200 sf	881	1,252	60	62	55	56
Restaurant	8,400 sf	932	1,068	56	36	106	62
Trading Post/Art Gallery	1,800 sf	814	80	2	3	4*	4*
Total			**2,400**	**118**	**101**	**165**	**122**

*Trip Generation does not have data for the Saturday peak hour for this land use. Assume 10% of the Saturday ADT.

Assignment of Site-Generated Trips

Based on existing traffic patterns in the area, and taking into consideration the area population distribution, it is estimated that 50% of the site-generated traffic will be to/from the north on US Highway 93; 30% to/from the south on US Highway 93; and 20% to/from the east on Montana Highway 40. The trip distribution pattern for the Baur Development generated trips established for this study is shown in **Figure 13**.

The site-generated trips were distributed to the roadway network in accordance with the trip distribution pattern. This resulted in the PM and Saturday peak hour site-generated trips shown in **Figure 14**.

Figure 13
Site Traffic Arrival/Departure Distribution

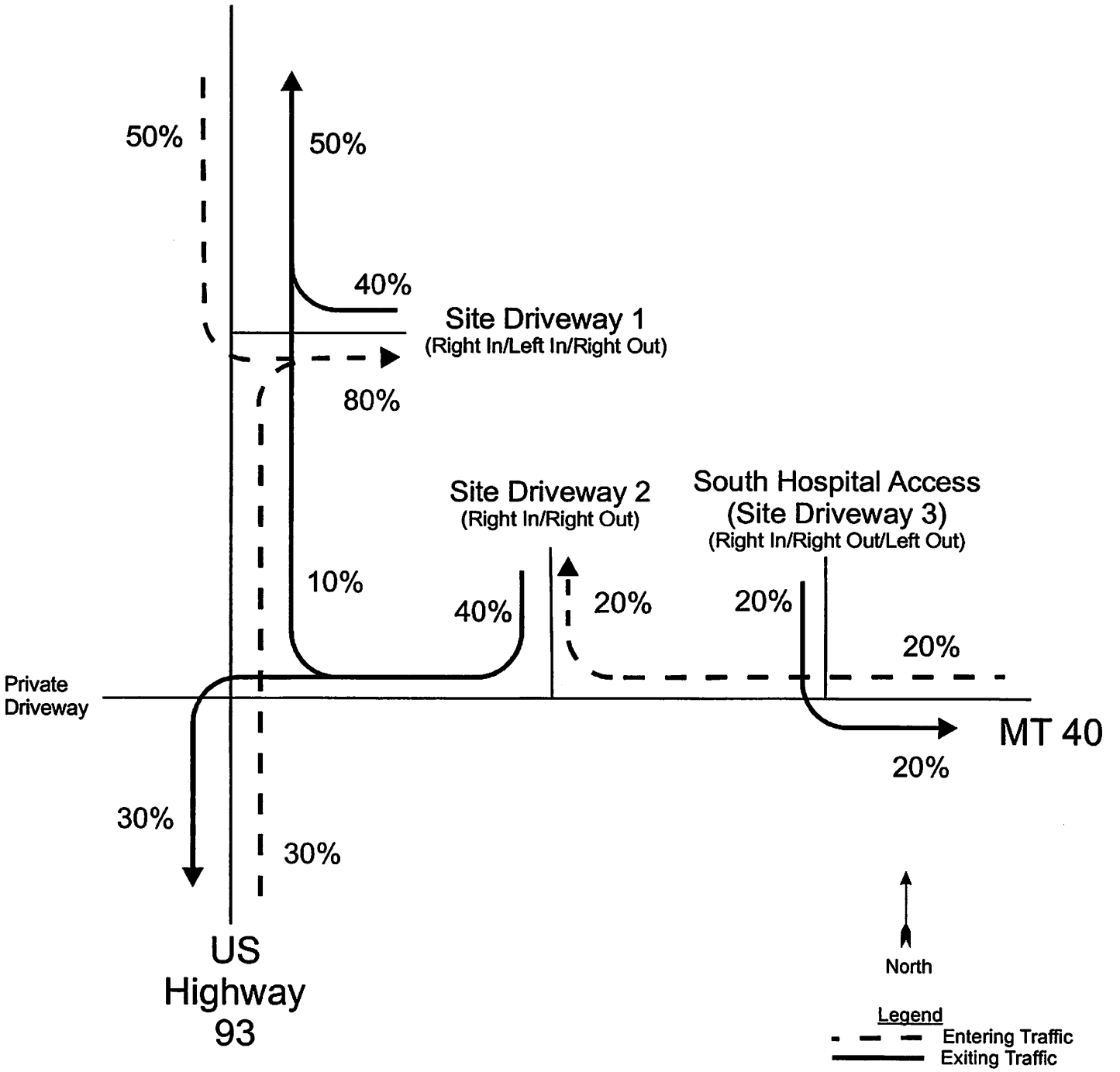
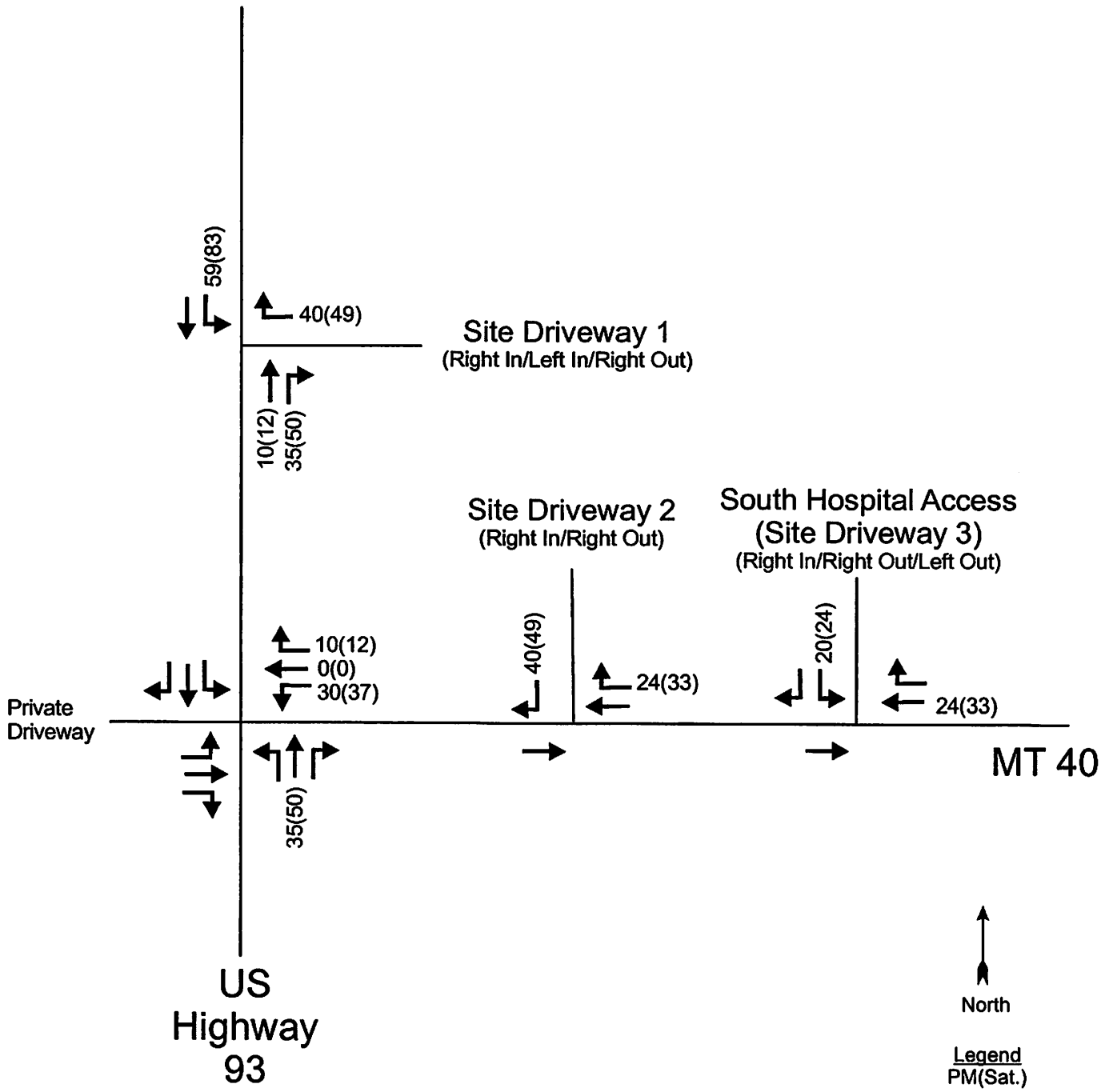


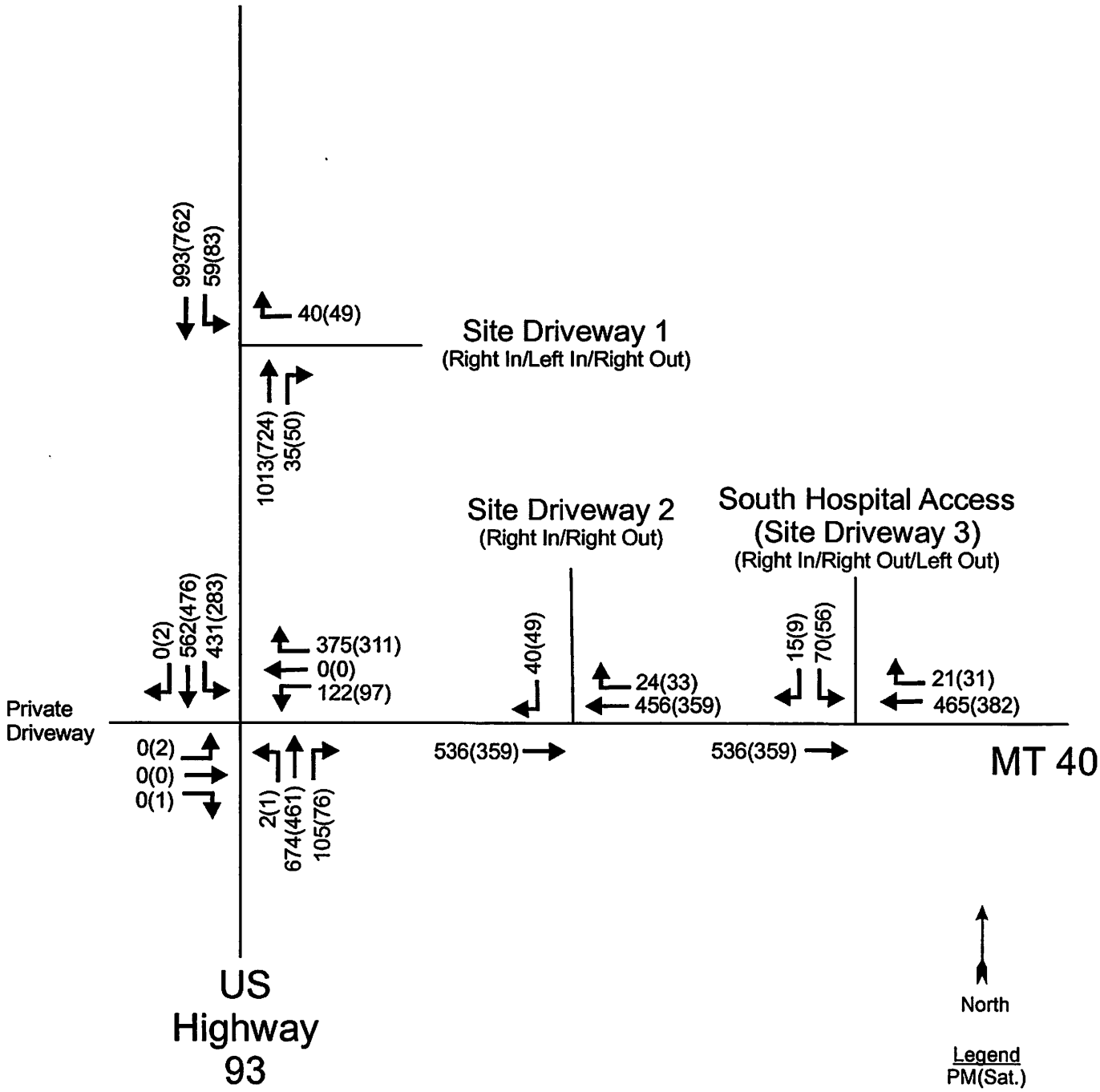
Figure 14
Baur Site-Generated Traffic



2006 Build Traffic Volumes

The site-generated traffic was combined with the 2006 no-build traffic volumes resulting in the 2006 build traffic volumes shown in **Figure 15**. These are the traffic volumes projected to exist in 2006, *including* the traffic associated with the Baur development.

Figure 15
2006 Build Traffic Volume



Capacity Analysis

To identify the potential traffic impacts of this development proposal, an intersection capacity analysis was performed for each of the study intersections using the no-build and build traffic volumes developed in this report. The results of these analyses are summarized in the following sections.

The analyses were performed in accordance with the procedures presented in the *Highway Capacity Manual*, 2000 Edition, published by the Transportation Research Board. (The analyses worksheets are contained in Appendix C.) The analysis procedures result in traffic Level Of Service (LOS) rankings from A to F, with A representing essentially free-flow conditions and F representing over-capacity conditions. (See Appendix D for a description of the various LOS categories.)

Intersection of US Highway 93 and Montana Highway 40

Existing Conditions

US Highway 93 is a north/south principal arterial roadway that consists of two lanes in each direction. At this intersection northbound Highway 93 provides one left-turn lane, two through lanes, and one right-turn lane. Southbound Highway 93 provides one left-turn lane, one through lane, and one through/right-turn lane. Montana Highway 40 approaches this intersection from the east, with one left-turn lane and one right-turn lane. A private residential driveway approaches from the west with a single lane. This intersection, including the private driveway, is controlled by a three-phase traffic signal.

Capacity Analysis

A capacity analysis was conducted for this intersection using the 2006 no-build and build traffic volumes developed earlier in this report and the above-described intersection configuration. The results of this analysis are summarized in **Table 3**.

Table 3: US Highway 93 and Montana Highway 40
Summary of Level of Service

	Peak PM Hour				Peak Saturday Hour			
	2006 No-Build		2006 Build		2006 No-Build		2006 Build	
Intersection Approach	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
Eastbound	30.1	C	30.1	C	28.8	C	28.8	C
Westbound	37.1	D	37.5	D	31.8	C	32.1	C
Northbound	29.8	C	30.3	C	25.6	C	26.1	C
Southbound	19.2	B	21.4	C	11.8	B	12.0	B

Delay is measured in seconds per vehicle

This intersection is projected to operate well under both the no-build and build traffic loads. No capacity improvements are needed. Further, comparison of the no-build and build results presented in **Table 3** reveals that the Baur Commercial Development will have no noticeable effect on traffic delay or operations at this intersection.

Intersection of Site Driveway 1 and US Highway 93

Existing Conditions

This intersection currently exists as a private driveway approach to US Highway 93. US Highway 93 is a north/south principal arterial roadway that consists of two lanes in each direction plus a center, two-way, left-turn lane. The proposed Site Driveway 1 would serve right-turns in from, and out to, northbound US Highway 93, as well as left-turns in from southbound US Highway 93. Left-turns out of Site Driveway 1 are not anticipated. The site driveway approach will be controlled by a stop sign.

The posted speed limit on US Highway 93 at this location is 45 mph.

Capacity Analysis

A capacity analysis was conducted for this intersection using the 2006 build traffic volumes developed earlier in this report and the above-described intersection configuration. The results of this analysis are summarized in **Table 4**.

Table 4: Site Driveway 1 and US Highway 93
Summary of Level of Service

	Peak PM Hour				Peak Saturday Hour			
	2006 No-Build		2006 Build		2006 No-Build		2006 Build	
Intersection Approach	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
Southbound Left	n/a	n/a	11.2	B	n/a	n/a	9.9	A
Westbound Right	n/a	n/a	13.2	B	n/a	n/a	11.6	B

Delay is measured in seconds per vehicle
n/a – not applicable. Intersection does not exist in the no-build condition.

The analysis summarized in **Table 4** shows that the intersection of Site Driveway 1 and US Highway 93 will operate very well during the peak hours following construction of the proposed development.

Intersection of Site Driveway 2 and Montana Highway 40

Existing Conditions

This intersection does not currently exist. Montana Highway 40 is an east/west principal arterial roadway that consists of one lane in each direction. Site Driveway 2 will be constructed to form the single-lane, southbound approach to this intersection. Turning movements at this intersection will be limited to right turns in and right turns out only. The site driveway approach will be controlled by a stop sign.

The posted speed limit on Montana Highway 40 at this location is 70 mph.

Capacity Analysis

A capacity analysis was conducted for this intersection using the 2006 build traffic volumes developed earlier in this report and the above-described intersection configuration. The results of this analysis are summarized in **Table 5.**

Table 5: Site Driveway 2 and Montana Highway 40
Summary of Level of Service

	Peak PM Hour				Peak Saturday Hour			
	2006 No-Build		2006 Build		2006 No-Build		2006 Build	
Intersection Approach	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
Southbound Right	n/a	n/a	11.7	B	n/a	n/a	10.9	B

Delay is measured in seconds per vehicle
n/a – not applicable. Intersection does not exist in the no-build condition.

The analysis summarized in **Table 5** shows that the intersection of Site Driveway 2 and Montana Highway 40 will operate very well during the peak hours following construction of the proposed development.

There is an existing guardrail immediately east of this driveway location on the north side of Montana Highway 40. The end of this guardrail causes a sight obstruction for vehicles exiting the site driveway. The obstruction exists until vehicles pull all the way up to the edge of Montana Highway 40. If possible, the end of this guardrail should be redesigned in such a way as to eliminate or minimize the sight obstruction.

Intersection of South Hospital Access (Site Driveway 3) and Montana Highway 40

Existing Conditions

Montana Highway 40 is an east/west principal arterial roadway that consists of one lane in each direction. The south hospital access will be constructed as part of the North Valley Hospital development to form the single-lane, southbound approach to this intersection. Turning movements at this intersection will be limited to right turns in, and left and right turns out. The hospital driveway approach will be controlled by a stop sign.

Baur Properties, Inc. has secured an agreement with North Valley Hospital to include an internal roadway connection between these two developments. This connection has the potential to reduce traffic on the state highway system, since hospital patrons/employees can drive to the drugstore and restaurant on the Baur site without using Highways 93 or 40. This connection also results in the South Hospital Access becoming a shared access point, eliminating the need for direct left-turn access to Highway 40 from the Baur site.

The posted speed limit on Montana Highway 40 at this location is 70 mph.

Capacity Analysis

A capacity analysis was conducted for this intersection using the 2006 no-build and build traffic volumes developed earlier in this report, and the above-described intersection configuration. The results of this analysis are summarized in **Table 6**.

Table 6: South Hospital Access (Site Driveway 3) and Montana Highway 40 Summary of Level of Service

	Peak PM Hour				Peak Saturday Hour			
	2006 No-Build		2006 Build		2006 No-Build		2006 Build	
Intersection Approach	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
Southbound Left/Right	20.8	C	24.0	C	14.6	B	16.5	C

Delay is measured in seconds per vehicle

This analysis shows that the intersection of the South Hospital Access (Site Driveway 3) and Montana Highway 40 will operate well during the peak hours following construction of the proposed development. The addition of the Baur Development-generated traffic has a very minimal effect on traffic delay at this location.

Traffic Crash Analysis

Three years of traffic crash data for US Highway 93 and for Montana Highway 40 in the vicinity of the subject site was obtained from MDT and reviewed for this report. This review is summarized below.

Montana Highway 40
The MDT crash data indicates that only two traffic crashes were reported on Montana Highway 40 in the first 0.3 miles east of US Highway 93 during the three year time period reviewed for this analysis. The first of these accidents involved a drunk driver traveling too fast for conditions and running into a curb. The second involved a collision with a wild animal. No injuries were reported in either accident.

US Highway 93
A traffic signal was installed at this location in October of 2002. Because the signal resulted in a significant change in intersection operations, only the crashes that occurred after the installation date were reviewed for this report. Non-intersection related crashes north of the intersection in the vicinity of the proposed access point were reviewed for a three-year time period.

During the 27 months following installation of the traffic signal for which crash data is available, 14 crashes were reported at the intersection of Highways 93 and 40. Of these, seven were rear-end crashes caused by driver error (sometimes contributed to by weather conditions), four resulted from drivers failing to yield the right-of-way as directed by the traffic signal, and three resulted from other causes. None of the accidents at the intersection appeared to result from intersection geometrics, sight distance, or improper traffic signal operations.

North of the intersection, through the area of the site access point, eight traffic crashes have been reported in the last three years. Four of these involved vehicles being struck by through traffic on Highway 93 when attempting to turn left onto the highway, two involved careless driving/improper passing, one was a rear-end accident in icy conditions, and one was an overturned vehicle with an undocumented cause. Because the site access to US Highway 93 will not allow left-turns out of the driveway, the primary cause of accidents in this area will be avoided.

Approach Inventory

Existing driveway approaches to Highways 93 and 40 in the vicinity of the proposed development were inventoried by location and use. A figure depicting this inventory is presented in **Appendix D**.

Report Summary, Conclusions, and Recommendations

The discussion and analyses contained in this report can be summarized as follows:

- Baur Properties, Inc. proposes to construct a commercial development in the northeast corner of the intersection of US Highway 93 and Montana Highway 40, at the south end of Whitefish, Montana. The proposed development will consist of a 14,200 sf drugstore with drive-through window, a 8,400 sf restaurant, and a 1,800 sf trading post/art gallery.

- Access to the proposed development will be from US Highway 93 and Montana Highway 40. The access to Montana Highway 40 includes a shared access point with the North Valley Hospital.

- In addition to the proposed Baur development, four adjacent developments will add to the traffic on Highways 93 and 40.

- Even with the traffic added by the Baur development and the four adjacent developments, the intersections studied in this report will continue to operate at good levels of service.

- No capacity improvements are required at any of the study intersections.

Appendix A
Traffic Count Data

Manual Traffic Count
Intersection of Highway 93 and US 40
Whitefish, MT

Friday, October 22, 2004
Peak PM Period

		Eastbound				Westbound			Southbound			Northbound			Interval	Hourly	
		RT	TH	LT	RT on Red	RT	TH	LT	RT	TH	LT	RT	TH	LT	Total	Total	
4:00	4:15	0	0	0	n/a	79	0	15	0	136	94	21	88	0	433		
4:15	4:30	0	0	0	n/a	80	0	15	0	123	81	16	127	0	442		
4:30	4:45	0	0	0	26	48	0	18	0	146	97	16	121	2	474		
4:45	5:00	0	0	0	35	46	0	7	0	107	90	22	143	0	450	1799	
5:00	5:15	0	0	0	27	47	0	13	0	144	99	12	128	0	470	1836	
5:15	5:30	0	0	0	14	75	0	17	0	108	85	19	166	0	484	1878	**<--- Peak Hour**
5:30	5:45	0	0	0	26	62	0	9	0	101	83	13	156	0	450	1854	
5:45	6:00	0	0	0	25	77	0	9	0	95	69	18	122	1	416	1820	
Peak Hour Volume 4:30 to 5:30		0	0	0	102	216	0	55	0	505	371	69	558	2			

Manual Traffic Count
Intersection of Highway 93 and US 40
Whitefish, MT

Saturday, October 23, 2004
Peak Saturday Period

		Eastbound				Westbound			Southbound			Northbound			Interval	Hourly	
		RT	TH	LT	RT on Red	RT	TH	LT	RT	TH	LT	RT	TH	LT	Total	Total	
11:00	11:15	0	0	0	41	24	0	9	0	89	74	6	52	0	295		
11:15	11:30	0	0	0	42	19	0	8	0	89	71	2	67	0	298		
11:30	11:45	0	0	0	32	15	0	15	0	102	67	6	88	0	325		
11:45	12:00	0	0	1	29	24	0	14	0	105	70	8	91	0	342	1260	
12:00	12:15	0	0	0	32	16	0	11	0	105	71	12	93	0	340	1305	
12:15	12:30	0	0	0	40	28	0	12	0	79	77	10	85	0	331	1338	
12:30	12:45	0	0	0	38	35	0	12	0	99	54	7	73	0	318	1331	
12:45	13:00	0	0	0	46	31	0	10	0	74	66	9	90	0	326	1315	
13:00	13:15	0	0	0	38	37	0	7	1	111	54	11	82	0	341	1316	
13:15	13:30	1	0	0	36	28	0	10	0	100	62	17	96	0	350	1335	
13:30	13:45	0	0	2	32	26	0	5	0	106	62	8	74	1	316	1333	
13:45	14:00	0	0	0	37	21	0	6	1	107	61	12	101	0	346	1353	**<--- Peak Hour**
Peak Hour Volume 1:00 to 2:00		1	0	2	143	112	0	28	2	424	239	48	353	1			

Appendix B
Capacity Analysis Worksheets

US Highway 93 and Montana Highway 40

HCS2000: Signalized Intersections Release 4.1e

Analyst:
Agency:
Date: 4/15/2005
Period: Peak PM Hour
Project ID: Baur Commercial TIS
E/W St: MT Highway 40

Inter.:
Area Type: All other areas
Jurisd:
Year : 2006 No-Build
N/S St: US Highway 93

SIGNALIZED INTERSECTION SUMMARY

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	1	0	1	0	1	1	2	1	1	2	0
LGConfig		LTR		L		R	L	T	R	L	TR	
Volume	0	0	1	91		365	2	638	105	431	562	0
Lane Width		12.0		12.0		12.0	12.0	12.0	12.0	12.0	12.0	
RTOR Vol			0			102			0			0

Duration 0.25 Area Type: All other areas

Signal Operations

Phase Combination		1	2	3	4			5	6	7	8
EB	Left	A				NB	Left		P		
	Thru	A					Thru		P		
	Right	A					Right		P		
	Peds						Peds				
WB	Left	A				SB	Left	A	P		
	Thru						Thru	P	P		
	Right	A					Right	P	P		
	Peds						Peds				
NB	Right					EB	Right				
SB	Right					WB	Right				
Green		35.0						23.0	45.0		
Yellow		3.6						3.6	5.0		
All Red		1.7						1.4	1.7		

Cycle Length: 120.0 secs

Intersection Performance Summary

Appr/ Lane Grp	Lane Group Capacity	Adj Sat Flow Rate (s)	Ratios v/c	Ratios g/C	Lane Group Delay	Lane Group LOS	Approach Delay	Approach LOS
Eastbound								
LTR	479	1644	0.00	0.29	30.1	C	30.1	C
Westbound								
L	526	1805	0.18	0.29	32.0	C		
							37.1	D
R	457	1568	0.61	0.29	38.9	D		
Northbound								
L	306	815	0.01	0.38	23.5	C		
T	1304	3478	0.52	0.38	30.5	C	29.8	C
R	606	1615	0.18	0.38	25.8	C		
Southbound								
L	529	1752	0.86	0.61	29.4	C		
TR	2116	3478	0.28	0.61	11.4	B	19.2	B

Intersection Delay = 26.0 (sec/veh) Intersection LOS = C

HCS2000: Signalized Intersections Release 4.1e

Analyst:
Agency:
Date: 4/15/2005
Period: Peak Saturday Hour
Project ID: Baur Commercial TIS
E/W St: MT Highway 40

Inter.:
Area Type: All other areas
Jurisd:
Year : 2006 No-Build
N/S St: US Highway 93

SIGNALIZED INTERSECTION SUMMARY

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	1	0	1	0	1	1	2	1	1	2	0
LGConfig		LTR		L		R	L	T	R	L	TR	
Volume	2	0	1	60		298	1	411	76	283	476	2
Lane Width		12.0		12.0		12.0	12.0	12.0	12.0	12.0	12.0	
RTOR Vol			0			143			0			0

Duration 0.25 Area Type: All other areas

Signal Operations

Phase Combination	1	2	3	4	5	6	7	8
EB Left	A				NB Left	P		
Thru	A				Thru	P		
Right	A				Right	P		
Peds					Peds			
WB Left	A				SB Left	A	P	
Thru					Thru	P	P	
Right	A				Right	P	P	
Peds					Peds			
NB Right					EB Right			
SB Right					WB Right			
Green	35.0					20.0	45.0	
Yellow	3.6					3.6	5.0	
All Red	1.7					1.4	1.7	

Cycle Length: 117.0 secs

Intersection Performance Summary

Appr/ Lane Grp	Lane Group Capacity	Adj Sat Flow Rate (s)	Ratios v/c	Ratios g/C	Lane Group Delay	Lane Group LOS	Approach Delay	Approach LOS
Eastbound								
LTR	525	1756	0.01	0.30	28.8	C	28.8	C
Westbound								
L	540	1805	0.12	0.30	29.9	C		
							31.8	C
R	469	1568	0.35	0.30	32.5	C		
Northbound								
L	342	889	0.00	0.38	22.2	C		
T	1338	3478	0.32	0.38	25.9	C	25.6	C
R	621	1615	0.13	0.38	23.7	C		
Southbound								
L	611	1752	0.49	0.60	12.7	B		
TR	2080	3477	0.24	0.60	11.3	B	11.8	B

Intersection Delay = 19.4 (sec/veh) Intersection LOS = B

HCS2000: Signalized Intersections Release 4.1e

Analyst:
Agency:
Date: 4/15/2005
Period: Peak PM Hour
Project ID: Baur Commercial TIS
E/W St: MT Highway 40

Inter.:
Area Type: All other areas
Jurisd:
Year : 2006 Build
N/S St: US Highway 93

SIGNALIZED INTERSECTION SUMMARY

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	1	0	1	0	1	1	2	1	1	2	0
LGConfig		LTR		L		R	L	T	R	L	TR	
Volume	0	0	1	122		375	2	674	105	431	562	0
Lane Width		12.0		12.0		12.0	12.0	12.0	12.0	12.0	12.0	
RTOR Vol			0			102			0			0

Duration 0.25 Area Type: All other areas

Signal Operations

Phase Combination	1	2	3	4	5	6	7	8
EB Left	A				NB Left	P		
Thru	A				Thru	P		
Right	A				Right	P		
Peds					Peds			
WB Left	A				SB Left	A	P	
Thru					Thru	P	P	
Right	A				Right	P	P	
Peds					Peds			
NB Right					EB Right			
SB Right					WB Right			
Green	35.0					23.0	45.0	
Yellow	3.6					3.6	5.0	
All Red	1.7					1.4	1.7	

Cycle Length: 120.0 secs

Intersection Performance Summary

Appr/ Lane Grp	Lane Group Capacity	Adj Sat Flow Rate (s)	Ratios v/c	Ratios g/C	Lane Group Delay	Lane Group LOS	Approach Delay	Approach LOS
Eastbound								
LTR	479	1644	0.00	0.29	30.1	C	30.1	C
Westbound								
L	526	1805	0.24	0.29	32.6	C		
							37.5	D
R	457	1568	0.63	0.29	39.6	D		
Northbound								
L	306	815	0.01	0.38	23.5	C		
T	1304	3478	0.54	0.38	31.1	C	30.3	C
R	606	1615	0.18	0.38	25.8	C		
Southbound								
L	515	1752	0.88	0.61	34.5	C		
TR	2116	3478	0.28	0.61	11.4	B	21.4	C

Intersection Delay = 27.6 (sec/veh) Intersection LOS = C

HCS2000: Signalized Intersections Release 4.1e

Analyst:
Agency:
Date: 4/15/2005
Period: Peak Saturday Hour
Project ID: Baur Commercial TIS
E/W St: MT Highway 40

Inter.:
Area Type: All other areas
Jurisd:
Year : 2006 Build
N/S St: US Highway 93

SIGNALIZED INTERSECTION SUMMARY

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	1	0	1	0	1	1	2	1	1	2	0
LGConfig		LTR		L		R	L	T	R	L	TR	
Volume	2	0	1	97		311	1	461	76	283	476	2
Lane Width		12.0		12.0		12.0	12.0	12.0	12.0	12.0	12.0	
RTOR Vol			0			143			0			0

Duration 0.25 Area Type: All other areas

Signal Operations

Phase Combination	1	2	3	4	5	6	7	8
EB Left	A				NB Left	P		
Thru	A				Thru	P		
Right	A				Right	P		
Peds					Peds			
WB Left	A				SB Left	A	P	
Thru					Thru	P	P	
Right	A				Right	P	P	
Peds					Peds			
NB Right					EB Right			
SB Right					WB Right			
Green	35.0					20.0	45.0	
Yellow	3.6					3.6	5.0	
All Red	1.7					1.4	1.7	

Cycle Length: 117.0 secs

Intersection Performance Summary

Appr/ Lane Grp	Lane Group Capacity	Adj Sat Flow Rate (s)	Ratios v/c	Ratios g/C	Lane Group Delay	Lane Group LOS	Approach Delay	Approach LOS
Eastbound								
LTR	525	1756	0.01	0.30	28.8	C	28.8	C
Westbound								
L	540	1805	0.19	0.30	30.6	C		
							32.1	C
R	469	1568	0.38	0.30	32.9	C		
Northbound								
L	342	889	0.00	0.38	22.2	C		
T	1338	3478	0.36	0.38	26.5	C	26.1	C
R	621	1615	0.13	0.38	23.7	C		
Southbound								
L	585	1752	0.51	0.60	13.0	B		
TR	2080	3477	0.24	0.60	11.3	B	12.0	B

Intersection Delay = 20.2 (sec/veh) Intersection LOS = C

US Highway 93 and Site Driveway 1

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak PM Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Development TIS
East/West Street: Site Driveway 1
North/South Street: US Highway 93
Intersection Orientation: NS Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Northbound			Southbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		1013	35	59	993	
Peak-Hour Factor, PHF		0.95	0.95	0.95	0.95	
Hourly Flow Rate, HFR		1066	36	62	1045	
Percent Heavy Vehicles		--	--	0	--	--
Median Type/Storage	Undivided			/		
RT Channelized?						
Lanes		2	0	1	2	
Configuration		T	TR	L	T	
Upstream Signal?		No			No	

Minor Street: Approach	Westbound			Eastbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume			40			
Peak Hour Factor, PHF			0.95			
Hourly Flow Rate, HFR			42			
Percent Heavy Vehicles			0			
Percent Grade (%)		3			0	
Flared Approach: Exists?/Storage			/			/
Lanes			1			
Configuration			R			

Delay, Queue Length, and Level of Service

Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Config		L			R			
v (vph)		62			42			
C(m) (vph)		641			483			
v/c		0.10			0.09			
95% queue length		0.32			0.28			
Control Delay		11.2			13.2			
LOS		B			B			
Approach Delay				13.2				
Approach LOS				B				

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak Saturday Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Development TIS
East/West Street: Site Driveway 1
North/South Street: US Highway 93
Intersection Orientation: NS Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Northbound			Southbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		724	50	83	762	
Peak-Hour Factor, PHF		0.95	0.95	0.95	0.95	
Hourly Flow Rate, HFR		762	52	87	802	
Percent Heavy Vehicles		--	--	0	--	--
Median Type/Storage	Undivided			/		
RT Channelized?						
Lanes		2	0	1	2	
Configuration		T	TR	L	T	
Upstream Signal?		No			No	

Minor Street: Approach	Westbound			Eastbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume			49			
Peak Hour Factor, PHF			0.95			
Hourly Flow Rate, HFR			51			
Percent Heavy Vehicles			0			
Percent Grade (%)		3			0	
Flared Approach: Exists?/Storage			/			/
Lanes			1			
Configuration			R			

Delay, Queue Length, and Level of Service

Approach	NB	SB	Westbound			Eastbound		
Movement	1	4	7	8	9	10	11	12
Lane Config		L			R			
v (vph)		87			51			
C(m) (vph)		822			599			
v/c		0.11			0.09			
95% queue length		0.35			0.28			
Control Delay		9.9			11.6			
LOS		A			B			
Approach Delay				11.6				
Approach LOS				B				

Montana Highway 40 and Site Driveway 2

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak PM Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Commercial TIS
East/West Street: Montana Highway 40
North/South Street: Site Driveway 2
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		536			456	24
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		564			480	25
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume						40
Peak Hour Factor, PHF						0.95
Hourly Flow Rate, HFR						42
Percent Heavy Vehicles						0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			/
Lanes					1	
Configuration						R

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config								R
v (vph)								42
C(m) (vph)								581
v/c								0.07
95% queue length								0.23
Control Delay								11.7
LOS								B
Approach Delay							11.7	
Approach LOS							B	

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak Saturday Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Commercial TIS
East/West Street: Montana Highway 40
North/South Street: Site Driveway 2
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		359			359	33
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		377			377	34
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume						49
Peak Hour Factor, PHF						0.95
Hourly Flow Rate, HFR						51
Percent Heavy Vehicles						0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			/
Lanes					1	
Configuration						R

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config								R
v (vph)								51
C(m) (vph)								659
v/c								0.08
95% queue length								0.25
Control Delay								10.9
LOS								B
Approach Delay							10.9	
Approach LOS							B	

South Hospital Access (Site Driveway 3) and Montana Highway 40

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak PM Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 No-Build
Project ID: Baur Development TIS
East/West Street: Montana Highway 40
North/South Street: Hospital Access (Site Drive 3)
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		536			441	21
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		564			464	22
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume				50		15
Peak Hour Factor, PHF				0.95		0.95
Hourly Flow Rate, HFR				52		15
Percent Heavy Vehicles				0		0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			No /
Lanes				0		0
Configuration					LR	

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config							LR	
v (vph)							67	
C(m) (vph)							294	
v/c							0.23	
95% queue length							0.86	
Control Delay							20.8	
LOS							C	
Approach Delay							20.8	
Approach LOS							C	

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak Saturday Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 No-Build
Project ID: Baur Development TIS
East/West Street: Montana Highway 40
North/South Street: Hospital Access (Site Drive 3)
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		359			349	31
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		377			367	32
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume				31		9
Peak Hour Factor, PHF				0.95		0.95
Hourly Flow Rate, HFR				32		9
Percent Heavy Vehicles				0		0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			No /
Lanes				0		0
Configuration					LR	

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config							LR	
v (vph)							41	
C(m) (vph)							416	
v/c							0.10	
95% queue length							0.33	
Control Delay							14.6	
LOS							B	
Approach Delay							14.6	
Approach LOS							B	

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak PM Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Development TIS
East/West Street: Montana Highway 40
North/South Street: Hospital Access (Site Drive 3)
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		536			465	21
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		564			489	22
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume				70		15
Peak Hour Factor, PHF				0.95		0.95
Hourly Flow Rate, HFR				73		15
Percent Heavy Vehicles				0		0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			No /
Lanes				0		0
Configuration					LR	

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config							LR	
v (vph)							88	
C(m) (vph)							276	
v/c							0.32	
95% queue length							1.33	
Control Delay							24.0	
LOS							C	
Approach Delay							24.0	
Approach LOS							C	

HCS2000: Unsignalized Intersections Release 4.1d

TWO-WAY STOP CONTROL SUMMARY

Analyst:
Agency/Co.:
Date Performed: 4/15/2005
Analysis Time Period: Peak Saturday Hour
Intersection:
Jurisdiction:
Units: U. S. Customary
Analysis Year: 2006 Build
Project ID: Baur Development TIS
East/West Street: Montana Highway 40
North/South Street: Hospital Access (Site Drive 3)
Intersection Orientation: EW Study period (hrs): 0.25

Vehicle Volumes and Adjustments

Major Street: Approach	Eastbound			Westbound		
Movement	1	2	3	4	5	6
	L	T	R	L	T	R
Volume		359			382	31
Peak-Hour Factor, PHF		0.95			0.95	0.95
Hourly Flow Rate, HFR		377			402	32
Percent Heavy Vehicles		--	--		--	--
Median Type/Storage	Undivided		/			
RT Channelized?						
Lanes		1			1	0
Configuration		T				TR
Upstream Signal?		No			No	

Minor Street: Approach	Northbound			Southbound		
Movement	7	8	9	10	11	12
	L	T	R	L	T	R
Volume				56		9
Peak Hour Factor, PHF				0.95		0.95
Hourly Flow Rate, HFR				58		9
Percent Heavy Vehicles				0		0
Percent Grade (%)		0			3	
Flared Approach: Exists?/Storage			/			No /
Lanes				0		0
Configuration					LR	

Delay, Queue Length, and Level of Service

Approach	EB	WB	Northbound			Southbound		
Movement	1	4	7	8	9	10	11	12
Lane Config							LR	
v (vph)							67	
C(m) (vph)							381	
v/c							0.18	
95% queue length							0.63	
Control Delay							16.5	
LOS							C	
Approach Delay							16.5	
Approach LOS							C	

Appendix C
Level of Service Definitions

Unsignalized Intersection Level of Service Defined

Level Of Service (LOS) for unsignalized (two-way-stop-controlled) intersections is determined by the control delay experienced by drivers on each minor approach. Minor movements are those entering from or exiting onto the stop-controlled side street(s). LOS is not defined for the intersection as a whole, but rather for each minor movement individually.

The delay value used in determining LOS is known as "control delay." Control delay is defined as the total delay experienced by a driver and includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. The delay a vehicle experiences is a function of the capacity of the approach and the degree of saturation on the uncontrolled (un-stopped) roadway (i.e. the number of acceptable gaps in the passing traffic stream).

LOS values range from A to F. The delay range for each LOS value is as shown in the following table.

Level of Service Criteria for Two-Way-Stop-Controlled Intersections

Level of Service	Average Control Delay (seconds/vehicle)
A	0 – 10
B	>10 – 15
C	>15 – 25
D	>25 – 35
E	>35 – 50
F	>50

Source: Transportation Research Board, *Highway Capacity Manual*, Special Report No. 209, 2000.

Signalized Intersection Level of Service Defined

Level Of Service (LOS) for signalized intersections is determined by the control delay experienced by drivers and is calculated for each movement, for each approach, and for the intersection as a whole.

The delay value used in determining LOS is known as "control delay." Control delay is defined as the total delay experienced by a driver and includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay. The delay a vehicle experiences is a function of the capacity of the approach, the volume of traffic, and the signal timing.

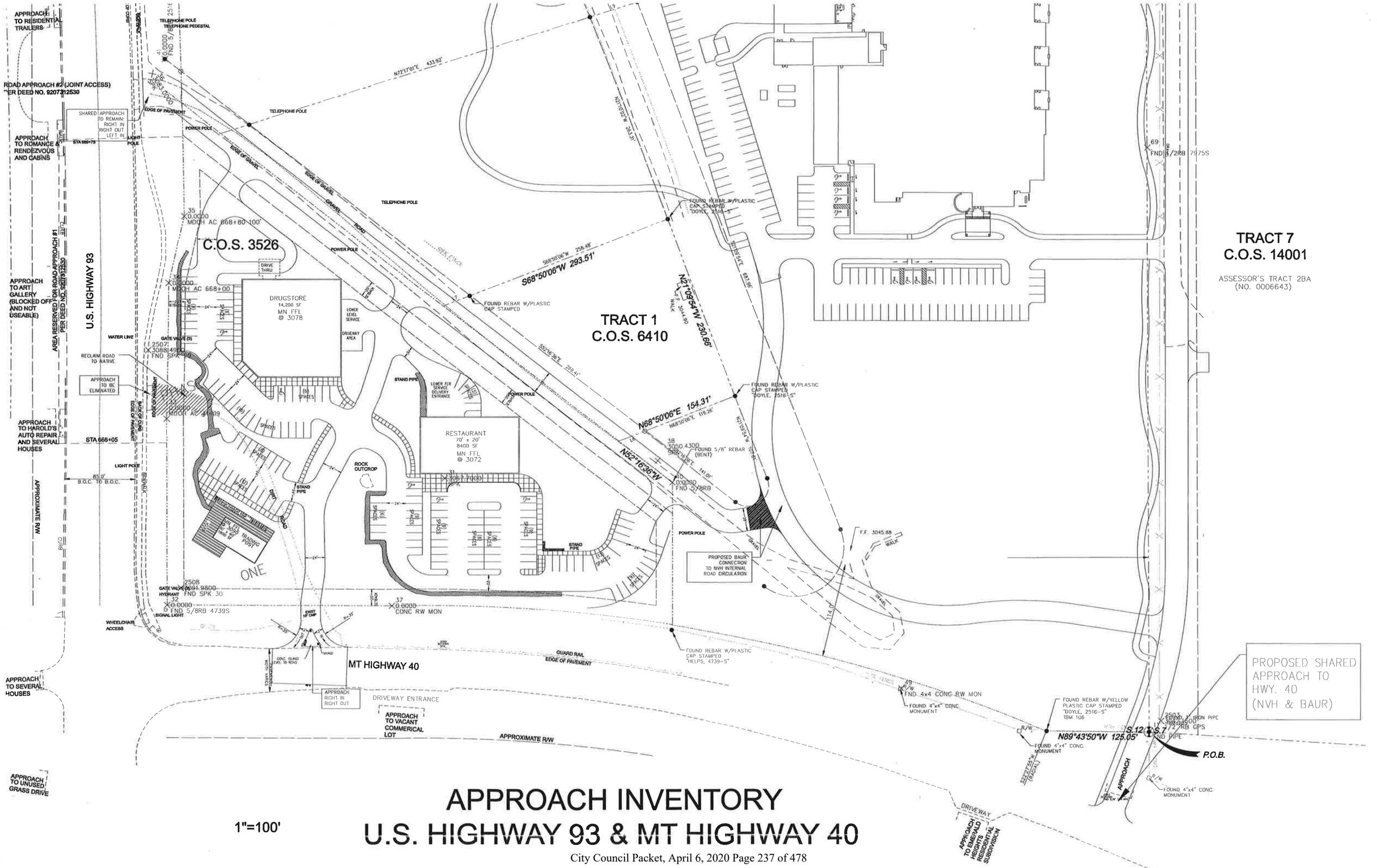
LOS values range from A to F. The delay range for each LOS value is as shown in the following table.

Level of Service Criteria for Signalized Intersections

Level of Service	Average Control Delay (seconds/vehicle)
A	0 – 10
B	>10 – 20
C	>20 – 35
D	>35 – 55
E	>55 – 80
F	>80

Source: Transportation Research Board, *Highway Capacity Manual*, Special Report No. 209, 2000.

Appendix D
Approach Inventory



APPROACH INVENTORY
U.S. HIGHWAY 93 & MT HIGHWAY 40

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PLANNING & BUILDING DEPARTMENT
418 E 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

March 31, 2020

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

RE: Courtney Guesthouse at 535 Colorado Avenue (WCUP 20-04)

Honorable Mayor and Council:

Summary of Requested Action: Joseph & Jill Courtney are requesting a Conditional Use Permit to construct a guesthouse at 535 Colorado Avenue. The site is developed with a single-family home and an existing garage to be removed as part of this project. The property is zoned WR-2 (Two-Family Residential District) and the Whitefish Growth Policy designates this property as 'Urban'.

Planning & Building Department Recommendation: Staff recommended approval of the Conditional Use Permit application subject to six conditions set forth in the attached staff report.

Public Hearing: The applicant attended the hearing via conference call. No other members of the public spoke at the public hearing on March 19, 2020. The draft minutes for this item are attached as part of this packet.

Planning Board Action: The Whitefish Planning Board met on March 19, 2020 and considered the request. Following the hearing, the Planning Board unanimously approved the request. In making their decision, the Planning Board adopted staff report WCUP 20-04 with Findings of Fact and recommended Conditions of Approval.

Planning Department Recommendation: The Planning Department continues to recommend approval of the project subject to the findings of fact in the staff report and conditions outlined in Attachment 'A'.

Proposed Motion:

- I move to approve WCUP 20-04, the Findings of Fact in the staff report and the eight conditions of approval, as recommended by the Whitefish Planning Board on March 19, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on April 6, 2020. Should Council have questions or need further information on this matter, please contact the Planning Board or the Planning & Building Department.

Respectfully,

Wendy Compton-Ring, AICP
Senior Planner

Att: Exhibit A: Planning Board Recommended Conditions of Approval
Draft Minutes, Planning Board Meeting, 3-19-20

Exhibits from 3-19-20 Staff Packet

1. Staff Report – WCUP 20-04, 3-12-20
2. Adjacent Landowner Notice, 2-27-20
3. Advisory Agency Notice, 2-28-20

The following was submitted by the applicant:

4. Application for Conditional Use Permit, 2-3-20

c: w/att Michelle Howke, City Clerk

c: w/o att Joseph & Jill Courtney, 535 Colorado Avenue Whitefish, MT 59937

Exhibit A
Courtney
Conditional Use Permit WCUP 20-04
Whitefish Planning Board
Recommended Conditions of Approval
March 19, 2020

1. The project must be in compliance with the site plan submitted on February 3, 2020, except as amended by these conditions. Minor deviations from the plans require review pursuant to §11-7-8E(8) and major deviations from the plans require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. One off-street parking space must be designated for the guesthouse and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))

3. All driveways and parking areas must be paved. (§11-6-3-1(D)(2))

4. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))

5. Prior to construction of the primary residence, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the guesthouse may not be used for rental purposes or as a permanent residence for anyone employed in a home occupation on the subject property. (§11-3-12(F))

6. The conditional use permit is valid for 18 months and shall terminate unless commencement of the authorized activity has begun. (§11-7-8)

BIERENS CONDITIONAL USE PERMIT REQUEST *6:06 pm*	with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-02 (Compton-Ring)	Senior Planner Compton-Ring reviewed her staff report and findings. As of the writing of WCUP 20-02, one comment received after packet completed and read into the record tonight. Staff recommended adoption of the findings of fact within staff report WCUP 20-02 and for **approval** of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	John Middleton asked about Condition #2 and staff responded that the footprint of the building exceeds 600 square feet due to the exterior stairway requiring the primary setback requirements; however, the apartment does meets the maximum square footage.
APPLICANT / AGENCIES	Decided not to attend but plans to be at Council
PUBLIC COMMENT	Chair Qunell opened the public hearing. Senior Planner Compton-Ring read an email from the Kohnstamms into the record. There being no further comments, Chair Qunell closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	John Ellis moved and Toby Scott seconded to adopt the findings of fact within staff report WCUP 20-02, with the eight (8) conditions of approval, as proposed by City Staff.
VOTE	**The motion passed unanimously.** The matter is scheduled to go before the Council on April 6, 2020.
PUBLIC HEARING 2: COURTNEY CONDITIONAL USE PERMIT REQUEST *6:11 pm*	A request by Joseph and Jill Courtney for a Conditional Use Permit to construct a guest house. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County.

DRAFT

STAFF REPORT WCUP 20-04 (Compton-Ring)	Senior Planner Compton-Ring reviewed her staff report and findings. As of the writing of WCUP 20-04, no public comments had been received. Staff recommended adoption of the findings of fact within staff report WCUP 20-04 and for **approval** of the conditional use permit to the Whitefish City Council.
BOARD QUESTIONS OF STAFF	John Ellis asked about the zoning and why this a guesthouse vs accessory apartment; Wendy discussed the zoning differences between a guesthouse and accessory apartment.
APPLICANT / AGENCIES	
PUBLIC COMMENT	Chair Qunell opened the public hearing. Jill Courtney on the phone; 533 Colorado Ave; thanks for experimenting with this and working quite well. Nothing more to add from staff report. There being no further comments, Chair Qunell closed the public hearing and turned the matter over to the Planning Board for consideration.
MOTION / BOARD DISCUSSION	John Ellis moved and Scott Freudenberger seconded to adopt the findings of fact within staff report WCUP 20-04, with the six (6) conditions of approval, as proposed by City Staff.
VOTE	**The motion passed unanimously.** The matter is scheduled to go before the Council on April 6, 2020.
PUBLIC HEARING 3: BAUR FAMILY CONDITIONAL USE PERMIT REQUEST *6:17 pm*	A request by Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects for a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6405 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County.
STAFF REPORT WCUP 20-01	Planner Minnich reviewed her staff report and findings. As of the writing of WCUP 20-01, three letters received (one in the packet and

DRAFT

COURTNEY
CONDITIONAL USE PERMIT
WCUP 20-04
MARCH 12, 2020

This is a report to the Whitefish Planning Board and the Whitefish City Council regarding a request for a conditional use permit to allow a guesthouse at 535 Colorado Avenue. This application has been scheduled before the Whitefish Planning Board for a public hearing on Thursday, March 19, 2020. A recommendation will be forwarded to the City Council for a subsequent public hearing and final action on April 20, 2020.

PROJECT SCOPE

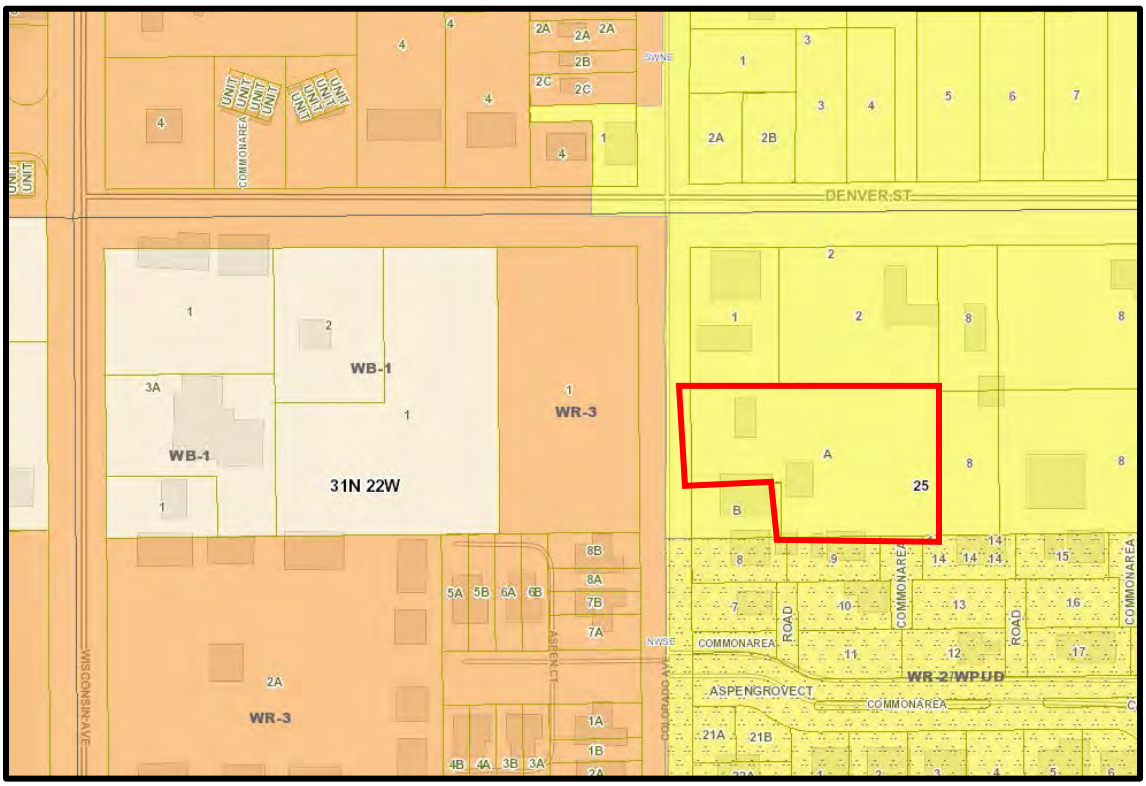
The applicant is requesting a conditional use permit to construct a new three stall garage with a second story guesthouse. The existing garage in this location will be removed to accommodate the new garage and guesthouse. The proposed building has a footprint of approximately 1,200 square feet. The structure complies with all setback requirements and lot coverage requirements. The property is accessed from Colorado Avenue, a publicly maintained road.

A. **OWNER:**

Joseph & Jill Courtney
535 Colorado Avenue
Whitefish, MT 59937

B. **SIZE AND LOCATION OF PROPERTY:**

The subject property is approximately 0.98 acres. It is located at 535 Colorado Avenue and can be described as Lot A of Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County, Montana.



C. **EXISTING LAND USE:**
The subject property is currently developed with a single-family residence.

D. **ADJACENT LAND USES AND ZONING:**

North:	Residential	WR-2
West:	Undeveloped (approved subdivision)	WR-3
South:	Residential	WR-2/WPUD
East:	Residential	WR-2

E. **ZONING DISTRICT:**
The property is zoned WR-2, Two-Family Residential District. The purpose of this district is intended for residential purposes to provide for one-family and two-family homes in an urban setting connected to all Municipal utilities and services.

F. **WHITEFISH CITY-COUNTY GROWTH POLICY DESIGNATION:**
The Growth Policy designation for this area is 'Urban' which corresponds to the WR-2.

> This is generally a residential designation that defines the traditional neighborhoods near downtown Whitefish, but it has also been applied to a second tier of neighborhoods both east of the river and in the State Park Road area. Residential unit types are mostly one and two-family, but town homes and lower density apartments and condominiums are also acceptable in appropriate locations using the PUD. Densities generally range from 2 to 12 units per acre. Limited neighborhood commercial located along arterial or collector streets are also included in this designation. Zoning includes WLR, WR-1, and WR-2.

G. **UTILITIES:**

Sewer:	City of Whitefish
Water:	City of Whitefish
Solid Waste:	Republic Services
Electric:	Flathead Electric Co-op

Natural Gas:	Northwestern Energy
Phone:	CenturyLink
Police:	City of Whitefish
Fire:	Whitefish Fire Department

H. **PUBLIC COMMENTS:**

A notice was mailed to adjacent landowners within 300-feet of the subject parcel on February 26, 2020. A sign was posted on the property on February 25, 2020. A notice was emailed to advisory agencies on February 28, 2020. A notice of the public hearing was published in the *Whitefish Pilot* on March 4, 2020. As of the writing of this staff report, no comments have been received on the proposed project.

REVIEW AND FINDINGS OF FACT

This application is evaluated based on the "criteria required for consideration of a Conditional Use Permit," per Section 11-7-8(J) of the Whitefish Zoning Regulations.

1. Growth Policy Compliance:

Finding 1: The proposed use is compliant with the Growth Policy Designation of Urban because the property is zoned WR-2 and the proposal is for a guesthouse in association with a single-family residence.

2. Compliance with regulations. The proposal is consistent with the purpose, intent, and applicable provisions of these regulations.

The property is zoned WR-2, Two-Family Residential District. The development proposal is consistent with the purpose and intent of the applicable regulations.

Setbacks:

Accessory structures with a footprint greater than 600 square feet are required to meet the primary zoning setbacks. The primary WR-2 side yard setbacks are 10-feet. This standard is being met and will be confirmed at the time of building permit.

Parking:

The zoning requires two spaces for the single-family home and one space for the guesthouse (less than 1,200 square feet). There is adequate space on the property to meet these requirements and this will be confirmed at the time of building permit.

Height:

The maximum height for an accessory building is 24-feet and it appears this standard is being met. It will be confirmed at the time of building permit.

Lot Coverage:

Lot coverage in the WR-2 is 40% and it appears this standard is being met. It will be confirmed at the time of building permit.

Guesthouse Standards:

The subject property for the proposed guesthouse complies with both the minimum lot size and lot width requirements of the WR-2 zoning. The structure is detached and accessory to a single-family home.

Finding 2: The proposed use complies with the WR-2 zoning district because it conforms to the development standards outlined in the zoning and §11-3-12 of the Whitefish Zoning Regulations regarding guesthouses.

3. Site Suitability. The site must be suitable for the proposed use or development, including:

Adequate usable land area: The subject parcel is approximately 0.98 acres in size. The maximum permitted lot coverage in this zoning district is 40%. All setbacks and lot coverage requirements can be met and will be confirmed at the time of building permit approval.

Access that meets the standards set forth in these regulations, including emergency access: The guesthouse will be accessed from a private driveway onto Colorado Avenue, which is a public street. There is adequate access to the property from the adjacent street.

Absence of environmental constraints that would render the site inappropriate for the proposed use or development, including, but not necessarily limited to floodplains, slope, wetlands, riparian buffers/setbacks, or geological hazards: The proposed development is not located within the 100-year floodplain. Additionally, there are no wetlands, riparian zones, or geological hazards on or near the subject property.

Finding 3: The subject property is suitable for the proposed guesthouse because the proposal complies with the minimum lot size, minimum lot coverage, and required setbacks; access to the proposed structure will be from an existing driveway; and there are no environmental constraints on the property to limit development.

4. Quality and Functionality. The site plan for the proposed use or development has effectively dealt with the following design issues as applicable.

Parking locations and layout: Section 11-6-2(A) of the Whitefish Zoning Regulations requires two (2) parking spaces per single family dwelling unit and §11-3-12(E) requires one (1) off-street space be provided for the guesthouse as the total floor area is 1,200 square feet. The proposed lot provides adequate space to accommodate all parking needs on-site. Additionally, the first 80-feet of driveways are required to be paved.

Traffic Circulation: The proposed use should not impact traffic circulation on the existing road.

Open space: The submitted site plan appears to have adequate open space.

Fencing/Screening: Fencing and screening are not required by the zoning regulations.

Landscaping: Section 11-4-1 of the Whitefish Zoning Regulations exempts single-family dwellings from the landscaping requirements; therefore, no landscape plan is required.

Signage: No signage is proposed for the guesthouse.

Undergrounding of new and existing utilities: Any new utilities will be required to be installed underground.

Finding 4: The quality and functionality of the proposed development is adequate because the applicant can meet the required number of parking spaces on-site, the proposed use will not impact existing traffic circulation, no signage is proposed for the guesthouse, and all new utilities will be undergrounded.

5. Availability and Adequacy of Public Services and Facilities.

Sewer and water: The subject property is served by municipal water and sewer. Water and sewer service will be reviewed by the Public Works Department at the time of building permit.

Storm Water Drainage: The storm water drainage will be reviewed by the City Public Works Department at the time a building permit application has been submitted. If the total impervious surface exceeds 10,000 square feet (existing and new), an engineered stormwater plan will be required to be reviewed and approved.

Fire Protection: The Whitefish Fire Department serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon fire services.

Police: The Whitefish Police Department serves the site and response times and access are adequate. The proposed use is not expected to have significant impacts upon police services.

Streets: The subject property is located adjacent to Colorado Avenue, a public street. The guesthouse will access Colorado Avenue from the existing driveway.

Finding 5: The subject property appears to have adequate availability of public services because the property is served by municipal water and sewer, is within the jurisdiction of the Whitefish Fire Department and the Whitefish Police Department and can be accessed from Colorado Avenue, a public street.

6. Neighborhood/Community Impact:

Traffic Generation: Traffic impacts are anticipated to be minimal as the subject property will include a single-family residence and is located within an existing neighborhood with similar uses. The guesthouse should not result in a significant impact to traffic on Colorado Avenue or surrounding roadways.

Noise or Vibration: No additional noise or vibration is anticipated to be generated from the proposed use. Any additional noises or vibrations would be associated with construction and are not anticipated to be permanent impacts.

Dust, Smoke, Glare, or Heat: No impact is anticipated beyond what would be expected from the residential use currently onsite. Any unpaved driveway or parking areas must be paved as required in §11-6-3-1(D)(2).

Smoke, Fumes, Gas, and Odor: No impact is anticipated with regard to smoke, fumes, gas or odors.

Hours of Operation: There are no hours of operation anticipated with this use beyond those that would be typical for a residential property.

Finding 6: The proposed development is not anticipated to have a negative neighborhood impact because the guesthouse will not increase traffic generation on surrounding streets, there will be no noise or vibration beyond associated construction disturbance, no fumes or other odors are anticipated, and there will be no hours of operation for the residential use.

7. Neighborhood/Community Compatibility:

Structural Bulk and Massing: The proposed guesthouse meets the lot coverage and height standards of the zoning. There is no limit to total floor area of the guest house, but the size must be accessory to a single-family dwelling. This will reduce the overall mass of the structure.

Scale: The existing structure complies with the primary structure setbacks as the footprint is larger than 600 square feet in size. This will allow for adequate open space within the subject property to maintain the character and scale of the neighborhood.

Context of Existing Neighborhood: The existing neighborhood is primarily single-family residential. The proposed use is not expected to impact or change the character of the existing neighborhood. The proposed use is consistent with the existing zoning and the structures already constructed within the neighborhood.

Density: The design of the proposed structure is similar to other buildings in the area. The density is not out of character with the area as the property is located in a single-family residential zone.

Community Character: The proposed use is similar to the immediate neighborhood integrity, which is comprised of single-family dwellings, as the guesthouse will be utilized as an accessory use.

Finding 7: The proposed guesthouse is compatible with the surrounding neighborhood because the use is similar to existing uses in the neighborhood, and it will be utilized as an accessory use to a primary residence.

RECOMMENDATION

It is recommended that the Whitefish Planning Board adopt the findings of fact within staff report WCUP 20-04 and this conditional use permit be recommended for **approval** to the Whitefish City Council subject to the following conditions:

1. The project must be in compliance with the site plan submitted on February 3, 2020, except as amended by these conditions. Minor deviations from the plans require review pursuant to §11-7-8E(8) and major deviations from the plans require review pursuant to §11-7-8. The applicant must maintain and demonstrate continued compliance with all adopted City Codes and Ordinances.

2. One off-street parking space must be designated for the guesthouse and two off-street parking spaces must be designated for the primary residence. (§11-3-1(D))

3. All driveways and parking areas must be paved. (§11-6-3-1(D)(2))

4. All stormwater generated by the proposal must be retained on-site. (§11-3-2(C))

5. Prior to construction of the primary residence, the property owner must provide the City a recorded copy of either a deed restriction or a restrictive covenant that the guesthouse may not be used for rental purposes or as a permanent residence for anyone employed in a home occupation on the subject property. (§11-3-12(F))

6. The conditional use permit is valid for 18 months and shall terminate unless commencement of the authorized activity has begun. (§11-7-8)

Planning & Building Department
PO Box 158
418 E 2nd Street
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Public Notice of Proposed Land Use Action

The City of Whitefish would like to inform you that Joseph and Jill Courtney are requesting a Conditional Use Permit to construct a guest house. The property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County.

You are welcome to provide comments on the project. Comments can be in written or email format. The Whitefish Planning Board will hold a public hearing for the proposed project request on:

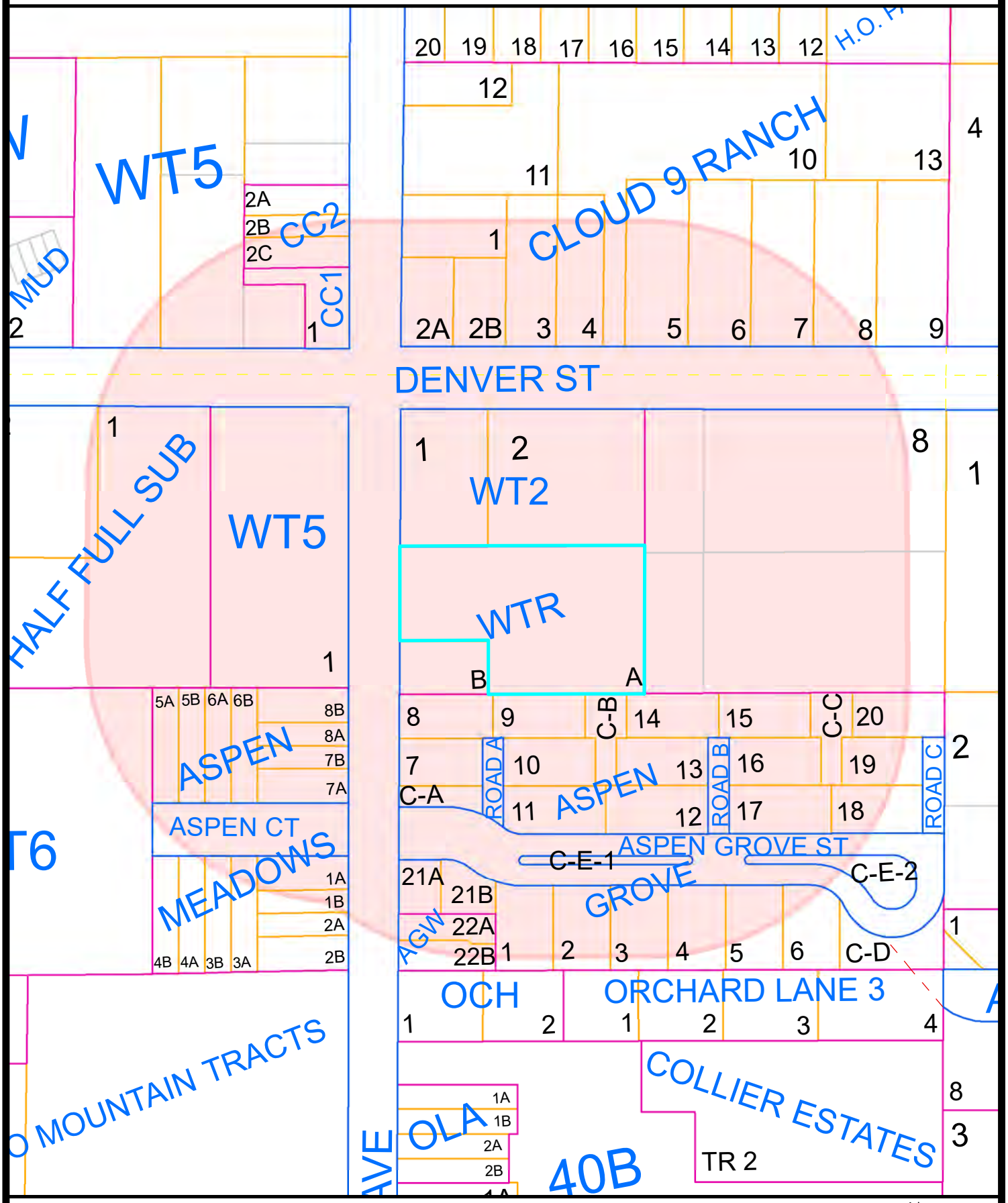
Thursday, March 19, 2020
6:00 p.m.
Whitefish City Council Chambers, City Hall
418 E 2nd Street, Whitefish MT 59937

The Whitefish Planning Board will make a recommendation to the City Council, who will then hold a public hearing and take final action on **Monday, April 20, 2020** at 7:10 p.m., also in the Whitefish City Council Chambers.

On the back of this flyer is a site plan of the project. Additional information on this proposal can be obtained at the Whitefish Planning Department located at 418 E 2nd Street. The public is encouraged to comment on the above proposal and attend the hearing. Please send comments to the Whitefish Planning Department, PO Box 158, Whitefish, MT 59937, or by phone (406) 863-2410, fax (406) 863-2409 or email at *wcompton-ring@cityofwhitefish.org*. Comments received by the close of business on March 9, 2020, will be included in the packets to Board members. Comments received after the deadline will be summarized to Board members at the public hearing.

WFSH TSTE CO 5 AC TR NO 2 LA IN S25 T30N R22W PMM

300 FOOT OWNERSHIP



FLATHEAD COUNTY GIS

Date: 2/7/2020
Project: 300 Foot Buffer

The areas depicted on this map are for illustrative purposes only and do not necessarily meet mapping, surveying, or engineering standards. Deriving conclusions from this map is done at the user's risk.

PLANNING & BUILDING DEPARTMENT
PO Box 158
418 E Second
Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

Date: February 28, 2020

To: Advisory Agencies & Interested Parties

From: Whitefish Planning & Building Department

The regular meeting of the Whitefish Planning Board will be held on Thursday, March 19, 2020 at 6:00 pm in the Whitefish City Council Chambers at **418 E Second Street**. During the meeting, the Board will hold a public hearing on the items listed below. Upon receipt of the recommendation from the Planning Board, the Whitefish City Council will hold a subsequent public hearing for item 1 on April 6, 2020 and items 2-4 on April 20, 2020. City Council meetings start at 7:10 pm at **418 E Second Street** in the Whitefish City Council Chambers on the second floor.

1. A request by Montana Commerce, LLC on behalf of Baur Family Partnership LP, with technical assistance from CWG Architects for a Conditional Use Permit to construct a gas station and convenience store at the northeast corner of Highway 40 and Highway 93 South. The property is currently vacant and is zoned WB-2 (Secondary Business District). The property is located at 6405 Highway 93 S and can be legally described as Tracts 5N and 5IA in S12, T30N, R22W, P.M.M., Flathead County. (WCUP 20-01) Minnich

2. A request by Mireille Bierens for a conditional use permit to construct an accessory apartment. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 553 Park Avenue and can be legally described as Lot 4, Block 8 Park Addition in S31, T31N, R21W, P.M.M., Flathead County. (WCUP 20-02) Compton-Ring

3. A request by Joseph and Jill Courtney for a conditional use permit to construct a guest house. The subject property is currently developed with a single-family home and is zoned WR-2 (Two-Family Residential District). The property is located at 535 Colorado Avenue and can be legally described as Lot A Whitefish Townsite Company 5 Acre Tracts in S25, T31N, R22W, P.M.M., Flathead County. (WCUP 20-04) Compton-Ring

4. A request by Michael Lancaster, on behalf of Triple S Land Group, LLC, for a Conditional Use Permit to construct a four-bedroom home to be leased to Chrysalis as a state licensed Type 1 Community Residential Facility for school age girls. The property is zoned WR-2 (Two-family Residential District) and located at 760 Salmon Run, legally described as Lot 4 of SWO in S26, T31N, R22W P.M.M., Flathead County (WCUP 20-03) Taylor

Documents pertaining to these agenda items are available for review at the Whitefish Planning & Building Department, 418 E Second Street, during regular business hours, and the application and site plans are available **HERE**. The full application packets along with public comments and staff report will be available on the City's webpage: www.cityofwhitefish.org under Planning Board six days prior to the Planning Board public hearing date noted above. Inquiries are welcomed. Interested parties are invited to attend the meeting and make known their views and concerns. Comments in writing may be forwarded to the Whitefish Planning & Building Department at the above address prior to the hearing or via email: *dtaylor@cityofwhitefish.org*. For questions or further information regarding these proposals, phone 406-863-2410.

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

File #: _____
Date: _____
Intake Staff: _____
Check #: _____
Amount: _____
Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED $ $1,065.00
(see current fee schedule)

INSTRUCTIONS:

☐ A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____

☐ Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.

☐ The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.

☐ After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: Courtney Garage/Guesthouse

Street Address: 535 Colorado Ave, Whitefish, MT 59937

Assessor's Tract No.(s) 0306500 Lot No(s) A

Block # 5 Subdivision Name Whitefish Townsite Company's 5 Acre Tracts No. 2

Section 25 Township T. 31 N. Range R. 22 W.

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

Joseph Courtney Jill Courtney — 2/3/2020
Owner's Signature** — Date

Joseph Courtney Jill Courtney
Print Name

Joseph Courtney Jill Courtney — 2/3/2020
Applicant's Signature — Date

Joseph Courtney Jill Courtney
Print Name

_____ — _____
Representative's Signature — Date

_____
Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

City of Whitefish
Planning & Building Dept
418 E 2nd St | PO Box 158
Whitefish, MT 59937
Phone: 406-863-2460
Fax: 406-863-2419

File #: _____
Date: _____
Intake Staff: _____
Check #: _____
Amount: _____
Date Complete: _____

CONDITIONAL USE PERMIT

FEE ATTACHED $ _____
(see current fee schedule)

INSTRUCTIONS:

☐ A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____

☐ Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.

☐ The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.

☐ After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Name: _____

Street Address: _____

Assessor's Tract No.(s)_____ Lot No(s)_____
Block # _____ Subdivision Name _____
Section _____ Township _____ Range_____

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

_____ _____
Owner's Signature** Date

_____
Print Name

_____ _____
Applicant's Signature Date

_____
Print Name

_____ _____
Representative's Signature Date

_____
Print Name

**May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

B. APPLICATION CONTENTS:

Attached	ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
☐	Eight (8) copies of the Conditional Use Permit Application
☐	Eight (8) copies of the written description of how the project meets the criteria in Section E
☐	Eight (8) copies of the Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
☐	Housing Mitigation Plan (unless exempt)
☐	Where new buildings or additions are proposed, building sketches and elevations must be submitted
☐	Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
☐	If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental**
☐	If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
☐	Electronic version of entire application (i.e. pdf)
☐	Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

C. OWNER/APPLICANT INFORMATION

OWNER(S) OF RECORD:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

APPLICANT (if different than above):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

OTHER TECHNICAL/PROFESSIONAL:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

D. DESCRIBE PROPOSED USE:

ZONING DISTRICT: _____

E. FINDINGS: The following criteria form the basis for approval or denial of the Conditional Use Permit. The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.

2. Describe how the proposal is consistent with the purpose, intent and applicable provisions of the regulations.

3. How is the property location suitable for the proposed use? Is there adequate usable land area? Does the access, including emergency vehicle access, meet the current standards? Are environmentally sensitive areas present on the property that would render the site inappropriate for the proposed use?

4. How are the following design issues addressed on the site plan?
    a. Parking locations and layout
    b. Traffic circulation
    c. Open space
    d. Fencing/screening
    e. Landscaping
    f. Signage
    g. Undergrounding of new utilities
    h. Undergrounding of existing utilities

5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
    a. Sewer
    b. Water
    c. Stormwater
    d. Fire Protection
    e. Police Protection
    f. Street (public or private)
    g. Parks (residential only)
    h. Sidewalks
    i. Bike/pedestrian ways – including connectivity to existing and proposed developments

6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
    a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
    b. Noise, vibration, dust, glare, heat, smoke, fumes, odors

7. What are the proposed hours of operation?

8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:
   a. Structural bulk and massing
   b. Scale
   c. Context of existing neighborhood
   d. Density
   e. Community Character

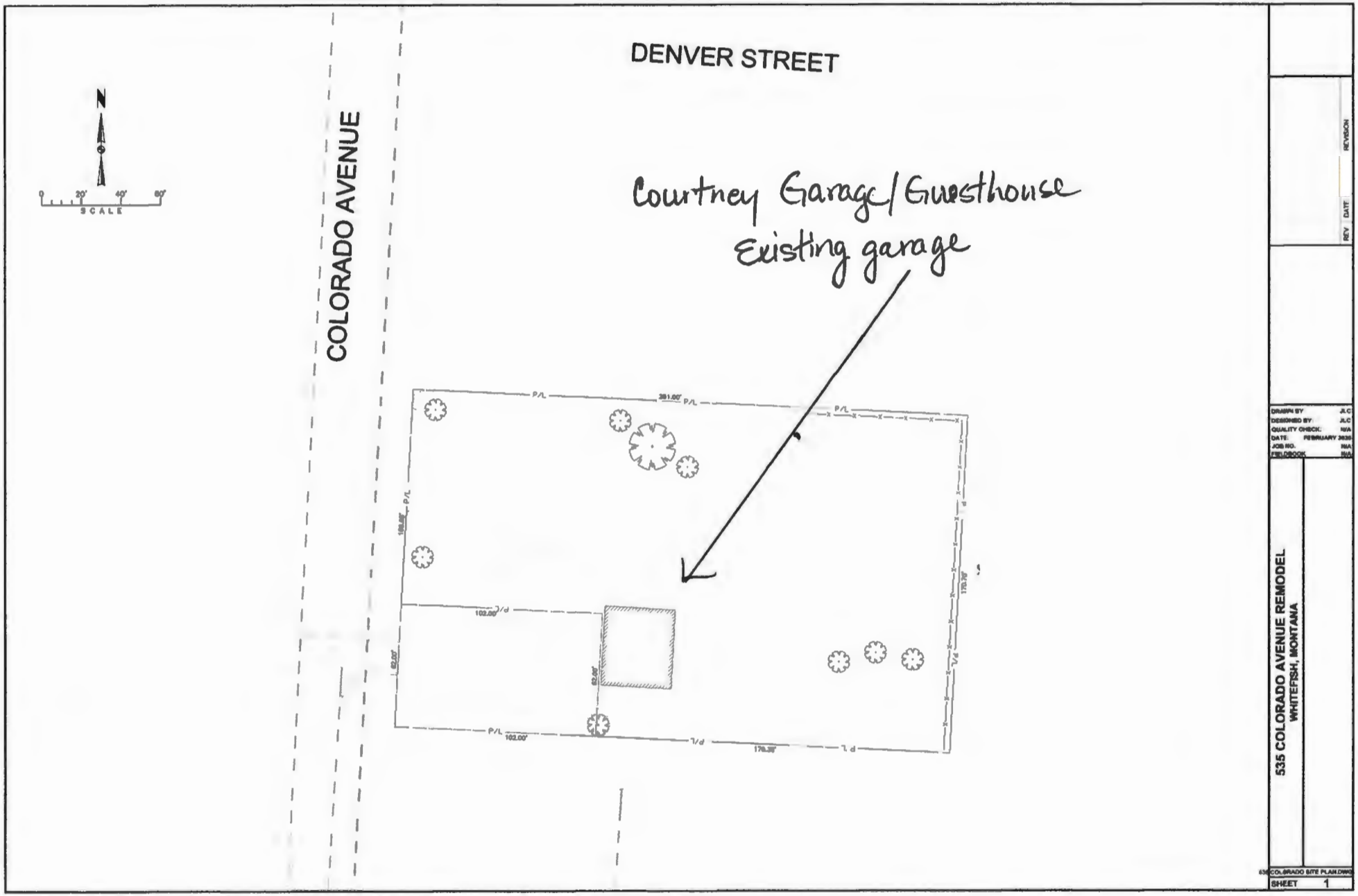
Courtney Garage/Guesthouse

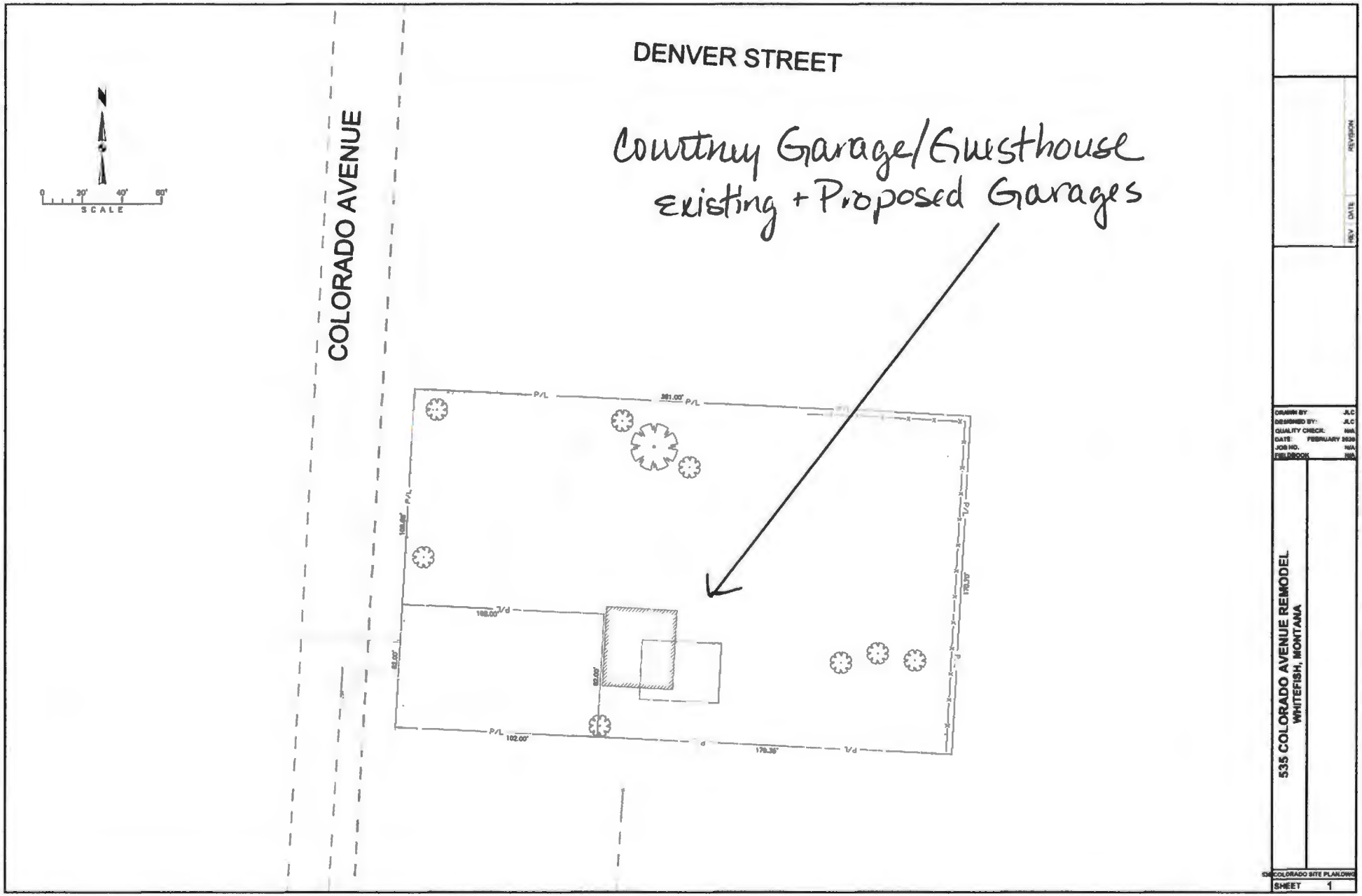
The proposed would be a new 3-car garage with a 2 bedroom 1 bath guest-house located on our lot which has a single family dwelling on a .98 acre lot. There is an existing structure/garage on the site which will is irreparable and would be demolished. The garage/guesthouse conforms to all lots size and width requirements of the applicable zoning district for guesthouses.

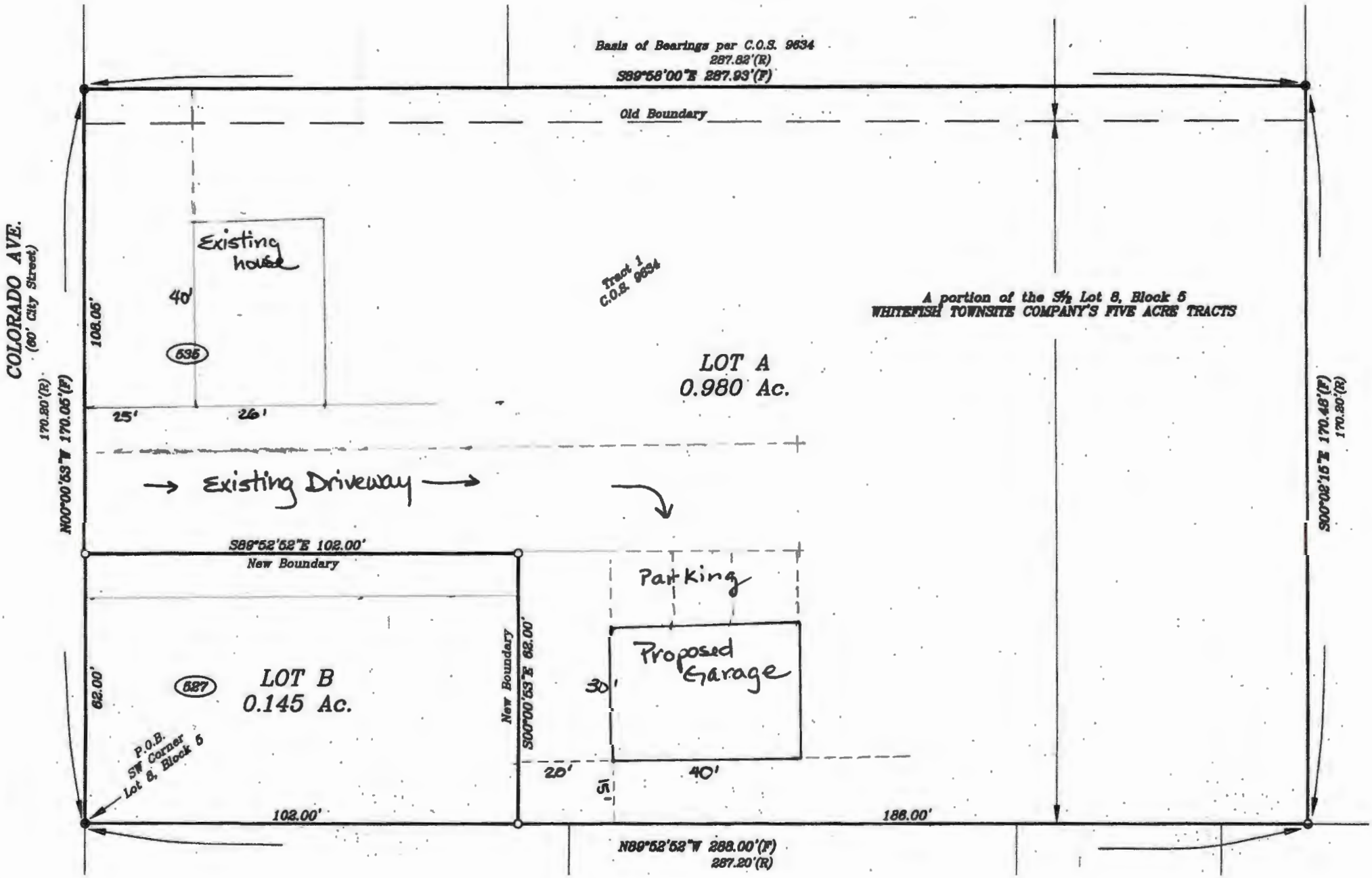
The structure will be 40' wide x 30' deep x 23.10" height, which conforms to all lot size, width and height requirements of the applicable zoning district. There will only be one guesthouse on the property and there is more than the re-quired off-street parking available. The design is a simple rectangle shaped garage with wood siding and asphalt shingles on the roof.

(There is no slope as show on the above photo, the property is flat and even)

-1-


DENVER STREET
COLORADO AVENUE
Courtney Garage/Guesthouse
Existing garage
N
SCALE
P/L
381.00'
102.00'
170.39'
535 COLORADO AVENUE REMODEL
WHITEFISH, MONTANA
SHEET 1


DENVER STREET
COLORADO AVENUE
Courtney Garage/Guesthouse
existing + Proposed Garages
SCALE
0 20' 40' 60'
P/L
361.00'
102.00'
178.39'
535 COLORADO AVENUE REMODEL
WHITEFISH, MONTANA
SHEET 1


Basis of Bearings per C.O.S. 9634
287.82'(R)
S89°58'00"E 287.93'(F)
Old Boundary
COLORADO AVE.
(60' City Street)
170.80'(R)
N00°00'53"W 170.05'(F)
Existing house
40'
635
108.05'
25'
26'
Tract 1
C.O.S. 9634
A portion of the S½ Lot 8, Block 5
WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS
LOT A
0.980 Ac.
Existing Driveway
S89°52'52"E 102.00'
New Boundary
Parking
Proposed Garage
30'
627
LOT B
0.145 Ac.
62.00'
New Boundary
S00°00'53"E 62.00'
P.O.B.
SW Corner
Lot 8, Block 5
20'
40'
5'
102.00'
186.00'
S00°02'15"E 170.48'(F)
170.80'(R)
N89°52'52"W 288.00'(F)
287.20'(R)

OK bmSS 5/31/16

L8(TR 8AB, 8D) - 0306500

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

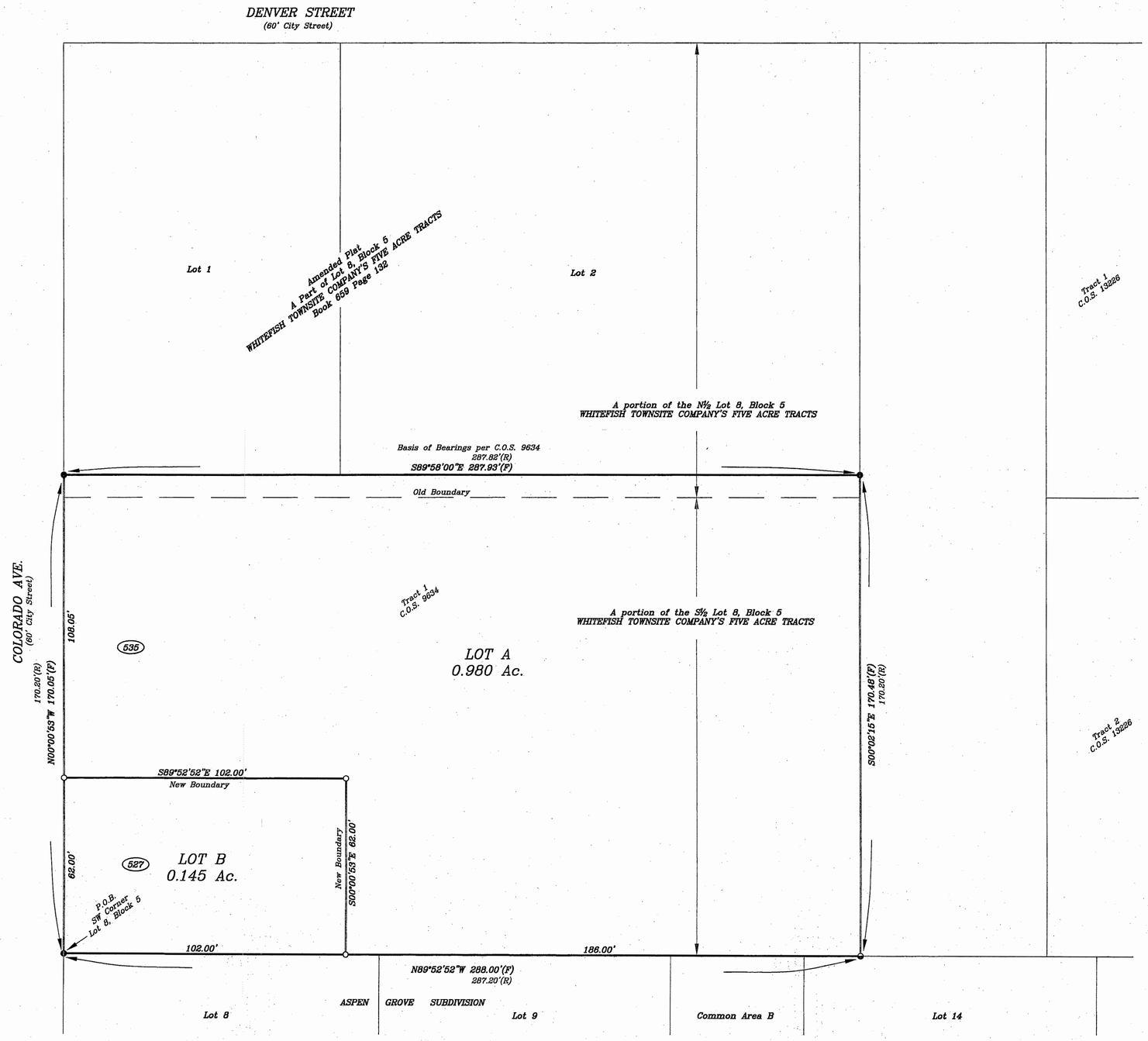
JOB NO: 445301
DRAWING DATE: APRIL 19, 2016
COMPLETED DATE: 5/31/16
FOR/OWNER: JOSEPH A. & JILL L. COURTNEY

Plat of

WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS No. 2

The Amended Plat of a Portion of Lot 8, Block 5 of
WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS
A Subdivision Located In
NW1/4SE1/4 SEC. 25, T.31N., R.22W., P.M.,M., FLATHEAD COUNTY, MONTANA

SCALE : 1" = 20'
20' 10' 0 20' 40'



PURPOSE OF SURVEY: BOUNDARY LINE ADJUSTMENT

A tract of land, being in a portion of Lot 8, Block 5 of the Plat of WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS, situated, lying and being in the Northwest Quarter of the Southeast Quarter of Section 25, Township 31 North, Range 22 West, P.M.,M., Flathead County, Montana, and more particularly described as follows to wit:

BEGINNING at the Southwest corner of Lot 8, Block 5 of the Plat of WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS, being a found iron pin on the East R/W of Colorado Avenue; Thence along said R/W N00°00'53"W 170.05 feet to a found iron pin; Thence leaving said R/W S89°58'00"E 287.93 feet to a found iron pin; Thence S00°02'15"E 170.48 feet to a found iron pin; Thence N89°52'52"W 288.00 feet to the point of beginning, and CONTAINING 1.125 ACRES. Subject to and together with all appurtenant easements of record.

The above described tract of land shall hereafter be known as:
The Plat of WHITEFISH TOWNSITE COMPANY'S FIVE ACRE TRACTS No. 2

OWNERS' CERTIFICATION:

"We hereby certify that the purpose of this division of land is to relocate common boundary lines of five or fewer lots within a platted subdivision, and that no additional parcels are hereby created; therefore, this relocation of boundaries is exempt from review as a subdivision pursuant to Section 76-3-207 (1)(d), M.C.A.
ALSO, Lot A is excluded from sanitation review by the Department of Environmental Quality pursuant to ARM 17.36.605(2)(c) as a parcel that will be affected by a proposed boundary line adjustment, if the parcel has existing facilities for water supply, wastewater disposal, storm drainage, or solid waste disposal that were not subject to review, and have not been reviewed, under Title 76, chapter 4, part 1, MCA, and if: (i) no facilities, other than those in existence prior to the boundary line adjustment, or those that were previously approved as replacements for the existing facilities, will be constructed on the parcel; (ii) existing facilities on the parcel complied with state and local laws and regulations, including permit requirements, which were applicable at the time of installation; and (iii) the local health officer determines that existing facilities are adequate for the existing use. As a condition of the exemption, the local health officer may require evidence that: (A) existing septic tanks have been pumped within the previous three years; (B) the parcel includes acreage or features sufficient to accommodate a replacement drainfield; (C) existing wells are adequate for the proposed uses; and (D) adequate storm drainage and solid waste disposal are provided."

Joseph A. Courtney
JOSEPH A. COURTNEY

Jill L. Courtney
JILL L. COURTNEY

STATE OF MONTANA)
SS
County of Flathead)

On this 25 day of May, 2016, before me, a Notary Public in and for the State of Montana, personally appeared JOSEPH A. COURTNEY and JILL L. COURTNEY, known to me to be the persons whose names are subscribed to the foregoing instrument and who duly acknowledged to me that they executed the same.

Notary Public for the State of Montana
Printed Name
Residing at
My commission expires

DANIEL P BRIEN
NOTARY PUBLIC for the State of Montana
Residing at Somers, Montana
My Commission Expires
July 24, 2019

LEGEND:
- ○ Set 1/2"x24" Rebar & Cap (7975S)
- ◒ Found 5/8" Rebar & Cap (9095S)
- ● Found 5/8" Rebar & Smashed Cap
- (R) Record Information Per C.O.S. 9634
- (F) Found Information
- POB Point of Beginning
- ⬭ Street Address

MONTANA
THOMAS E. SANDS
7975 S
REGISTERED LAND SURVEYOR

CERTIFICATE OF SURVEYOR

THOMAS E. SANDS 7975S

APPROVED: 5-17, 2016

EXAMINING LAND SURVEYOR
REG. No. 7975S

STATE OF MONTANA)
COUNTY OF FLATHEAD) SS

FILED ON THE 31ST DAY OF May, 2016
AT 1:47 PM, PAID FEE 29.00
Debbie Pierson
CLERK & RECORDER
BY
DEPUTY

INSTRUMENT REC. No. 201600010447

Note: Buyers of property should ensure that they have obtained and reviewed all sheets of the plat and all documents recorded and filed in conjunction with the plat and that buyers of property are strongly encouraged to contact the local planning department and become informed of any limitations on the use of the property prior to closing.

Plat # 20160028 Abstract# NA
201600010447 Fees: $29.00 by: TM
by SANDS SURV
Date 5/31/2016 Time 1:47 PM
Debbie Pierson, Flathead County Montana

SHEET 1 OF 1 SHEETS

FILE No. 2016 00 28

(This page left blank intentionally to separate printed sections)

EMERGENCY ORDINANCE NO. 20-__

An Emergency Ordinance of the City Council of the City of Whitefish, Montana, implementing the "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government," issued by Governor Steve Bullock on March 24, 2020, amending Ordinance No. 20-04, and waiving a second reading.

WHEREAS, on March 11, 2020, the World Health Organization declared a global pandemic due to the spread of Novel Coronavirus "COVID -19;" and

WHEREAS, on March 12, 2020, Governor Steve Bullock declared a state of emergency related to COVID-19; and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency related to COVID-19; and

WHEREAS, on March 15, 2020, Governor Steve Bullock directed the closure of public schools for two weeks to reduce the spread of COVID-19 and strongly recommended the public limit all gatherings, especially those in excess of 50 people, in every community across the state; and

WHEREAS, on March 16, 2020, the City of Whitefish adopted emergency Ordinance No. 20-04, enacting measures to reduce the spread of COVID-19 and waiving a second reading; and

WHEREAS, among other things, Ordinance No. 20-04 provided that in the event the Flathead City-County Health Department directed or suggested a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings would be cancelled through April 30, 2020; and

WHEREAS, on March 18, 2020, the Flathead County Board of Commissioners declared a state of emergency related to COVID-19; and

WHEREAS, on March 19, 2020, Mayor John Muhlfeld declared a state of emergency related to COVID-19; and

WHEREAS, on March 24, 2020, Governor Steve Bullock issued a Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government ("the Directive"), attached hereto as Exhibit A; and

WHEREAS, the Directive allows local governments to modify office hours and certain conditions of employment dictated by state law, to toll and hold in abeyance certain statutory deadlines dictated by state law and other regulations, and to find ways to provide for the right of public participation consistent with social distancing, including virtual participation; and

WHEREAS, on March 27, 2020, the Montana Attorney General issued a letter of advice, attached hereto as Exhibit B, stating local governments may conduct public meetings by means including electronic communication or other forms of remote participation during the COVID-19 emergency and approving guidelines for such meetings; and

WHEREAS, on March 27, 2020, Governor Steve Bullock issued a "stay at home" directive effective at 12:01 a.m. on March 28 through April 10, 2020.

WHEREAS, as of March 31, 2020, there have been 184 reported cases of COVID-19 in the state of Montana, including 11 in Flathead County; and

WHEREAS, § 7-5-104, MCA, authorizes the City Council to waive the second reading of an ordinance passed in response to an emergency and provides such ordinance is effective upon passage; and

WHEREAS, an emergency ordinance requires a two-thirds vote of the whole City Council for passage and remains effective for no more than 90 days; and

WHEREAS, §§ 2-3-103 through 2-3-111, MCA, provide that public agencies must ensure that prior to a final agency decision being taken that is of significant interest to the public, adequate notice is given and the public is allowed a reasonable opportunity to participate; and

WHEREAS, § 2-3-112, MCA, provides §§ 2-3-103 through 2-3-111, MCA, do not apply to an agency decision that must be made to address an emergency situation affecting the public health, welfare, or safety; and

WHEREAS, COVID-19 constitutes an emergency situation affecting the public health, safety and general welfare and implementing the Directive, attached hereto as Exhibit A, is in the best interests of the City and its inhabitants; and

WHEREAS, amending Ordinance No. 20-04 to allow public meetings to be held in accordance with the Directive and the guidelines approved by the Montana Attorney General is in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whitefish, Montana, as follows:

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

Section 2: In accordance with the Directive, the City Manager is hereby authorized to modify City Hall office hours, vacation and sick leave policies, and employment policies during the COVID-19 emergency.

Section 3: In accordance with the Directive, the deadlines set forth in the following statutes and ordinances are hereby tolled and held in abeyance during the COVID-19 emergency:

Montana Code Annotated/Administrative Regulations
Title 7, Chapter 2, Parts 43-48
Title 7, Chapter 5, Parts 1 and 42
Title 7, Chapter 15, Parts 42-43
Title 7, Chapter 21, Part 10
Title 76, Chapters 1-8
Local Government actions relating to ARM 17.36 Subdivision/On-Site Wastewater Treatment (Chapters 1,3,6,8,9)

Whitefish City Code
Title 11, Chapter 7, Parts 7, 8, and 12
Title 12, Chapter 3
Title 13, Chapter 2

Deadlines already running when the statewide state of emergency was declared on March 12, 2020, are tolled as of March 12, 2020. Deadlines that began running after that date are tolled on the date they began. Tolling ceases with the end of the declared emergency, or an earlier date if specified in a future Directive.

Section 4: Ordinance No. 20-04 is hereby amended as set forth in Exhibit C.

Section 5: In the event any word, phrase, clause, sentence, paragraph, section or other part of the Ordinance set forth herein is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid, and the remaining provisions thereof shall continue in full force and effect.

Section 6: This Emergency Ordinance shall take effect immediately upon its adoption by the City council of the City of Whitefish, Montana, and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, THIS _____ DAY OF _____ 2020.

_____
John M. Muhlfeld, Mayor

ATTEST:

_____
Michelle Howke, City Clerk

TO: Montanans; all officers and agencies of the State of Montana
FROM: Governor Steve Bullock
DATE: March 24, 2020
RE: Directive Implementing Executive Orders 2-2020 and 3-2020 providing measures for the operation of local government

Executive Orders 2-2020 and 3-2020 declare that a state of emergency exists in Montana due to the global outbreak of COVID-19 Novel Coronavirus. Cities, towns, and counties in Montana have followed suit and declared various states of emergency under the provisions of Title 10, Chapter 3, Part 4 of the Montana Code Annotated.

In consultation with local public health authorities, local governments are pursuing mitigation strategies to reduce the risk of new infections. These strategies include modifications to work hours, office access, and work practices. Because these decisions are local, the impacts to local service delivery are varied and based on local government decisions and local risk factors.

To address the emergency, local governments have requested additional flexibility under state law (1) to modify certain required business hours during the emergency, particularly where local government offices cannot operate under routine procedures while observing safe social distancing practices, (2) to modify aspects of local government sick and vacation leave policies developed under state law for health-affected workers during the emergency, and (3) to toll and hold in abeyance certain statutory deadlines during the emergency.

In consultation with representatives for these local governments, as well as emergency management professionals and state public health authorities, I have determined that the requested flexibility to local governments is necessary to respond to the emergency and to protect public health and human safety.

In accordance with the authority vested in me under the Constitution, Article VI, Sections 4 and 13, and the laws of the State of Montana, Title 10, Chapter 3 and Title 50, Chapter 1, MCA, and other applicable provisions of the Constitution and Montana Law, I hereby direct the following measures be in place in the State of Montana effective immediately:

- Local governments may modify the hours that their offices are open for the transaction of business. Strict compliance with § 7-4-2211, MCA, § 3-6-106, MCA, §7-4-102, MCA, and other related statutes governing the business hours of local governments in Montana are suspended during the emergency, but only to the extent necessary to respond to the emergency and to protect public health and safety.
    - Local governments modifying office hours under this Directive must first obtain approval from their political subdivision or its delegates, and should endeavor to maintain compliance with state laws for office hours wherever it can be accomplished safely.

    - Local governments are not relieved of state law requirements to maintain office hours for those offices and functions that are necessary for the maintenance of public health and human safety.
    - Local governments must, whenever practicable, continue providing services via phone or other electronic means to limit the disruption in outward facing government services as much as possible and practicable.

- Local governments may modify their vacation and sick leave policies in response to the emergency to minimize the economic impact on their employees. Such policies may include permitting impacted employees who have exhausted their leave to accrue negative balances of sick or vacation time for the duration of the emergency. Local governments will bear all legal and financial responsibility related to any such policy modifications. Strict compliance with the local government portions of § 2-18-601 *et seq.*, MCA, and related statutes is suspended for this limited purpose only, and only to the extent necessary for responding to the emergency.

- Local governments may modify their employment policies, including modifications to the minimum work-week hours requirements. Strict compliance with the § 7-5-4111, MCA, and related statutes is suspended but only to the extent necessary for responding to the emergency.

- Local governments may toll and hold in abeyance certain deadlines provided in state law and regulation including the deadlines provided at:
    - Title 7 – Local Government
        - Chapter 2, Part 43-48
        - Chapter 5, Parts 1 and 42
        - Chapter 5, Part 2123(2)
        - Chapter 15, Parts 42-43
        - Chapter 21, Part 10
    - Title 76 – Land Resources and Use
        - Chapters 1-8
    - Local Government actions relating to ARM 17.36 Subdivision/On-Site Wastewater Treatment (Chapters 1,3,6,8,9)

- Strict compliance by local governments with deadlines provided in the above rules and statutes is suspended only to the extent necessary to respond to the emergency, and only for the duration of the emergency. Deadlines may be reinstated by further Directive.
    - Deadlines already running when the statewide state of emergency was declared on March 12, 2020, are tolled as of March 12, 2020.
    - Deadlines that began running after that date are tolled on the date they began.
    - Tolling ceases with the end of the declared emergency, or an earlier date if specified in a future Directive.

- A local government may not toll a statutory deadline with an effect on public safety or human health.

- All other portions of the above rules and statutes remain in effect, including all other procedural requirements.
    - Local governments are encouraged to find ways to provide for the right of public participation consistent with social distancing practices, including virtual participation where legal and practicable.

Authorities: Section 10-3-104, MCA; Executive Orders 2-2020 and 3-2020; Montana Constitution, Art. VI, Sections 4 and 13; §§ 10-3-103, -302, and -305, MCA; §§ 50-1-202, -203, and -204, MCA; and all other applicable provisions of state and federal law.

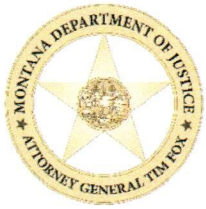
Limitations

- This Directive is effective immediately and expires at the end of the declared state of emergency in Executive Orders 2-2020 and 3-2020.
- This Directive shall be implemented consistent with applicable law and subject to the availability of appropriations.
- This Directive is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the State of Montana, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

ATTORNEY GENERAL
STATE OF MONTANA

Tim Fox
Attorney General

Jon Bennion
Chief Deputy Attorney General



Department of Justice
Joseph P. Mazurek Building
215 North Sanders
P.O. Box 201401
Helena, MT 59620-1401

March 27, 2020

Wyatt Glade
Custer County Attorney
President of Montana County Attorney Assoc.
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Montana League of Cities and Towns
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Greg Sullivan
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Bozeman, MT 59771-1230
gsullivan@bozeman.net

Re: Request for Opinion
Open public meetings during an emergency

Gentlemen:

On behalf of Custer County, the City of Bozeman and the Montana County Attorneys Association you have jointly requested an Opinion regarding an issue we have rephrased as follows:

> During a declared state of emergency affecting the citizens and government of the State of Montana, may a public agency or local government conduct public meetings in whole or in part, after reasonable notice to the public, by means including electronic communication, video conferencing or other forms of remote participation?

Your request is made because of emergencies declared by both the State of Montana and the President of the United States to suppress the danger to the public posed by the novel coronavirus and resulting COVID-19.

On March 24, 2020, Governor Bullock issued a Directive authorizing local governments to modify the means by which they conduct the people's business, including modification of work hours, office access, building closures and work practices. That Directive specifically states:

> Local governments are encouraged to find ways to provide for the right of public participation consistent with social distancing practices, including virtual participation where legal and practicable.

On March 26, 2020, Governor Bullock issued another Directive to "immediately implement measures to ensure social distancing to prevent the spread of disease." The Governor declared:

> I have determined that to protect public health and human safety, it is essential to the health, safety, and welfare of the State of Montana during the ongoing state of emergency that, to the maximum extent possible, individuals stay at home or at their place of residence.

Section I. 1. of the Directive specifically limits activity outside the home or place of residence "to the greatest extent possible, except as allowed in this Directive." Further, the Directive states:

> All **public** and private **gatherings** of any number of people occurring outside a household or living unit **are prohibited**, except for the limited purposes permitted by this Directive.

Governor's Directive, March 26, 2020, Section 3 (emphasis added). The Governor's Directive thereafter does not allow residents to leave their residences to attend government-centered meetings, conferences, workshops or any other type of public gathering related to the ongoing business of local government.

The March 26, 2020 Directive is effective from March 28 through April 10, 2020. If the "shelter" Directive is extended, your question regarding open meetings will present again. Based upon the research that you provided and our own, we offer the following advice.

Article II, Section 8 of the Montana Constitution provides:

> **Right of participation**. The public has the right to expect governmental agencies to afford such reasonable opportunity for citizen participation in the operation of the agencies prior to the final decision as may be provided by law. The Legislature has codified guidelines to protect the Article II, Section 8, guarantees at § 2-3-101, et seq., MCA.

Article II, Section 9 of the Montana Constitution provides:

> **Right to know**. No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure.

As you referenced, these rights are also generally created statutorily pursuant to Mont. Code Ann. §§ 2-3-103, 2-3-111 and 2-3-201. The Legislature has also codified specific requirements for local governments with respect to public participation in government operations. (See §§ 7-1-4142 and 7-1-4143.) Under the Montana Constitution, the "right of participation" requires a "reasonable opportunity" and "right to know" carries the mandate of the opportunity to "observe." Neither require actual physical presence.

> Each agency shall develop procedures for *permitting and encouraging the public to participate* in agency decisions that are of significant interest to the public. The procedures must *ensure adequate notice and assist public participation* before a final agency action is taken that is of significant interest to the public.

Mont. Code Ann. § 2-3-103(1)(a) (emphasis added). An agenda, notice, and an opportunity for public comment must be provided. *Id.*

In 47 Op. Att'y Gen. No. 13 (1998), Attorney General Mazurek recognized that under Montana's open meeting and public participation laws, the public must be given "the opportunity to participate" in any decision of a local government, other than ministerial acts, if there is any question of whether the decision is of "significant public interest." The Opinion notes statutory provisions regarding the public's "right to observe the deliberation of all public bodies . . ." found in Title 2, Ch. 2, Part 2, Montana Code Annotated. 47 Op. Att'y Gen. No. 13 at 2. The intent of the statutes is to ensure that public agencies conduct all actions and deliberations openly. *Id.* Additionally, under Mont. Code Ann. § 7-5-2125, all meetings of a county commission "must be public." *Id.* One may assume that this principle applies to town and city council meetings as well.

While that Opinion was concerned with the subjects triggering the requirement of holding open meetings, the intent of the statutory and constitutional requirements for open government are applicable here. Our previous analysis of cases and statutes revealed the intent that the public be provided the reasonable opportunity to participate and observe while the manner or mechanism is not defined.

The "right of participation" requires each public body to adopt policies which permit and encourage public participation in agency decisions. 47 Op. Att'y Gen. No. 13 at 3. The required procedures "must include a method of affording interested persons reasonable opportunity to submit data, views, or arguments, orally or in written form, prior to a final decision that is of significant interest to the public." *Id.,* citing Mont. Code Ann. § 2-3-111(1). The Opinion notes that public participation may be waived when the agency decision concerns an emergency situation affecting the public health, welfare or safety (Mont. Code Ann. § 2-3-112(1)), but that involves the subject of the decision itself.

The authorities cited in 47 Op. Att'y Gen. No. 13 indicate that a reasonable opportunity for public observation and participation is required. The manner by which notice, participation and observation are provided to the public must be reasonable. *Id.* at 5.

Based on the above and the prior analysis by General Mazurek, the proposed "Guidelines for Conducting Local Public Meetings During COVID-19 Emergency" (revised March 27, 2020 through 1:00 p.m.; see Attachment) are reasonable and consistent with the intent of both the Montana Constitution and implementing statutes and the Governor's Directives during this emergency.

This letter is provided as a letter of advice to assist your resolution of the question presented as quickly as possible under these unprecedented events. It is not a formal Attorney General Opinion and should not be presented or cited as such.

Sincerely,

TIM FOX
Attorney General

Enc.

Attachment to Letter of Advice, March 27, 2020

Proposed March 25, 2020 (revised by Montana League of Cities and Towns, through 1:00 p.m. March 27, 2020):

Guidelines for Conducting Local Public Meetings During COVID-19 Emergency

Montana local governments have a responsibility, duty, and power to secure and promote the public health and safety of those persons present in their respective jurisdictions as well as their public employee staffs and public officials from the COVID-19 pandemic disease. I recognize that different types and forms of Montana local government exist pursuant to Montana state law, and these different local governments have different statutory and local laws governing notice and conduct of public meetings. Therefore, each public agency should discuss the best protocol to follow with their respective local government attorney and executive staff before making any decision about when and how to proceed with a public meeting during the COVID-19 emergency pursuant to these guidelines.

1. **Cancel Non-Essential Meetings.** During this national and state COVID-19 emergency, and in light of *Executive Directive Implementing Executive Orders 2-2020 and 3-2020 providing measures for the operation of local government* issued March 24, 2020, local governments should take all steps possible to indefinitely suspend all non-essential public meetings of any board, agency, or committee of the local government other than the governing body.

2. **Limit Public Meetings to Critical Items Only.** If a local government determines that a public meeting must be held, local governments should strive to limit the meeting to only those items necessitating immediate or timely action by the governing body. The local government may consider using a "consent agenda" or other methods for allowing for the quickest and most efficient meeting possible.

3. **Determine Type of Meeting.** In accordance with current public health and safety protocols and national or state directives, the local government should determine the best method for holding a public meeting while protecting public health and safety. During the COVID-19 emergency, a public meeting may be held through remote means.

4. **Noticing the Public Meeting.** The notice of any public meeting held during the COVID-19 emergency should also include information on the method by which the meeting will be held, including information about how the public may participate remotely and how documents to be discussed during the meeting can be accessed by the public.

5. **Meetings by Remote Communication**. If a meeting will be held in whole or in part through remote attendance and participation, the local government should strive, if possible, to provide a remote communication system that provides the members of the local governing body and the public the ability to see, hear, and reasonably participate in the meeting. If a local government does not have the technology or resources to provide video

conferencing, either temporarily or permanently, the local government must ensure, at a minimum:

a. Each member of the governing body and the public in attendance must be able to adequately hear each other;

b. Members of the public must be provided a reasonable opportunity to comment on both items on the agenda and on any matters not on the agenda, either through participation via the remote communication system or by other reasonable means;

c. All members of the governing body and the public must be able to reasonably observe all materials reviewed and discussed by the governing body during the meeting. The local government may determine the best procedure for submitting materials to the governing body prior to or during the meeting, so long as the public can access the agenda and all related materials through one of the following methods:

    i. On the local government's website;

    ii. Through the video conferencing platform to be used for the meeting; or

    iii. On an individual basis by email, mail, in-person, or other method described in the notice of the meeting.

d. The local government must provide a method to take minutes of or record the meeting pursuant to the governing body's established rules for taking minutes.

These guidelines are recommendations as to how Montana local governments might implement temporary emergency measures for public meetings that provide reasonable opportunity for public participation prior to public body final decision making in light of the current emergency circumstances. The current COVID-19 pandemic necessitates a balancing of public participatory rights and more limited local government operations, including limited public meetings, that take into account current public health and safety protocols and national or state directives and recommended measures including social distancing and shelter in place orders. Acting in accordance with these guidelines will allow a reasonable opportunity for public participation and critical local government operations to continue while protecting the public health and safety of the public, local government employees, and local elected officials.

ORDINANCE NO. 20-04

An Emergency Ordinance of the City Council of the City of Whitefish, Montana, enacting measures to reduce the spread of the 2019 Novel Coronavirus (COVID-19) and waiving a second reading.

WHEREAS, coronaviruses are a large family of virus that cause illness ranging from the common cold to more serious diseases and are easily spread by person-to-person contact; and

WHEREAS, in late 2019 an outbreak of a new strain of coronavirus began in Wuhan, China; and

WHEREAS, on February 11, 2020, the World Health Organization named the new strain of coronavirus causing illness in China COVID-19; and

WHEREAS, cases of COVID-19 have been identified in a growing number of locations internationally, including the United States; and

WHEREAS, on March 11, 2020, the World Health Organization declared a global pandemic due to the spread of COVID-19 but emphasized that containment is still possible; and

WHEREAS, on March 12, 2020, Governor Steve Bullock declared a state of emergency related to COVID-19; and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency related to COVID-19; and

WHEREAS, on March 15, 2020, the Center for Disease Control and Prevention ("CDC") issued interim guidance recommending the cancellation of events or gatherings that consist of 50 or more people for the next eight weeks to reduce the spread of COVID-19; and

WHEREAS, on March 15, 2020, Governor Steve Bullock directed the closure of public schools for two weeks to reduce the spread of COVID-19 and strongly recommended the public limit all gatherings, especially those in excess of 50 people, in every community across the state; and

WHEREAS, as of March 15, 2020, there have been seven reported cases of COVID-19 in Montana, although none in Flathead County; and

WHEREAS, § 7-5-104, MCA, authorizes the City Council to waive the second reading of an ordinance passed in response to an emergency and provides such ordinance is effective upon passage; and

WHEREAS, an emergency ordinance requires a two-thirds vote of the whole City Council for passage and remains effective for no more than 90 days; and

WHEREAS, §§ 2-3-103 through 2-3-111, MCA, provide that public agencies must ensure that prior to a final agency decision is taken that is of significant interest to the public,

adequate notice is given and the public is allowed a reasonable opportunity to participate; and

WHEREAS, § 2-3-112, MCA, provides §§ 2-3-103 through 2-3-111, MCA, do not apply to an agency decision that must be made to address an emergency situation affecting the public health, welfare, or safety; and

WHEREAS, COVID-19 constitutes an emergency situation affecting the public health, safety and general welfare and proactively implementing mitigation measures to slow the spread of COVID-19 is in the best interests of the City and its inhabitants.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whitefish, Montana, as follows:

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

Section 2: All City Board, Commission and Committee meetings are canceled through April 30, 2020, except City Council, Planning Board and a special meeting of the Board of Park Commissioners to be held March 17, 2020. The City Manager is authorized to extend cancellation of meetings on a week-by-week basis beginning April 30, 2020.

Section 3: ~~In the event the Flathead City-County Health Department directs or suggests a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings are canceled through April 30, 2020. The City Manager is authorized to cancel City Council and Planning Board meetings on a week-by-week basis beginning April 30, 2020.~~ In accordance with the Directive Implementing Executive Orders 2-2020 and 3-2020, providing measures for the operation of local government issued by Governor Steve Bullock on March 24, 2020, the City will provide for the right of public participation consistent with social distancing. The City Manager is hereby authorized to implement the guidelines approved by the Montana Attorney General for holding public meetings issued March 27, 2020.

Section 4: ~~During City Council and Planning Board meetings, occupancy of the City Council Chambers will be limited in accordance with the recommendations of the CDC (or other federal authority) or as otherwise dictated by the Flathead City-County Health Department or state or federal law. If occupancy at meeting is greater than that recommended or dictated, the City will accommodate individuals in other locations within City Hall and provide the opportunity for public comment in a rotating manner.~~ The public is encouraged to submit written comments rather than physically attend meetings. Any written comments received after the packet has been published but prior to the start of the meeting will be read aloud at the meeting by City Staff. ~~The City Manager is authorized to implement any recommended or dictated occupancy requirements.~~

Section 5: City Hall offices are closed to the public from March 18 through March 27, 2020. The City Manager is authorized to extend the closure on a week-by-week basis beginning March 27, 2020. Essential services at City Hall will continue to be provided to customers remotely.

Section 6: The City temporarily waives all late fees and will not shut off service for delinquent water and sewer accounts through April 30, 2020. The City temporarily waives resort tax delinquency fees through April 30, 2020. The City Manager is authorized to extend such waivers on a week-by-week basis beginning April 30, 2020.

Section 7: The City approves emergency leave up to an equivalent of two weeks paid leave for all City employees who are required to be quarantined by the Flathead City-County Health Department or a licensed physician due to COVID-19. Employees who are normally scheduled for shifts of 40 hours per week will be eligible to receive 80 hours of paid emergency leave. Employees who are normally scheduled for less or more than 40 hours per week will receive a prorated amount. Emergency leave does not accrue nor is it payable upon termination. In the event H.R. 6201, Families First Coronavirus Response Act, is adopted by the federal government and requires the City to provide more extensive benefits, the City will do so.

Section 8: The public restrooms located in the parking structure and the O'Shaughnessy Center are closed through April 30, 2020. The City Manager is authorized to extend the closures beginning April 30, 2020.

Section 9: If any section, subsection, sentence, clause, phrase or word of this Emergency Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall affect only that part held invalid, and the remaining provisions thereof shall continue in force and effect.

Section 10: This Emergency Ordinance shall take effect immediately upon its adoption by the City council of the City of Whitefish, Montana, and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, THIS 16TH DAY OF MARCH 2020.

/s/ John M. Muhlfeld
John M. Muhlfeld

ATTEST:

/s/ Michelle Howke
Michelle Howke, City Clerk

Staff Report

To: Mayor John Muhlfeld and City Councilors

From: Angela Jacobs, City Attorney

Date: March 31, 2020

Re: Emergency Ordinance Implementing Governor Bullock's Guidelines for the Operation of Local Government

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Introduction/History

On March 11, 2020, the World Health Organization ("WHO") declared a global pandemic due to the spread of Novel Coronavirus "COVID-19." The WHO's declaration set off a flurry of emergency declarations, including those by Governor Steve Bullock and President Donald Trump. On March 15, 2020, Governor Bullock directed the closure of public schools in Montana for two weeks to reduce the spread of COVID-19 and strongly recommended the public limit all gatherings, especially those in excess of 50 people.

The next day, the City adopted emergency Ordinance No. 20-04 with the purpose of reducing the spread of COVID-19. At the time Ordinance No. 20-04 was adopted, the City had little or no direction or guidance from the state or other cities regarding municipal operations during the COVID-19 emergency, including how to comply with Montana's "Sunshine Laws." As such, Ordinance No. 20-04 provided that in the event the Flathead City-County Health Department directed or suggested a moratorium on public gatherings, or in the event of a confirmed case of COVID-19 within Flathead County, City Council and Planning Board meetings would be cancelled through April 30, 2020.

One of the primary concerns raised with respect to cancelling Planning Board and City Council meetings was that state law and local ordinances require the City Council to act on certain land use applications within defined timeframes. Specifically, if the City Council does not act upon an application for a conditional use permit within 90 days, it is deemed approved. *See* Whitefish City Code § 11-7-8-E-7. Additionally, a municipality is subject to penalties if it does not act on subdivision applications within a certain timeframe. *See* Mont. Code Ann. § 76-3-604. As a result, the City Council directed staff to draft an emergency interim zoning ordinance removing the 90-day CUP approval deadline and placing a moratorium on accepting subdivision applications.

Current Report

On March 24, 2020, Governor Bullock issued a "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government." The Directive allows local governments to waive several statutory requirements that dictate how they operate. The Directive allows local governments to modify: (1) office hours; (2) vacation and sick leave policies; and (3) employment policies, including minimum work-week requirements. The Directive also allows local governments to toll and hold in abeyance certain deadlines set by state law:

Title 7, Chapter 2, Parts 43-48 (annexation laws)
Title 7, Chapter 5, Parts 1 and 42 (ordinances, resolutions and initiatives and referendums)
Title 7, Chapter 15, Parts 42-43 (urban renewal)
Title 7, Chapter 21, Part 10 (local review of site specific development)
Title 76, Chapters 1-8 (planning and zoning, subdivisions, floodplain and floodway)
Local actions related to A.R.M. 17.36

On March 27, 2020, in response to a request lodged by local governments, the Montana Attorney General released a letter of advice clarifying how the "Sunshine Laws" should be applied during the COVID-19 emergency. The Attorney General opined that local government may conduct public meetings by electronic means during the emergency. He also approved guidelines for public meetings including: (1) cancelling all non-essential meetings; (2) limiting meetings to critical items only; (3) holding remote meetings; (4) noticing meetings as to inform the public of the method of which they will be held; and (5) providing remote communication systems that allow the reasonable opportunity for public comment.

An emergency interim zoning ordinance appears unnecessary in light of the Governor's Directive. Additionally, placing a moratorium on subdivision applications could result in a substantial burden on staff as well as delays for developers when the COVID-19 emergency has passed. The proposed emergency ordinance authorizes the City Manager to modify City Hall hours, vacation and sick leave, and employment policies as necessary. It also tolls and holds in abeyance the statutory deadlines referred to in the Directive as well as deadlines set forth by City ordinances. Finally, the proposed ordinance amends Ordinance No. 20-04 to allow Planning Board and City Council to hold meetings remotely in accordance with the guidelines approved by the Attorney General.

Financial Requirements/Impacts

Allowing the City Manager to alter employment policies to comply with new federal regulations regarding paid leave may have a financial impact on the City. Additionally, there likely will be costs associated with holding public meetings remotely.

Recommendation

Staff respectfully requests that City Council approve Emergency Ordinance 20-___.

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PLANNING & BUILDING DEPARTMENT
418 E. 2nd Street, PO Box 158, Whitefish, MT 59937
(406) 863-2410 Fax (406) 863-2409

March 31, 2020

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

RE: Dunlop/Clark – Lakeshore Permit for Shared Dock, 736, 750, & 810 Birch Point Drive (WLP 20-W01)

Honorable Mayor and Council:

Summary of Requested Action: The applicants are requesting a standard lakeshore permit to remove three individual docks from each of the subject parcels and install a new shared dock between all property owners. Shared docks are permitted where multiple contiguous property owners, or a single property owner with multiple contiguous properties, lakeshore frontage exceeds 200-feet combined. Special standards permit shared docks to have a greater total wing length of 60-feet but requires greater setbacks of 40-feet between outer riparian boundaries. The proposed shared dock will be 'T' shaped, with a breakwater wing 58.3 feet in length by 8-feet wide. Three inner wings will be approximately 4 ½-feet wide by 23-feet long. The proposed shared dock will be connected to the shoreline by an attached gangway 3-feet wide by 20-feet long. The total dock length including the gangway is approximately 98-feet long. The applicant's representative submitted a water depth profile, which states the water depth at 60 feet is only 3-feet, 2-inches. The profile shows that at the proposed 98-feet into the lake, the water depth is 3-feet, 11-inches. The applicant is also proposing to install 3 shore stations, each with a canopy. The shore stations would be approximately 10-feet wide by 24-feet long. Additionally, three jet ski ports are proposed on the shared dock.

The constructed area for the shared dock, three shore stations with canopies, and three jet ski ports is approximately 2,184 square feet. No other structures are located within the lakeshore protection zone.

Planning & Building Department Recommendation: Staff recommended approval of the standard permit request subject to sixteen (16) conditions set forth in the attached staff report.

Lakeshore Protection Committee Meeting: The Whitefish Lakeshore Protection Committee met on February 12, 2020 and considered the request. One member of the public spoke at the meeting with concerns regarding the placement of the proposed dock in relation to the Whitefish River and the amount of lakeshore frontage used for calculation of

the constructed area allowance. The draft minutes for this item are attached as part of this packet.

Following staff's presentation, the Lakeshore Protection Committee voted to table the application until the applicant submitted a revised site plan detailing the property lines and the difference between the lake frontage and Whitefish River frontage, which passed unanimously. The Lakeshore Protection Committee also recommended an additional condition that the dock be placed 40-feet from the western property line and a water depth profile be submitted for that location. The motion passed 3-1 (Schuber opposed).

Update Following LPC Meeting: The applicant submitted updated information for the March 18, 2020 Lakeshore Protection Committee meeting, including a revised site plan, a revised dock design utilizing a reduced amount of property frontage, and a letter from the property owners on the proposed dock placement. However, due to COVID-19, all public meetings have been cancelled. Since lakeshore permits must be acted on within 90 days from the date of submittal, the application must be forwarded to the City Council with no recommendation from the Lakeshore Protection Committee.

Proposed Motion for Approval:

- I move to approve WLP 20-W01 staff report as Finding of Fact, with the proposed seventeen (17) conditions of approval, as recommended by the Lakeshore Protection Committee on February 12, 2020.

This item has been placed on the agenda for your regularly scheduled meeting on April 6, 2020. Should Council have questions or need further information on this matter, please contact the Lakeshore Committee or the Planning & Building Department.

Respectfully,

Bailey Minnich, AICP, CFM
Planner II

Att: Updated Staff Report, 3-31-20
Updated Information to the Lakeshore Protection Committee, 3-11-20
Draft Minutes, Lakeshore Protection Committee Meeting, 2-12-20
Original packet to the Lakeshore Protection Committee, 2-5-20

c: w/att Michelle Howke, City Clerk

DUNLOP & CLARK
WHITEFISH LAKE LAKESHORE PERMIT
STAFF REPORT #WLP-20-W01
MARCH 31, 2020

Property Owner:	Randy Dunlop	Cam Clark
Mailing Address:	P.O Box 1234 Lethbridge, AB T1J 4A4	1001 Highland Park Blvd NE Airdrie, AB T4A 0R2
Telephone Number:	403.317.2450	
Contractor:	Whitefish EZ Dock	Whitefish Lake Services
Mailing Address:	14 Scullers Way Whitefish, MT 59937	P.O. Box 5521 Whitefish, MT 59937
Telephone Number:	406.862.7332	
Property Legal Description:	Lot 1 of Lake Point Subdivision, Lot 13 of Birch Point Subdivision, and Lot 12 A of Birch Point Amd L11 & 12 Subdivision in Section 26, Township 31 North, Range 22 West	
Property Address:	736, 750, & 810 Birch Point Drive	
Lake:	Whitefish Lake	
Lake Frontage:	318-feet total per multiple plats	
Project Description:	Remove existing individual docks on all three properties and install new shared dock between all owners; new dock will be over 60-feet in total length. Also proposed are three shore stations with canopies and three jet ski ports	

Update: Based on the discussion at the February 12th Lakeshore Committee meeting, the applicant has submitted updated information. Staff was unable to find a definitive legal answer as to the location of the mouth of the Whitefish River. Therefore, the applicant measured the amount of lakeshore frontage using aerial imagery at 280-feet. They submitted a revised site plan using the new lakeshore frontage, and a revised dock design. The proposed dock will be the same shape and general size, but the applicant has removed one smaller wing and reduced the shore station canopies to 10-feet wide by 24-feet long. This has reduced the overall square footage of the dock, shore stations, and jet ski ports to approximately 2,184 square feet. Utilizing on 280-feet of lakeshore frontage, the three properties are permitted a maximum constructed area allowance of 2,240 square feet. The proposed dock is within the amount of constructed area allowance. The applicant also submitted drawings depicting the proposed location of the dock between the three properties and a letter from the property owners.

Proposal: The applicants are proposing to remove three individual docks and install a new shared EZ dock with attached gangway between all three properties within the Lake and Lakeshore Protection Zone. The lakeshore regulations encourage docks shared by two or more owners as it reduces the overall impacts on the lake and lakeshore including navigational congestion on the lake. Shared docks are permitted where multiple contiguous property owners, or a single property owner with multiple contiguous properties, lakeshore frontage exceeds 200-feet combined. Special standards permit shared docks to have a greater total wing length of 60-feet but requires greater setbacks of 40-feet between outer riparian boundaries. The proposed shared dock will be 'T' shaped, with a breakwater wing 58.3 feet in length by 8-feet wide. Three inner wings will be approximately 4 ½-feet wide by 23-feet long, with one smaller inner wing approximately 3 ½-feet wide by 10 feet long. The proposed shared dock will be connected to the shoreline by an attached gangway 3-feet wide by 20-feet long. The total dock length

including the gangway is approximately 98-feet long. The shared dock must comply with all required setbacks of the lakeshore regulations, which are greater for shared docks.

The Whitefish Lake and Lakeshore Protection Regulations state that docks may be permitted to exceed 60 feet in length, *"if the water depth at 60 feet from low water is less than 4 feet in depth, and cannot be moved to a location on the property to achieve 4 feet depth, then the total dock length may be increased to the point at which water depth equals 4 feet, but not to exceed 100 feet in maximum length, including gangway."* (§13-3-1(K)(5)(a) WLLPR) The applicant's representative submitted a water depth profile, which states the water depth at 60 feet is only 3-feet, 2-inches. The profile shows that at the proposed 98-feet into the lake, the water depth is 3-feet, 11-inches.

The applicant is also proposing to install 3 shore stations, each with a canopy. The shore stations would be approximately 10-feet wide by 26-feet long. The proposed constructed area for each shore station is approximately 260 square feet. Additionally, three jet ski ports are also proposed on the shared dock, approximately 67 square feet each.

The constructed area for the shared dock, three shore stations with canopies, and three jet ski ports is approximately 2,363.72 square feet. No other structures are located within the lakeshore protection zone.

Frontage and allowable constructed area: Combined, the three subject properties have 318-feet of lakeshore frontage and are eligible for 2,544 square feet of constructed area.

Existing Constructed Area: There is an existing dock, jet ski port and shore station located at 736 Birch Point that was approved in 2016. The property at 750 Birch Point also has a dock and jet ski port approved in 2005. Finally, the property at 810 Birch Point has a dock, 2 shore stations and 2 jet ski ports approved in 2018. All three docks will be removed as part of this project to facilitate the installation of one shared dock between the three properties. No additional constructed area is located within the LPZ on each of the three lots.

Conclusion: The proposed work complies with all requirements, most specifically Section 13-3-1, General Construction Standards of the Whitefish Lake and Lakeshore Regulations.

Recommended Conditions of Approval: Staff recommends that the Whitefish City Council approve the requested lakeshore construction permit subject to the following conditions:

1. This permit is valid for a period of one year from the date of issuance. Upon completion of the work, please contact the Planning Department at 406-863-2410 for final inspection.
2. The Lakeshore Protection Zone is be defined as the lake, lakeshore and all land within 20 horizontal feet of the average high water line at elevation 3,000.79'.
3. The proposed dock dimensions specified on the application project drawing must not be exceeded unless modified by conditions of the approved permit. Changes or modifications to increase any dimension or change configuration must be approved through a permit amendment.
4. Temporary storage of vehicles, trailers, equipment, or construction materials in the lakeshore protection zone is prohibited.
5. The natural protective armament of the lakeshore and lakebed must be preserved whenever possible. Following installation, the lakeshore and lakebed shall be returned to its condition prior to construction.

Shared Dock

6. Multiple contiguous property owners or a single property owner with multiple contiguous properties that combined exceeds two hundred (200) linear feet of lake frontage may apply for a shared dock.

7. All three existing docks must be removed prior to the installation of the new shared dock.

8. ~~A minimum setback of forty feet (40') is required between side riparian boundaries and any portion of a shared dock that exceeds thirty feet (30') in total width.~~ The dock must be placed 40-feet from the farthest western property line. (LPC 2-12-2020)

9. The total wing width of a shared dock shall not exceed sixty feet (60'), regardless of configuration.

10. Any wood used in construction of the new dock shall be untreated and left in its natural state. Use of a wood polymer composite (i.e. TREX) is strongly encouraged. Use of painted material, plywood, particle board or other glued composite board is not allowed.

11. If foam logs or similar easily damaged flotation systems are incorporated into the dock design, said material shall be completely encased in solid wood or a suitable impervious, non-corrosive material such as a synthetic, aluminum or galvanized sheet metal to avoid the breakup or scattering of materials. Boards may be spaced up to one-half inch (1/2") apart on the bottom or drain holes may be incorporated into other materials to aid in drainage. All foam encased floating docks shall be maintained according to these standards or else be immediately and completely removed from the Lakeshore Protection Zone. All foam shall be extruded closed-cell polystyrene (blue or pink logs) unless encased in synthetic "rotomolded" floats.

12. The dock shall be constructed outside of the Lakeshore Protection Zone. Upon completion the components may be brought to the lakeshore area and launched.

13. The floating dock shall be suitably anchored to the lake bottom to avoid drift. Anchoring methods for the dock are limited to cable; galvanized chain or nylon or polypropylene rope attached to a suitable clean weight such as solid clean concrete, rock or steel blocks.

Shore Station & Floating Boat Lift (Jet Ski Port)

14. The shore stations and jet ski ports shall not be located farther into the lake than the permitted dock length.

15. The shore stations and jet ski ports shall be located no closer than twenty-five (25) feet from the side riparian boundary line.

16. The highest point of the shore stations and jet ski ports shall not exceed ten (10) feet in height above the current water elevation of the lake.

17. The shore stations and jet ski ports shall be located along the dock, as depicted on the submitted site plan. No section shall result in an overall dock surface width exceeding eight (8) feet.

Report by Bailey Minnich

MAR 4 2020

March 3, 2020

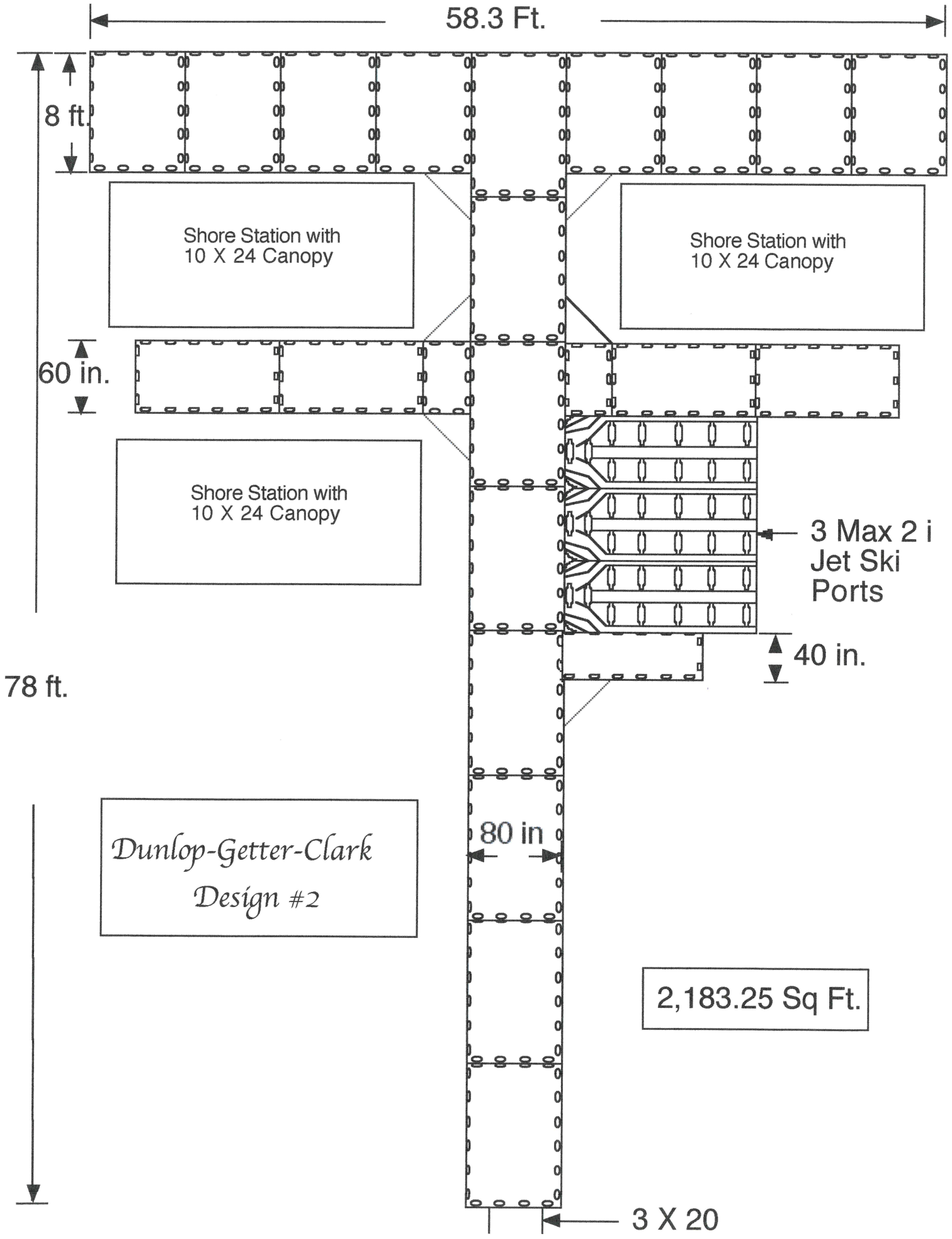
Whitefish Lakeshore Protection Committee

To whom it may concern,

Our objective is for the docks to be located in the middle of all the properties of ~~730~~-736-750-810 Birch Point Drive. This will allow all locations to have fair and equal access to the dock and boats. This location will make it easy to keep an eye on all the boats, wave runners, paddleboards, and water toys. This location will also make it easier for everyone accessing the Whitefish river. The middle of the property makes it more accessible for all the properties it will service.

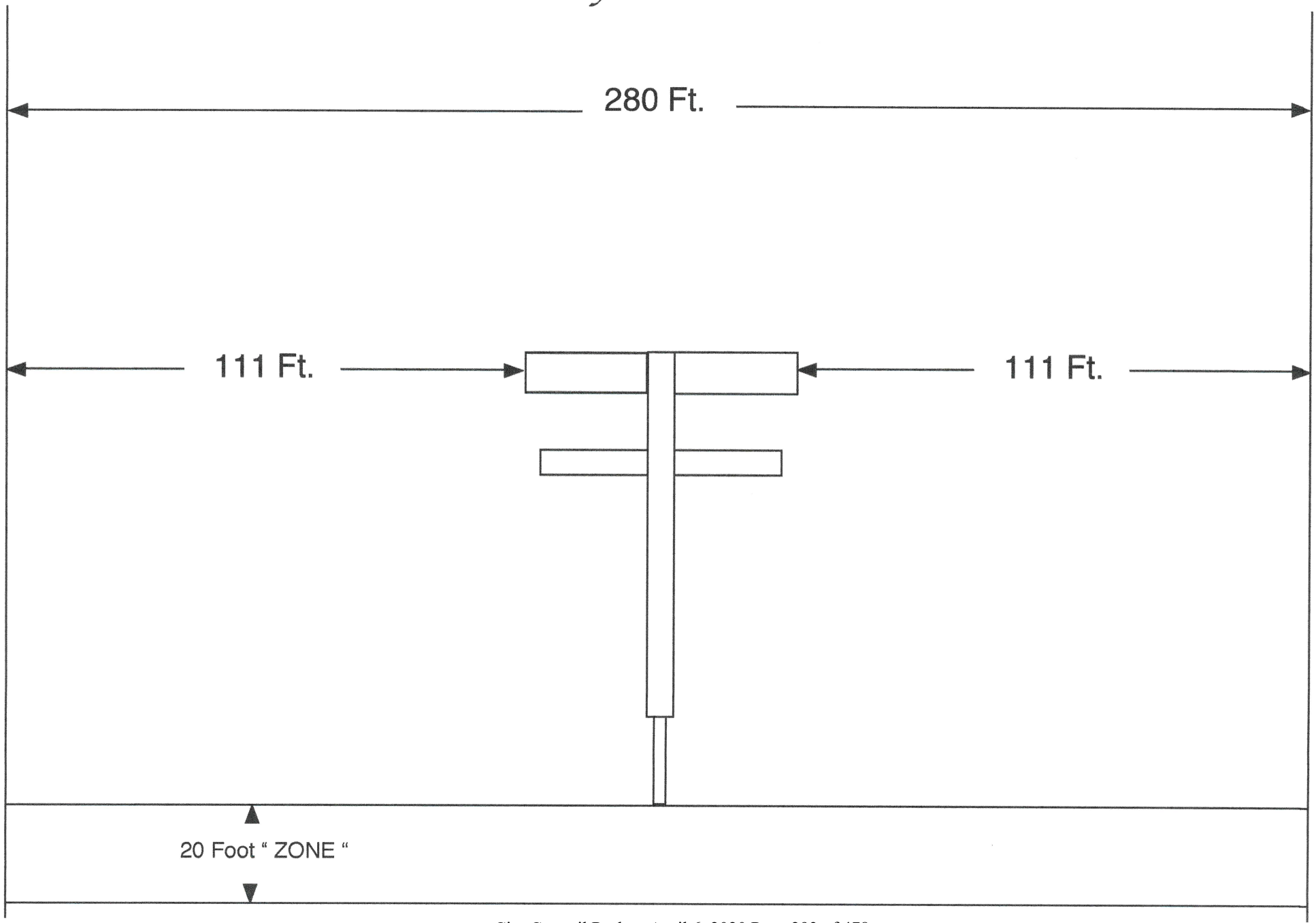
Yours truly,

Randy Dunlop & Cam Clark


58.3 Ft.
8 ft.
Shore Station with
10 X 24 Canopy
Shore Station with
10 X 24 Canopy
60 in.
Shore Station with
10 X 24 Canopy
3 Max 2 i
Jet Ski
Ports
40 in.
78 ft.
Dunlop-Getter-Clark
Design #2
80 in
2,183.25 Sq Ft.
3 X 20

Site Plan For :

Dunlop - Clark



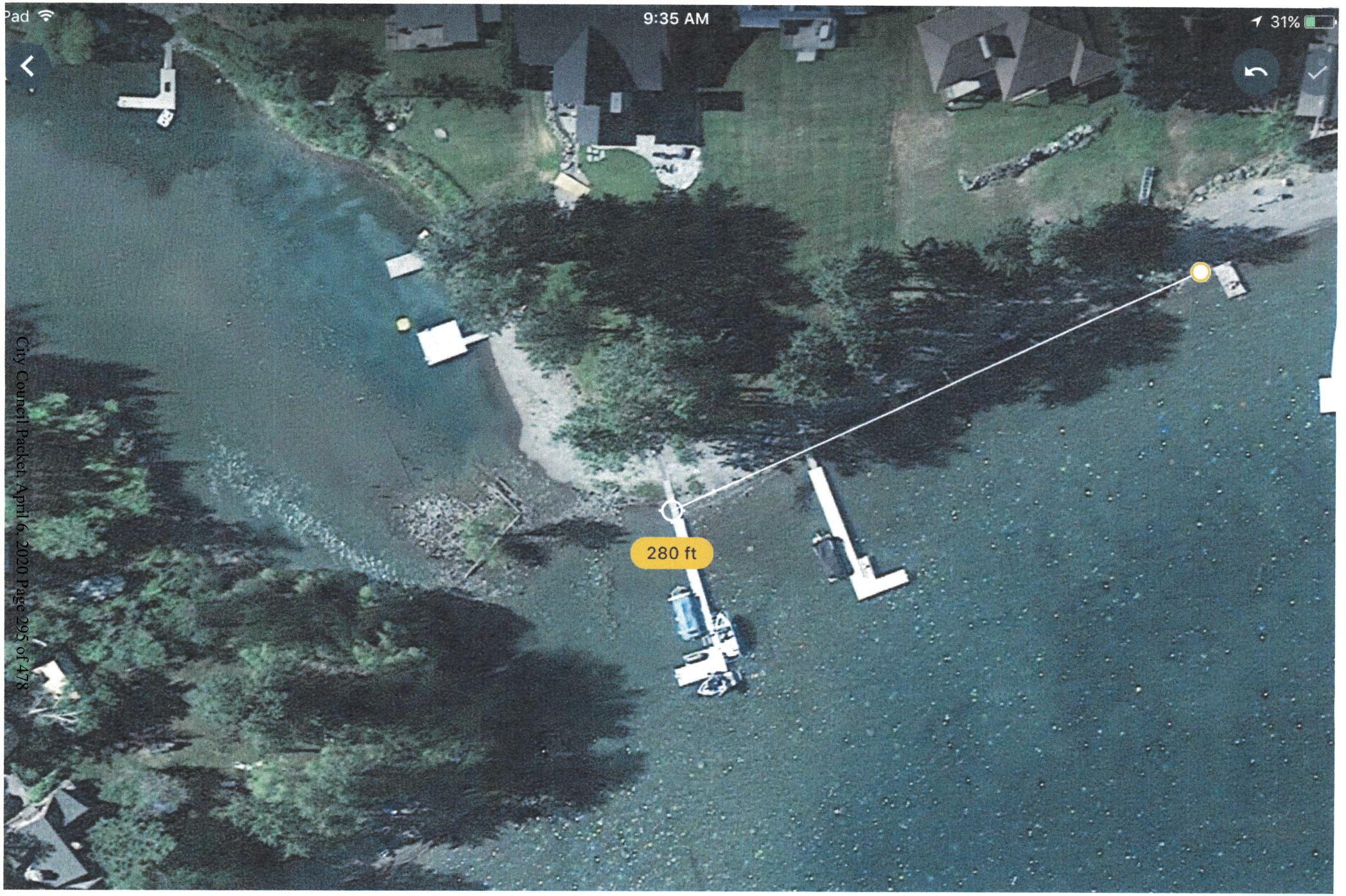
Clark = 139 ft.
Getter = 88 ft.
Dunlop = 53 ft. vs 88 ft.

Total = 280 ft.

X 8 = 2,240 Sq. Ft. Allowed

Permitting For = 2,183.25 Sq. Ft.

All Required Set Backs Met.



Distance

0.00 ft

+ Add Point

3D
11:01 AM
Google

3D
Google
48°24'56"N 114°21'18"W 3,843

Date: Wednesday, December 11, 2019

Place: Great Northern Conference Room

Recorded By: Dabney Langellier

Members Present:
Nancy Schuber
Ben Cavin
Donna Emmerson
Peggy Brammer

Members Absent:
Herb Peschel
Allison Linville
Roger Rowles

Staff Present: Bailey Minnich

1. CALL TO ORDER
Summary: Staff called the meeting to order at 6:01pm as both the Chair and Vice-Chair were absent.

2. AGENDA CHANGES
Summary: Members decided to discuss application WLP 20-W02 first, since the applicants were already present and no one is currently here for application WLP 20-W01.

3. APPROVAL OF CHAIR & VICE-CHAIR

ACTION: Emmerson nominated Herb Peschel as the Committee Chair. Brammer seconded the motion and all were in favor. The motion passed unanimously.

Summary: The Vice-Chair will be responsible for running the meetings when the Chair is unable to attend.

ACTION: Brammer nominated Donna Emmerson as the Committee Vice-Chair. Schuber seconded the motion and all were in favor. The motion passed unanimously.

4. APPROVAL OF DECEMBER 11, 2019 MINUTES
Summary: Members reviewed the minutes of December 11, 2019.

The Public Works application from last meeting was approved by City Council. No start date has been set for the project at this time.

ACTION: Schuber made a motion to approve the minutes of December 11, 2019. Emmerson seconded and all were in favor. The motion passed unanimously.

5. GENERAL PUBLIC COMMENT
Summary: None.

6. OLD BUSINESS
Summary: None.

DRAFT

7. NEW BUSINESS

A. WLP 20-W01 – RANDY DUNLOP & CAM CLARK

Summary: The applicants are proposing to remove three individual docks to install a new shared EZ dock with attached gangway between all three properties within the Lake and Lakeshore Protection Zone (LPZ) at 736, 750, and 810 Birch Point Drive.

Staff summarized the staff report for members, noting a couple of key points:

- There are 2 property owners and 3 pieces of property for this application.
- The lakeshore regulations encourage shared docks, as it reduces the overall impacts on the lake and lakeshore, including navigational congestion on the lake.
- Special standards permit shared docks to have a greater wind length of 60-feet but requires greater setbacks of 40-feet between outer riparian boundaries.
- The proposed dock will be 'T' shaped with three inner wings. This will include three shore stations with canopies and three jet ski ports.
- The total dock square footage will be 2,363.72 square feet. No other structures are located within the lakeshore protection zone. Based on the applicants' lakeshore frontage, they are eligible for 2,544 square feet of constructed area.
- The total dock length including the gangway is approximately 98-feet long.
- The lakeshore regulations permit docks to exceed 60-feet in length if the water depth from low water is less than 4 feet in depth. Then, the dock length may be increased, but not to exceed, 100-feet.
- The applicants submitted a water depth profile that showed the water depth is 3-feet 11 inches at 98-feet.
- Staff received one comment from the public in support of the shared dock. However, the resident expressed concerns about the dock location. Since the comment was received today, members were emailed a copy and printed copy was provided to each committee member at the start of the meeting.

Recommendation: Staff is recommending approval of the requested lakeshore construction permit with the 17 conditions listed in the report.

Members discussed the following items:

- Members inquired if the western side of the properties may be a better location for the shared dock. It would be further from the river inlet. There is the possibility the water depth would be greater in this area.
- The water depth submitted was for the center of the properties because this is where the regulations state the shared dock should be placed.

No on was in attendance to represent this application.

Members invited Charles Abell, a resident on Woodland Place, to present his public comment on the request:

- Minimizing the number of docks is a good thing.
- However, the application is devoid of material:
    - Defined property lines – The lake frontage noted may also include river frontage.
    - Specific dock location – The middle of the property may be adequate for keeping the dock away from the river inlet, but it is difficult to tell with the information provided.
- In the past, adjacent property owners were notified of these types of applications. However, he did not receive one.

DRAFT

Staff clarified the lakeshore regulations do not require adjacent property owners be notified of application submittals.

Members discussed Charles' concerns.

It was noted should one of the owner's (or a new owner) no longer want to have a shared dock, new applications will have to be submitted for individual docks and the project will have to meet current regulations.

ACTIONS:

1. Brammer made a motion to propose the applicant put the dock 40-feet from the farthest western property line and submit a water depth profile for this location. Emmerson seconded and the motion passed 3-1 (Schuber opposed).
2. Brammer made a motion to table the application with a request that the applicants submit a site plan detailing property lines with lake frontage noted separate from river frontage. Cavin seconded and the motion passed unanimously.

B. WLP 20-W02 – MARK & SHELLY ELLIOTT

Summary: The applicant is proposing to revegetate the location of a previous home within the Lakeshore Protection Zone (LPZ) at 1110 Birch Point Drive.

Staff summarized the staff report for members, noting a couple of key points:

- In October of 2019 the property owners were denied a lakeshore variance to reconstruct the home within the LPZ. As a structure cannot be rebuilt in that area, the location of the previous house foundation needs to be filled in and revegetated.
- The lakeshore regulations prohibit the establishment of new lawn in the LPZ, although the remaining lawn next to the old foundation is considered grandfathered and may remain.
- The area of the structure removed from the LPZ must be revegetated with native plants compliant with the regulations.

Recommendation: Staff is recommending approval of the requested lakeshore construction permit with the 16 conditions listed in the report.

Chuck Birgensmith with Apex Restoration & Remodel was in attendance to represent the application. He made the following key points:

- There was no crawl space and the house was on the ground, so the area is not that deep. The old foundation/concrete will be removed. Then, the area will be filled with dirt and bark mulch.
- The area is roughly 9 feet by 40 feet.

Members reviewed the plans submitted with the application with Chuck as there was some confusion over what area will be revegetated.

Chuck further clarified the deck and retaining wall remain in place. They are not part of this project.

ACTION: Brammer made a motion to approve WLP 20-W02 with the 16 conditions. Schuber seconded and the motion passed unanimously.

This item will be on the City Council agenda on March 2nd as a consent agenda item.

8. STAFF COMMENTS

DRAFT

Summary: The next committee meeting will be held on March 11th. There are no applications on the agenda at this time. However, the committee is still scheduled to meet for Board training with the City's legal counsel. Members are asked to attend, so they may benefit from this education opportunity. If any applications are received, those agenda items will be discussed first and the education piece will be done after the applicants and public depart.

9. BOARD COMMENTS

Summary: Members inquired about the process for a text amendment to the lakeshore regulations that would require notifying adjacent landowners for Lakeshore Construction Permit Applications.

ACTION: Brammer made a motion to request City Council change the Lakeshore Regulations to require notification to adjacent landowners when Lakeshore Construction Permit Applications are submitted. Cavin seconded and all were in favor. The motion passed unanimously.

Recommendation: Staff will confirm the options committee members have to request items to Council and report back at the next meeting.

10. ADJOURNMENT

Summary: Meeting is adjourned at 7:02pm.

DRAFT

DUNLOP & CLARK
WHITEFISH LAKE LAKESHORE PERMIT
STAFF REPORT #WLP-20-W01
FEBRUARY 5, 2020

Property Owner:	Randy Dunlop	Cam Clark
Mailing Address:	P.O Box 1234 Lethbridge, AB T1J 4A4	1001 Highland Park Blvd NE Airdrie, AB T4A 0R2
Telephone Number:	403.317.2450	
Contractor:	Whitefish EZ Dock	Whitefish Lake Services
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Lake:	Whitefish Lake	
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approximately 260 square feet. Additionally, three jet ski ports are also proposed on the shared dock, approximately 67 square feet each.

The constructed area for the shared dock, three shore stations with canopies, and three jet ski ports is approximately 2,363.72 square feet. No other structures are located within the lakeshore protection zone.

Frontage and allowable constructed area: Combined, the three subject properties have 318-feet of lakeshore frontage and are eligible for 2,544 square feet of constructed area.

Existing Constructed Area: There is an existing dock, jet ski port and shore station located at 736 Birch Point that was approved in 2016. The property at 750 Birch Point also has a dock and jet ski port approved in 2005. Finally, the property at 810 Birch Point has a dock, 2 shore stations and 2 jet ski ports approved in 2018. All three docks will be removed as part of this project to facilitate the installation of one shared dock between the three properties. No additional constructed area is located within the LPZ on each of the three lots.

Conclusion: The proposed work complies with all requirements, most specifically Section 13-3-1, General Construction Standards of the Whitefish Lake and Lakeshore Regulations.

Recommended Conditions of Approval: Staff recommends that the Whitefish Lakeshore Protection Committee recommend approval of the requested lakeshore construction permit to the Whitefish City Council subject to the following conditions:

1. This permit is valid for a period of one year from the date of issuance. Upon completion of the work, please contact the Planning Department at 406-863-2410 for final inspection.
2. The Lakeshore Protection Zone is be defined as the lake, lakeshore and all land within 20 horizontal feet of the average high water line at elevation 3,000.79'.
3. The proposed dock dimensions specified on the application project drawing must not be exceeded unless modified by conditions of the approved permit. Changes or modifications to increase any dimension or change configuration must be approved through a permit amendment.
4. Temporary storage of vehicles, trailers, equipment, or construction materials in the lakeshore protection zone is prohibited.
5. The natural protective armament of the lakeshore and lakebed must be preserved whenever possible. Following installation, the lakeshore and lakebed shall be returned to its condition prior to construction.

Shared Dock

6. Multiple contiguous property owners or a single property owner with multiple contiguous properties that combined exceeds two hundred (200) linear feet of lake frontage may apply for a shared dock.
7. All three existing docks must be removed prior to the installation of the new shared dock.
8. A minimum setback of forty feet (40') is required between side riparian boundaries and any portion of a shared dock that exceeds thirty feet (30') in total width.
9. The total wing width of a shared dock shall not exceed sixty feet (60'), regardless of configuration.
10. Any wood used in construction of the new dock shall be untreated and left in its natural state. Use of a wood polymer composite (i.e. TREX) is strongly encouraged. Use of painted material, plywood, particle board or other glued composite board is not allowed.

11. If foam logs or similar easily damaged flotation systems are incorporated into the dock design, said material shall be completely encased in solid wood or a suitable impervious, non-corrosive material such as a synthetic, aluminum or galvanized sheet metal to avoid the breakup or scattering of materials. Boards may be spaced up to one-half inch (1/2") apart on the bottom or drain holes may be incorporated into other materials to aid in drainage. All foam encased floating docks shall be maintained according to these standards or else be immediately and completely removed from the Lakeshore Protection Zone. All foam shall be extruded closed-cell polystyrene (blue or pink logs) unless encased in synthetic "rotomolded" floats.
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13. The floating dock shall be suitably anchored to the lake bottom to avoid drift. Anchoring methods for the dock are limited to cable; galvanized chain or nylon or polypropylene rope attached to a suitable clean weight such as solid clean concrete, rock or steel blocks.

Shore Station & Floating Boat Lift (Jet Ski Port)

14. The shore stations and jet ski ports shall not be located farther into the lake than the permitted dock length.
15. The shore stations and jet ski ports shall be located no closer than twenty-five (25) feet from the side riparian boundary line.
16. The highest point of the shore stations and jet ski ports shall not exceed ten (10) feet in height above the current water elevation of the lake.
17. The shore stations and jet ski ports shall be located along the dock, as depicted on the submitted site plan. No section shall result in an overall dock surface width exceeding eight (8) feet.

Report by Bailey Minnich

City of Whitefish
Planning & Building Department
PO Box 158
418 E 2nd Street
Whitefish, MT 59937
Phone: 406-863-2410 Fax: 406-863-2409

File #: WLP 20-Wt
Date: JAN 9 2020
Intake Staff: _____
Check # 2679
Amount 350 00
Date Complete: _____

LAKESHORE CONSTRUCTION PERMIT

APPLICATION

WHITEFISH or LOST COON LAKE

FEE ATTACHED $ 350 00

A permit is required for any work, construction, demolition, dock/shorestation/buoy installation, and landscaping or shoreline modification in the lake and lakeshore protection zone – an area extending 20 horizontal feet landward from mean high water of:

- 3,000.79' msl (NAVD 1988) for Whitefish Lake
- 3,104' msl (NAVD 1988) for Lost Coon Lake

INSTRUCTIONS:

- ☐ Submit the application fee, completed application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **three (3) weeks prior** to the Lakeshore Protection Committee meeting at which this application will be heard.
- ☐ The regularly scheduled meeting of the Lakeshore Protection Committee is the second Wednesday of each month at 6:00 PM at City Hall at 418 E 2nd Street.
- ☐ After the Lakeshore Protection Committee meeting, the application will be forwarded along with the Committee's recommendation to the next available City Council meeting for final action, unless it is a committee approved permit.
- ☐ All work will be inspected for conformity with permit. Permits are valid for one year from date of approval and can be renewed by the governing body upon request.

A. LEGAL DESCRIPTION OF PROPERTY:

Street Address 736 + 750 + 810 Birch Point Drive

How many feet of the lake frontage do you own? 88 + 88 + 139 = 315 @ 2,520 Allowed

Assessor's Tract No.(s) See Attached Lot No(s) _____

Block # _____ Subdivision Name _____

1/4 Sec _____ Section _____ Township _____ Range _____

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

Cory Izett
Owner's Signature[1]

1-17-20
Date

Cory Izett
Print Name

FOR DEPOSIT ONLY
GLACIER BANK OF WHITEFISH, CIT
01/09/2020 02:17:36 PM
750, 810 BIRCH PT DR /CHK#2

[1] May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included

Cory Izeth — 1-7, 20

Applicant's Signature — Date

Cory Izeth

Print Name

Cory Izeth — 1-17-20

Representative's Signature — Date

Cory Izeth

Print Name

APPLICATION CONTENTS:

Attached **ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- ✓ Lakeshore Construction Permit Application
- ✓ Written description how the project meets the criteria in Sections C-F
- ✓ Site Plan drawn to scale
- ✓ Project Drawing that is drawn to scale
- ✓ Vicinity Map
- ✓ Minimum of three (3) photos: 1 photo of property from lake; 2 photos showing lakeshore protection zoning from property boundary toward the other property boundary (e.g., from the north property line across property to the south) and photos of each existing structure or constructed area within the lakeshore protection zone (dock, boathouse, stairs, etc.)

B. OWNER(S) OF RECORD:

Name: Randy Dunlop Phone: 403-317-2450

Mailing Address: 4110 9th Ave N, Lethbridge AB CANADA T1H 6L9

City, State, Zip:

Email: randy@dunloptrucks.com

APPLICANT (if different than above):

Name: Cory Izeth Phone: 250-2342

Mailing Address: 14 Sculler Way

City, State, Zip: Whitefish MT. 59937

Email: cizeth@hotmail.com

CONTRACTOR:

Name: Whitefish Lake Service Phone: 471-5727

Mailing Address: PO Box 5521

City, State, Zip: Whitefish MT. 59937

Email: dave@whitefishlakeservices.com

C. NATURE OF THE PROPOSED WORK: (describe what you propose to build, demolish or install. Give dimensions, material and list heavy equipment, if any to be used.)

Combine Randy Dunlops and Com Clarks two docks into a shared Dock.

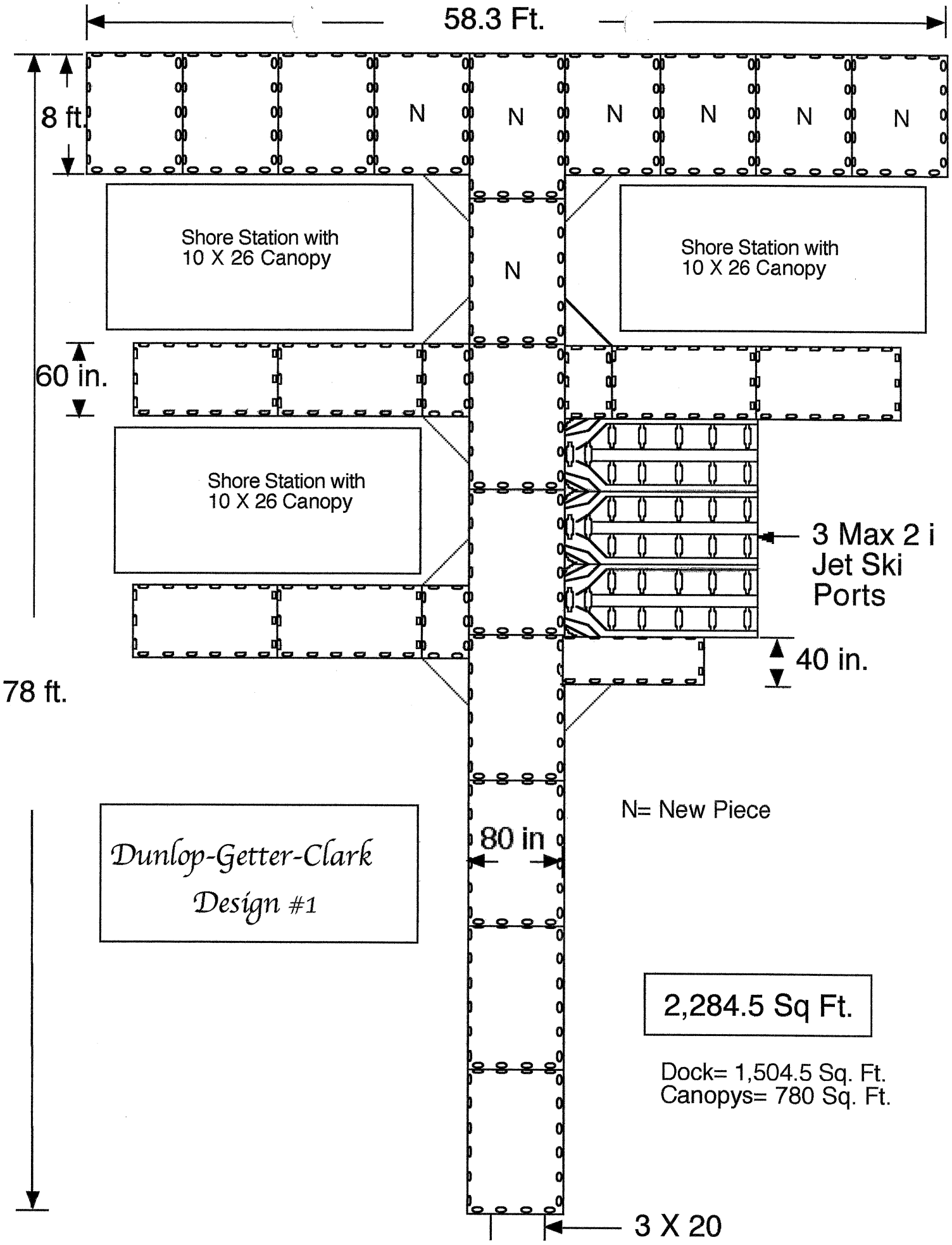
D. Describe any Environmental Impacts (e.g. impacts on water quality or fish and wildlife habitat, increased sedimentation, etc.). Explain what measures will be taken to alleviate these impacts.

None

E. Describe existing improvements on the property within the lakeshore protection zone along with the square footage of each such as an existing dock, stairs, deck or patio and when they were constructed, if known, or the permit number.

Randys Dock = See Attached
Coms Dock = See Attached
Getters Dock will be Removed
Know Dunlops

F. If a variance is requested in addition to this permit, specify the reasons or conditions which require or warrant the variance on a separate variance form. An additional fee is required for a variance request. What is the variance proposal?


58.3 Ft.
8 ft.
N
N
N
N
N
N
Shore Station with
10 X 26 Canopy
N
Shore Station with
10 X 26 Canopy
60 in.
Shore Station with
10 X 26 Canopy
3 Max 2 i
Jet Ski
Ports
40 in.
78 ft.
N= New Piece
80 in
Dunlop-Getter-Clark
Design #1
2,284.5 Sq Ft.
Dock= 1,504.5 Sq. Ft.
Canopys= 780 Sq. Ft.
3 X 20

Property Record Card
Tax Year 2019
Print

Summary

Primary Information

Property Category: RP
Subcategory: Residential Property
Geocode: 07-4292-26-4-06-07-0000
Assessment Code: 0000966415
Primary Owner:
DUNLOP RANDY T
BOX 1234
,
PropertyAddress: 736 BIRCH POINT DR
WHITEFISH, MT 59937
COS Parcel:

NOTE: See the Owner tab for all owner information
Certificate of Survey:
Subdivision: LAKE POINT
Legal Description:
LAKE POINT, S26, T31 N, R22 W, Lot 1
Last Modified: 7/11/2019 1:28:25 PM

General Property Information

Neighborhood: 207.200.W
Property Type: IMP_U - Improved Property - Urban
Living Units: 1
Levy District: 07-0334-74 - MAIN
Zoning:
Ownership %: 100
Linked Property:
No linked properties exist for this property
Exemptions:
No exemptions exist for this property
Condo Ownership:
General: 0
Limited: 0

Property Factors

Topography: 1
Fronting: 4 - Residential Street
Utilities: 3, 8, 9
Parking Type:
Access: 1
Parking Quantity:
Location: 5 - Neighborhood or Spot
Parking Proximity:

Land Summary

Land Type	Acres	Value
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	0.000	1,560,000.00

Deed Information:

Try Cadastral Beta

Print Button workarounds

Property Record Card
Tax Year 2019
Print

Summary

Owners

Appraisals

Market Land Info

Market Land Item #1

Method: Frontage and Depth
Type: Category 2
Width: 88
Depth: 257
Square Feet: 00
Acres:

Valuation

Class Code: 2201
Value: 1560000

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Property Record Card
Tax Year 2019
Print

Summary

Primary Information

Property Category: RP
Subcategory: Residential Property
Geocode: 07-4292-26-4-06-09-0000
Assessment Code: 0000349565
Primary Owner:
GETTER PROPERTIES LLP
PO BOX 6337
SHERIDAN, WY 82801-1737
PropertyAddress: 750 BIRCH POINT DR
WHITEFISH, MT 59937
COS Parcel:
NOTE: See the Owner tab for all owner information
Certificate of Survey:
Subdivision: BIRCH POINT
Legal Description:
BIRCH POINT, S26, T31 N, R22 W, Lot 013, W2 LOT 13 702=02
Last Modified: 7/11/2019 1:28:25 PM

General Property Information

Neighborhood: 207.200.W
Property Type: IMP_U - Improved Property - Urban
Living Units: 1
Levy District: 07-0334-74 - MAIN
Zoning: 1
Ownership %: 100
Linked Property:
No linked properties exist for this property
Exemptions:
No exemptions exist for this property
Condo Ownership:
General: 0
Limited: 0

Property Factors

Topography: 1
Fronting: 4 - Residential Street
Utilities: 3, 8, 9
Parking Type:
Access: 1
Parking Quantity:
Location: 5 - Neighborhood or Spot
Parking Proximity:

Land Summary

Land Type	Acres	Value
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	0.000	1,360,000.00

Deed Information:

Try Cadastral Beta

Print Button workarounds

Property Record Card
Tax Year 2019
Print

Summary

Owners

Appraisals

Market Land Info

Market Land Item #1

Method: Frontage and Depth
Type: Category 1
Width: 88
Depth: 350
Square Feet: 00
Acres:

Valuation

Class Code: 2201
Value: 1360000

Try Cadastral Beta

Print Button workarounds

Property Record Card
Tax Year 2019
Print

Summary

Primary Information

Property Category: RP
Subcategory: Residential Property
Geocode: 07-4292-26-4-06-11-0000
Assessment Code: 0000090375
Primary Owner:
CLARK CAM
1001 HIGHLAND PARK BLVD NE
,
PropertyAddress: 810 BIRCH POINT DR
WHITEFISH, MT 59937
COS Parcel:

NOTE: See the Owner tab for all owner information

Certificate of Survey:
Subdivision: BIRCH POINT AMD L 11 & 12
Legal Description:
BIRCH POINT AMD L 11 & 12, S26, T31 N, R22 W, Lot 12A, ACRES 1.04, ASSR# 0000090375
Last Modified: 7/11/2019 1:28:25 PM

General Property Information

Neighborhood: 207.200.W
Property Type: IMP_U - Improved Property - Urban
Living Units: 1
Levy District: 07-0334-74 - MAIN
Zoning:
Ownership %: 100
Linked Property:
No linked properties exist for this property
Exemptions:
No exemptions exist for this property
Condo Ownership:
General: 0
Limited: 0

Property Factors

Topography: 1
Fronting: 4 - Residential Street
Utilities: 3, 8, 9
Parking Type: 1 - Off Street
Access: 1
Parking Quantity: 2 - Adequate
Location: 5 - Neighborhood or Spot
Parking Proximity: 3 - On Site

Land Summary

Land Type	Acres	Value
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	1.040	1.615.000.00

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Print Button workarounds

Property Record Card
Tax Year 2019
Print

Summary

Owners

Appraisals

Market Land Info

Market Land Item #1

Method: Frontage and Depth
Type: Category 1
Width: 139
Depth: 326
Square Feet: 00
Acres:

Valuation

Class Code: 2201
Value: 1615000

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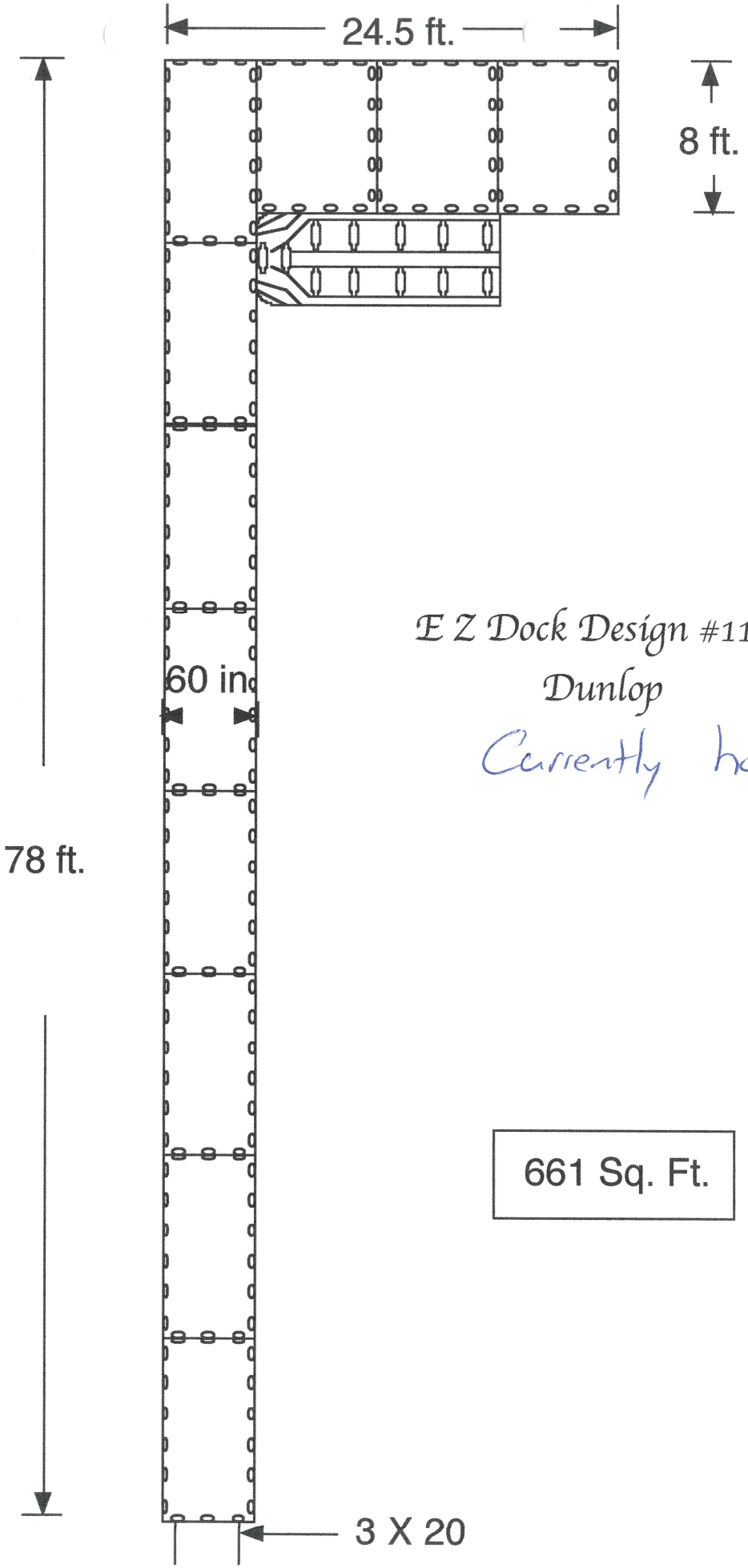
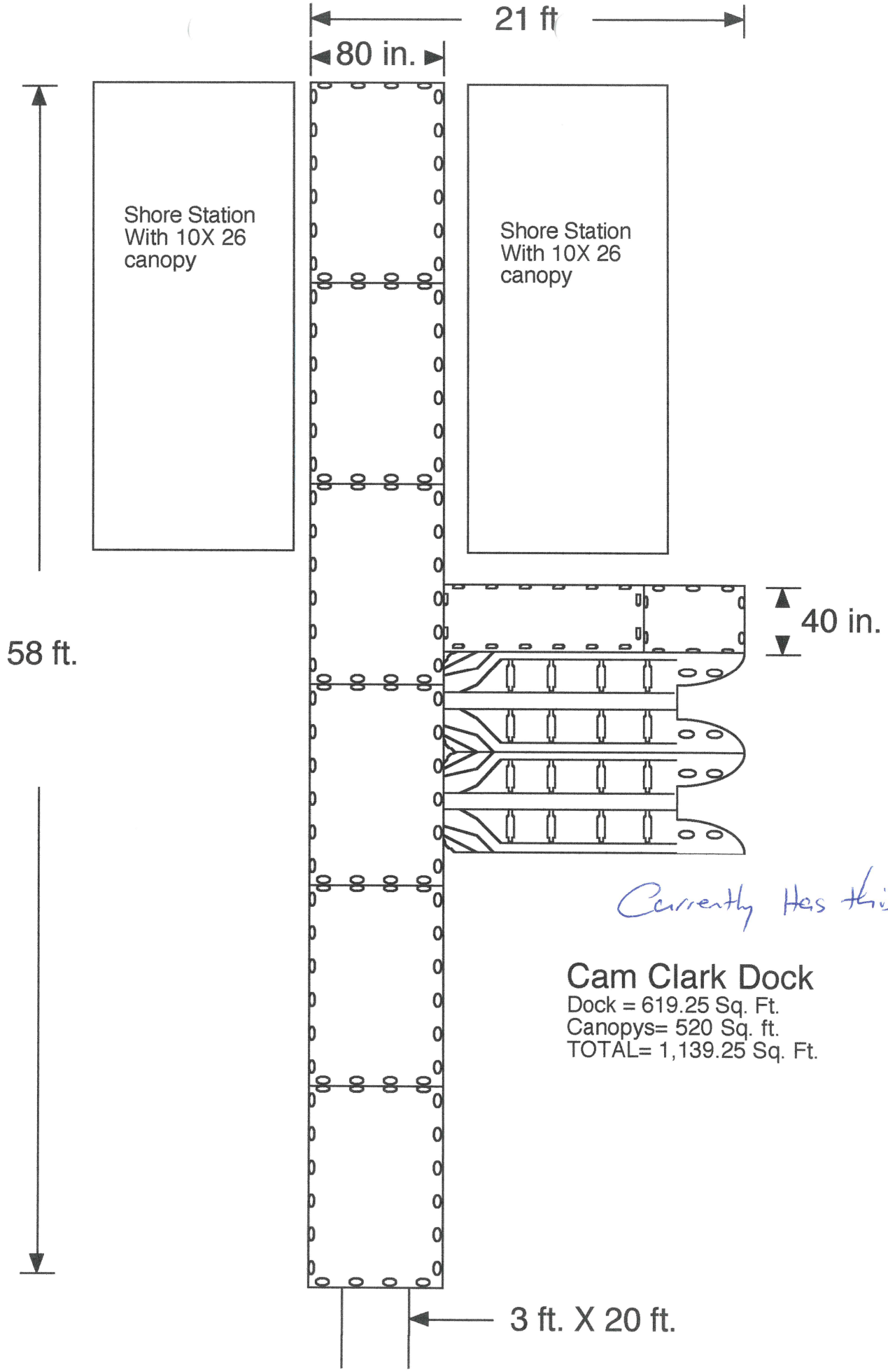

24.5 ft.
8 ft.
60 in
78 ft.
3 X 20
E Z Dock Design #11 For :
Dunlop
Currently has this
661 Sq. Ft.


21 ft
80 in.
Shore Station
With 10X 26
canopy
Shore Station
With 10X 26
canopy
58 ft.
40 in.
Currently Has this
Cam Clark Dock
Dock = 619.25 Sq. Ft.
Canopys= 520 Sq. ft.
TOTAL= 1,139.25 Sq. Ft.
3 ft. X 20 ft.

From: Randy Dunlop <randyd@dunloptrucks.com>
Subject: **RE: E Z Dock**
Date: January 3, 2020 9:27:54 AM MST
To: Cory Izett <cnizett77@gmail.com>
1 Attachment, 21.6 KB

I Randy Dunlop give permission to Cory Izett to apply for our lakeshore dock permit

Randy Dunlop
Truck Sales

DUNLOP
TRUCK CENTRES
CRANBROOK • LETHBRIDGE • MEDICINE HAT

Dunlop Truck Centres
4110 9 Ave N, Lethbridge, AB, T1H 6L9, Canada
Cell: 403-317-4299 - Phone: 403-317-2450 ext. 466 (main) - Toll Free: 1-888-345-3036
Email: randyd@dunloptrucks.com

From: Cory Izett <cnizett77@gmail.com>
Sent: Friday, January 3, 2020 9:13 AM
To: Randy Dunlop <randyd@dunloptrucks.com>
Subject: E Z Dock

Randy, I need letters of authorization from Mr.Clark and yourself in order to turn in the permit application for the new combined dock. They can be emailed to me and can simply state that you are giving me permission to apply for the lakeshore dock permit.

THANKS -

Cory Izett

Whitefish EZ-Dock Inc.
14 Scullers Way
Whitefish Mt. 59937
406-862-7332 office
406-250-2342 cell

cnizett77@gmail.com
www.westernmontanaezdock.com

From: Cam Clark <cam@camclarkford.com>
Subject: **Re: Randy Dunlop E Z Dock**
Date: January 4, 2020 10:23:45 AM MST
To: Cory Izett <cnizett77@gmail.com>

Please proceed

Sent from my iPhone

> On Jan 4, 2020, at 5:19 PM, Cory Izett <cnizett77@gmail.com> wrote:
>
> **CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
>
> Mr. Clark, I am working with Randy Dunlop on combining your two docks into a shared dock configuration. I need a short statement e mailed to me from you authorizing me to apply for the Lakeshore Permit. I have received one from Randy already.
> THANKS -
>
> *Cory Izett*
> *Whitefish EZ-Dock Inc.*
> *14 Scullers Way*
> *Whitefish Mt. 59937*
> *406-862-7332 office*
> *406-250-2342 cell*
>
> cnizett77@gmail.com
> www.westernmontanaezdock.com

If you wish to no longer receive emails from us please click here to unsubscribe.

CAM CLARK FORD

January 13, 2020

City of Whitefish

To Whom It May Concern:

RE: New Dock

I authorize Randy Dunlop as my representative for this new dock project that Whitefish EZ-Dock Inc. is working on for us.

Thank you.

Trusting this is satisfactory.

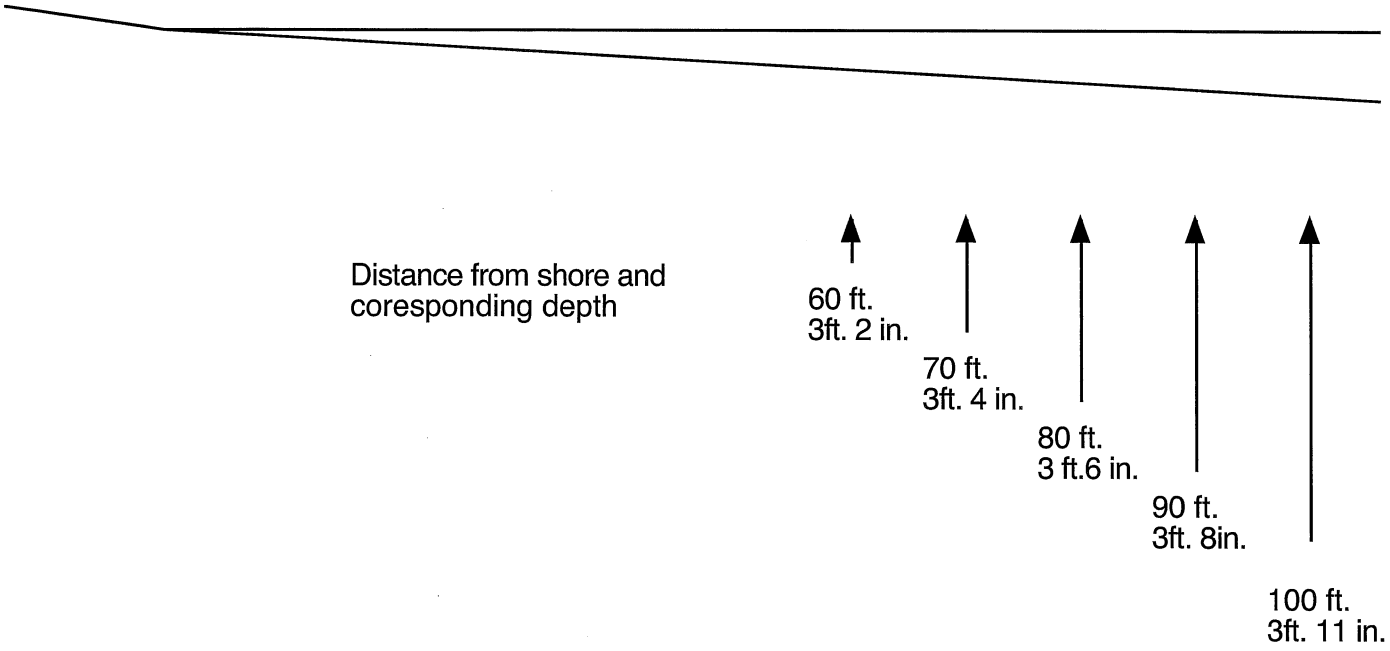
Cam Clark

403-540-6536

1001 Highland Park Boulevard NE AIRDRIE, AB T4A 0R2
Phone: (403) 948-6660 / Fax: (403) 948-4503 / Toll Free: 1-888-948-6660

AIRDRIE • CANMORE • OLDS
RED DEER • NORTH VANCOUVER • RICHMOND

Depth Profile For:
Dunlop - Clark



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City of Whitefish
Department of Public Works
418 E. 2nd St., PO Box 158
Whitefish, MT 59937
(406) 863-2460 Fax (406) 863-2419

March 30, 2020

Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana

Authorization to Contract for the
2020 Transportation Plan Update

Introduction/History

The 2009 Whitefish Transportation Plan projected future transportation improvements out to the year 2030. It has become apparent that parts of the City's transportation system are over capacity during the peak season and alternative routes of travel and modes of transportation are needed and an update to the 2009 Transportation Plan is needed to assist city staff in coordinating proposed projects with the planned future transportation grid. Thus, Council Goal PW 20-09 was created to update the City's Transportation Plan.

This planning process will engage the public in identifying and evaluating transportation conditions and alternative modes within Whitefish such as biking, walking and public transit. The plan will also evaluate projects to complete the network and fill the needs of various types of users. The ultimate outcome is the adoption of a Transportation Plan Update that will prioritize goals and objectives to improve transportation into the future and provide a practical set of policies and ranked tasks to achieve those objectives.

Current Report

An RFP was issued for the plan and proposals were due on January 10, 2020. The City received two proposals – one from Robert, Peccia, and Assoc. and the other from KLJ.

On February 3, 2020 Council appointed Craig Workman and Karin Hilding to serve on the Rating Panel, as well as appointing Craig Workman, Karin Hilding, and Mayor Muhlfeld to the Selection Panel for the 2020 Transportation Plan Update. Due to several scheduling conflicts, Mayor Muhlfeld asked Frank Sweeny to take his place on the Selection Panel.

Interviews were held on February 27, 2020 and both firms clearly displayed their ability to do the work.

Financial

The FY20 Budget includes $50,000 for the update to the transportation plan. Since the City is currently engaged in several other planning efforts with significant transportation components, it is anticipated that this project may carry over into FY21. The FY20 budget will be used to engage a consultant, evaluate the level of effort necessary to update the plan, and determine if additional budget allocation is necessary.

Recommendation

While both firms are clearly qualified to complete the plan update, it is the unanimous recommendation of the selection committee that staff move forward with KLJ. While they have not worked for the City of Whitefish on past project, we were extremely impressed with the research they completed to familiarize themselves with the City. KLJ brings a diverse team with a deep background in transportation planning and we feel they will have a fresh perspective on the City's transportation needs. They are currently working with the City of Kalispell on updating their transportation plan and staff members from Kalispell provided very positive remarks with respect to KLJ.

Based on this information, it is recommended that the City Manager be authorized to execute a contract with KLJ to complete the 2020 Transportation Plan Update.

.

Sincerely,

Craig Workman, P.E.
Director of Public Works

City of Whitefish

Department of Public Works

418 E. 2nd Street| PO Box 158
Whitefish, MT 59937
(406) 863-2460 | Fax (406) 863-2419

REQUEST FOR PROPOSALS

Engineering Services for the Whitefish Transportation Plan Update

Proposals Due: Friday 1/10/2020 4:00 PM
Contact: Craig Workman, Public Works Director
Phone Number: (406) 863-2455
Email Address: cworkman@cityofwhitefish.org

ANNOUNCEMENT

In accordance with Title 18, Chapter 8 (MCA) and adopted City policy for consultant selection, the City of Whitefish, Montana (City) is seeking Proposals from qualified consulting engineering firms to provide consulting services for the Whitefish Transportation Plan Update.

Proposals are due by **Friday, January 10, 2020.**

PROJECT OVERVIEW

Whitefish is a rapidly growing community in northwest Montana with a population of approximately 8000 people. The town is one of the major recreation centers of western Montana, surrounded by the Whitefish Mountain Ski Resort, Glacier National Park, pristine lakes, and a wide variety of outdoor recreation opportunities.

The 2010 Whitefish Transportation Plan projected future transportation improvements out to the year 2030. It has become evident that an update to the 2010 Transportation Plan is needed to assist city staff in coordinating proposed projects with the planned future transportation grid. It has also become apparent that parts of our transportation system are over capacity during the peak season and alternative routes or modes of transportation are needed.

This planning process will engage the public in identifying and evaluating transportation conditions and alternative modes within Whitefish. The intended outcome is City Council adoption of a 2020 Whitefish Transportation Plan Update that will set goals and objectives in

improving transportation into the future and provide a practical set of policies and prioritized tasks to achieve those objectives.
This project consists of evaluating existing transportation conditions (driving, biking, walking and public transit). The plan will also identify projects that will help complete the network and fill the needs of various types of users.

PROJECT HISTORY

The Whitefish Transportation Plan was adopted by the City Council in February of 2010. The plan has guided decisions about the Whitefish area transportation system over the past 9 years. Due to increased growth and peak season visitation, the city's main transportation routes have become increasingly congested. During this period there have been very limited transit system improvements.

Since 2010 there have been several planning and highway projects that relate to the Transportation Plan. These include:

> The Wisconsin Corridor Plan, Highway 93 West Corridor Plan, Highway 93 South Corridor Plan (in progress), 2018 Whitefish Climate Action Plan, 2016 Connect Whitefish Bicycle and Pedestrian Plan, Sustainable Tourism Plan, 2019 Whitefish Traffic/Transportation Report, 2019 Whitefish Parking Management Plan, 2015 Downtown Business District Master Plan, the TIGER project, the Whitefish West Highway 93 project Phase 1 and 2, and the ongoing Whitefish Urban Study (MDT).

In addition to increased residential growth, there are several new hotels and condominium vacation complexes. Traffic on Highway 93 has increased significantly during this period and annual average daily traffic is nearly 25,000 vehicles per day. There is need for roads paralleling Highway 93 through the extension of Baker Avenue and Whitefish Avenue. In addition, the Wisconsin Corridor Plan pointed out the need for costly future improvements to that road.

REQUIRED SERVICES

The work to be performed by the consultant shall include, but not be limited to overall project management, transportation system modeling, public involvement, and coordination with MDT. The project will include; two public meetings, meetings with local business groups, a City Council workshop, and meetings with City Staff. The draft plan deadline is August of 2020.

FORMAT AND CONTENT OF SUBMITTAL

Five (5) hard copies of the firm's proposal, along with an electronic copy, shall be submitted to the Whitefish Public Works Department, 418 E. 2nd Street, PO Box 158, Whitefish, MT 59937, no later than **4:00 PM Friday, January 10, 2019**. Faxed or emailed proposals will not be considered.

In order to be responsive, all proposals must follow the format and contain information listed in this section. Proposals shall be limited in length. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present a complete and effective response are not desired.

1. **Cover Letter** – Provide a letter of transmittal introducing your firm.
2. **Overview** - Provide an abstract of your firm's submittal summarizing the nature of the proposal and demonstrating your understanding of the projects.
3. **Key Personnel** – Include brief resumes of the staff who will be assigned to the project. Discuss experience and how experience will be applied to this project.
4. **Experience** – Provide details of up to three (3) prior projects your firm has completed which relate to this assignment.
5. **References** - Provide names and telephone numbers of three (3) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

EVALUATION, SELECTION PROCESS AND CONTRACT NEGOTIATIONS

Proposals will be ranked by a Selection Committee. Contract negotiations will begin with the highest ranked firm as soon as possible following the ranking. This contract will be for Phase 1 activities. The City may choose to expand the contract resulting from this selection process to include similar or related work, including additional phases. If the City determines acceptable terms cannot be reached, the City will terminate negotiations and continue with the next highest ranked firm.

Each Proposal will be ranked according to the following criteria.

20% - Overall quality of the proposal including clarity of the submittal and responsiveness to the Request for Proposals
30% - Qualifications of personnel who would be assigned to the project and the project team's experience, as a group, with transportation planning projects
30% - Prior experience with similar transportation planning projects
10% - The firm's past work for the City of Whitefish
10% - Office location for personnel who would be assigned to the project

Questions may be referred to Craig Workman – Public Works Director, by telephone at 406-863-2455, or by email at cworkman@cityofwhitefish.org.

ADDITIONAL CONSIDERATIONS

- City reserves the right to reject any or all proposals.
- City reserves the right to request clarification of information submitted and to request additional information from the firm(s).
- If a contract and fee cannot be successfully negotiated with the selected firm, the City may choose to enter into negotiations with another prospective firm, or it may re-advertise for new proposals.
- The successful consultant shall provide and maintain professional liability, worker's compensation, property damage, errors and omissions, and any additional lines of coverage required by the City.

KLJ

ENGINEERING, REIMAGINED

PROPOSAL TO PROVIDE ENGINEERING SERVICES FOR THE

Whitefish Transportation Plan Update

JANUARY 2020

January 8, 2020

Whitefish Public Works Department
418 East 2nd Street
Whitefish, MT 59937

728 East Beaton Drive, Suite 101
West Fargo, ND 58078-2650
701-232-5353
KLJENG.COM

RE: Request for Proposals – Engineering Services for the Whitefish Transportation Plan Update

Dear Selection Committee:

KLJ is excited to present the City of Whitefish with our proposal for development of the update of the Whitefish Transportation Plan. Included you will find relevant project experience and resumes for staff we feel best match issues and needs facing the Whitefish community. There are four key differentiators that set our team and approach apart from our competition.

Fresh Perspective

KLJ brings a fresh perspective to the City of Whitefish and your community of engaged citizens. Given the number of recently developed plans, having a consultant with a new perspective will bring a fresh set of eyes to help catalyze a renewed transportation plan and policy direction for the City of Whitefish. We will use our innovative public engagement process to help augment our perspectives from boots on the ground input from the residents of Whitefish. We will use our collection of past long-range planning projects to help tailor a process that will meet your needs.

Long-Range Planning Experience

Our team has a deep resume in long-range transportation planning. Our experience ranges from metropolitan area planning for communities larger than Whitefish to plans for similar sized communities, and everything in between. Having a diversity of planning experiences allows us to respond to the dynamic and complex issues present in Whitefish. We are successful at developing planning products that focus on solidifying a transportation strategy for our clients.

Managing Diverse Stakeholders and Balancing Competing Interests

Our Project Manager Wade Kline has worked within highly complex transportation environments. As a private sector consultant, Wade has a proven track record of working with local, county, and state Department of Transportation (DOT) stakeholders to forge a common transportation strategy for cities and, in some cases, entire regions. Prior to his five years at KLJ, Wade served as the executive director of the bi-state Metropolitan Planning Organization (MPO) in Fargo, ND-Moorhead, MN.

Working in Kalispell

KLJ is currently about 20 percent into the development of the Kalispell Area Transportation Plan. Titled Move 2040, the Kalispell Area Transportation Plan is building a transportation plan to address critical transportation issues facing the Kalispell area. The plan includes working closely with the City of Kalispell, Flathead County, and the Montana Department of Transportation (MDT). Our work on the Kalispell Area Transportation Plan will take us well into 2021 and ensures our project management team is committed to being on-site in the Flathead Valley and Whitefish area to meet your specific needs.

To support our team, KLJ has teamed with Orion Planning and Design (OPD). KLJ and OPD are currently working together on the Kalispell Area Transportation Plan. Allison Mouch will support KLJ with public engagement and with growth planning and projections. Oliver Seabolt from OPD will assist integrating active transportation elements in the Whitefish Transportation Plan update.

If you have any questions or require additional information, please don't hesitate to contact me directly at 701-271-5009 or by email at wade.kline@kljeng.com.

Sincerely,
KLJ

Wade Kline
Project Manager
wade.kline@kljeng.com

Mark Anderson, PE
Vice President, Environment and Public Works
mark.anderson@kljeng.com

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Firm Information

EVERY PROJECT, EVERY TIME.

Since the 1930s, we have worked alongside communities of all sizes, partnering with clients such as cities, counties, and developers – just to name a few. We create solutions that turn your visions into reality, improving the lives of people and communities across the nation. Our business model puts you first, providing an exceptional experience that truly reimagines what your project can become.

ENGINEERING NOW AND FOR THE FUTURE

The project you complete today impacts lives for generations. Together, we discuss your current needs, identify the alternatives, recommend the right solution, and uncover ways to positively impact our communities.

EXCEPTIONAL SERVICE

It's more than an engineering project – it's your experience. We become part of your community, and will care about your projects as much as you do, putting your project first. We will collaborate to understand what's most important to you and deliver an exceptional experience.

EXPERIENCE YOU CAN COUNT ON

Together, we'll complete more than projects; we'll create a legacy. And we know how to do this because we've been building our own for decades. Creating exceptionally engineered solutions is second nature at KLJ.

PEOPLE YOU CAN TRUST

With offices located across the nation, and more than 550 employee-owners, we have the capacity to provide the services needed to help our communities move forward and grow. We have the size and scope of engineering-based services along with the local expertise to drive your project forward to a successful result.

We mean it when we say there is no community too small, or project too big. Our team is committed to planning, designing, and supporting infrastructure projects of all shapes and sizes. From pipelines, roads, runways, and parks, we do all the sophisticated engineering you expect, along with the support and technical expertise you need.

AVIATION

CULTURAL RESOURCES

ENVIRONMENTAL

FUNDING RESOURCES

LAND DEVELOPMENT

OIL & GAS

POWER

PUBLIC WORKS

RIGHT-OF-WAY

STRUCTURAL

SURVEY

TELECOMMUNICATIONS

TRANSPORTATION

WATER

ORION PLANNING + DESIGN OPD

Our Firm

Orion Planning + Design (OPD) is a multi-disciplinary firm specializing in the creation of dynamic places. We advocate inclusive, healthy communities that can adapt and thrive in a changing world.

Our team of professionals has experience in nearly every aspect of local, regional, and state planning. We are a Montana-based LLC formed in 2011 with offices in six states.

Our Approach

Using a holistically integrated team approach, OPD provides the highest level of service to our clients. Our processes engage and motivate, and our products inspire and enrich. OPD believes in collaborative planning and place-based context-sensitive solutions. We facilitate locally driven processes and strong working relationships with staff, committees and boards. We distinguish ourselves from our competitors by:

1. Building capacity. We strengthen communities. We educate, train, and support our clients and communities so that they have the knowledge and confidence to implement plans, codes, and recommendations.
2. Emphasizing implementation. Our consulting services always include detailed guidance on how to get from vision to reality.
3. Integrating plans and codes. Our approach and experience focuses on implementing plans through local codes. We plan with coding in mind and our code products reflect plan priorities.
3. Valuing volunteerism. We respect the role of community volunteers and can boast significant time serving communities at home and abroad.

Our Services

OPD offers a variety of professional community planning and design services ranging from turnkey products and services such as comprehensive plans, site design, and land development regulations to on-call staff assistance, mapping and analysis. OPD serves a variety of clients including government, developers, private businesses, landowners, and non-profits.

WWW.ORIONPLANNINGDESIGN.COM

Locations

Missoula, Montana (419) 297-1604
Hernando, Mississippi (901) 268-7566
Huntsville, Alabama (256) 763-1542
St. Simons Island, Georgia (404) 933-0143
Boulder, Colorado (303) 551-2488
Sheridan, Wyoming (307) 763-0570

Services

Comprehensive and Area Planning
Master Planning
Parks, Open Space, & Trails
Watersheds & Waterfronts
Site Planning
Urban Design
Visioning
Coding
Board & Staff Training

Project Understanding

In preparing our proposal, we took the time to review and evaluate a series of recent plans developed since 2010, including your current 2010 Transportation Plan. In total, we reviewed 13 specific plans or initiatives developed to address a range of transportation, land use, and sustainability issues within the Whitefish community.

Each plan makes clear the unique circumstance of Whitefish as a popular year-round destination community with significant recreation attractions, such as Glacier National Park and Whitefish Mountain Resort. In summary, transportation demands placed on the community far outpace existing and projected capacity.

A series of realistic strategies need to be coordinated and tied together, but new solutions are needed to build a new vision for Whitefish. Our project understanding assisted the development of a scope of work that truly reflects the needs facing the Whitefish community.

Corridor Planning

Whitefish is a community dominated by the presence of significant state highways. Typically, this results in a constrained local arterial and collector system. While limited, significant opportunities still exist to preserve and build out an efficient network of local arterial and collector corridors to support internal transportation needs facing the City of Whitefish. Some of these opportunities were explored with the 2010 Transportation Plan and continue to play out through ongoing analysis through the Highway 93 South Corridor Study and the Whitefish Urban Study. A comprehensive technical evaluation and public engagement process needs to unfold to more succinctly develop and refine a series of critical corridor improvements.

System Connectivity

Related to corridor planning is the need to look for cost-effective system connectivity solutions that can build new infrastructure while leveraging existing network capacity. The 2010 Transportation Plan clearly outlined a series of system connectivity improvements. However, a fresh investigation is needed for many of these remaining feasible solutions. With limited resources, the Whitefish Transportation Plan update requires a cost effectiveness element to determine a prioritized list of technical solutions that improve system connectivity. A long-range planning process is most successful when it can catalyze technical and public support around a small handful of feasible and cost constrained short-range projects. Our approach is to develop a prioritized list of strategies that can be implemented in a short-range horizon.

Big Picture

Whitefish is fortunate to have completed the volume and diversity of recent planning over the past decade. With so many potentially competing plans and strategies, there is likely a lack of an overall strategy or vision for how to move forward in a collective fashion. In short, Whitefish needs to be able to see the big picture. The Transportation Plan update must take a step back and look more broadly at how we blend together large-range issues and needs into a streamlined transportation and policy plan. This will allow us to develop a more strategic transportation plan for the City of Whitefish. What can we accomplish today? What will be our strategy for tomorrow? What is our long-range vision? These are questions we will help you answer through a detailed technical approach, as well as a thoughtful and engaging public involvement process.

Mobility Strategy

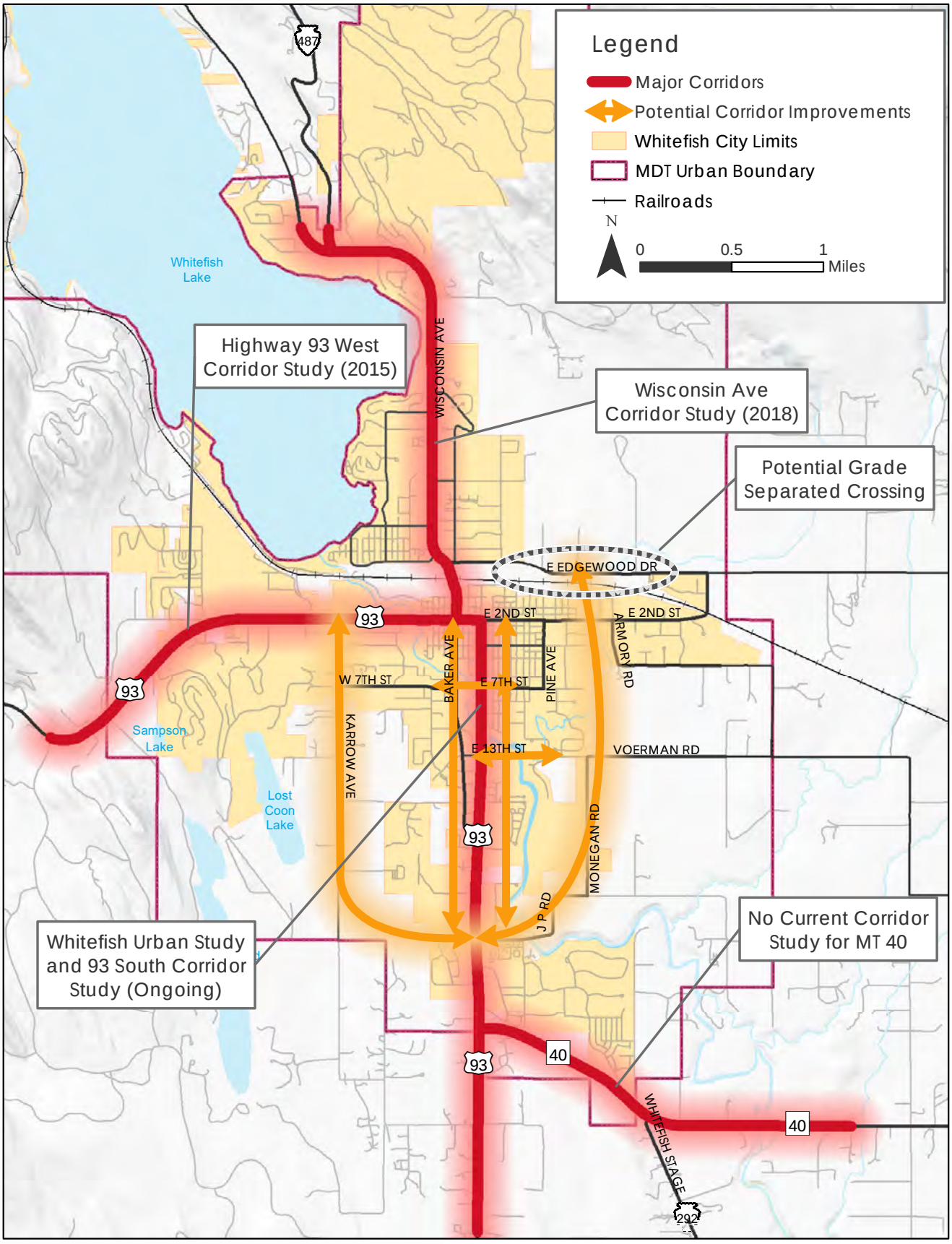
The Whitefish Transportation Plan update must set in place a new mobility strategy for the City that blends recent planning and ongoing efforts. Roadway capacity is limited, the Transportation Plan update should focus on improving significant infrastructure currently in place to better utilize public transit options both within Whitefish and throughout the Flathead Valley. Firstly, building the capacity of Eagle Transit to continue to serve internal trips in Whitefish, specifically between commercial and residential areas. Secondly, bolstering existing tri-city transportation needs to improve public transit utility between Whitefish, Columbia Falls, and Kalispell, and improving connections with the Glacier Park International Airport. Lastly, we must find a way to improve the efficiency of the Shuttle Network of Whitefish (S.N.O.W.) Bus and build greater connections for bike and pedestrian mobility for shorter internal trips

Vision Whitefish 2040

A key component of the Transportation Plan update must focus on clearly defining a new and consensus-based vision to the year 2040. As noted in our scope of work, project branding and identification for the Whitefish Transportation Plan update will be important to setting the process apart from recent and ongoing planning in the community. The Transportation Plan update must be unique and identifiable to the community and the public.

Study Area Understanding

KLJ understands the current dynamics at play with in the City of Whitefish. Integrating a series of recently completed key corridor plans will be important to developing a larger plan for mobility and connectivity. Developing new analysis along the MT 40 Corridor and assuring the preservation and build-out of existing and future local corridors will be important to supporting the long-range vision for transportation in Whitefish.



Scope of Work

TASK 1 | *PROJECT MANAGEMENT*

Project Manager Wade Kline will oversee development of the Whitefish Transportation Plan update. This will include monthly invoicing and project status reports. Invoicing and status reports will be developed to match formats provided by the City of Whitefish. Milestones for the projects are outlined within the Project Schedule shown on page 14. Coordination with both a project Study Review Committee (SRC) and Project Team Working Meetings are also included in the Project Management task.

Study Review Committee

KLJ proposes the formation of a SRC as the primary technical guiding element of the Whitefish Transportation Plan update. The SRC is a project steering committee with members from the City, Montana Department of Transportation (MDT), key local stakeholders, and other key interested individuals. We will plan for a total of seven meetings with the SRC. Each SRC meeting focuses on a discussion and deliberation regarding key milestones of the planning process.

Project Team Working Meeting

Project Team Working Meetings will occur once monthly in months where there is no SRC meeting. The Team Working Meetings are a smaller subset of the overall SRC. Project Team Working Meetings will handle day-to-day elements of the planning process. The Team Working Meetings provide for discussion and deliberation on deliverables in progress as well as staff and consultant check-ins regarding ongoing project logistics. KLJ will also use Team Working Meetings to keep the City of Whitefish apprised of project schedule and budget. KLJ proposes video web conferencing for each Project Team Working Meeting. The schedule for the Team Working Meetings is shown on page 14.

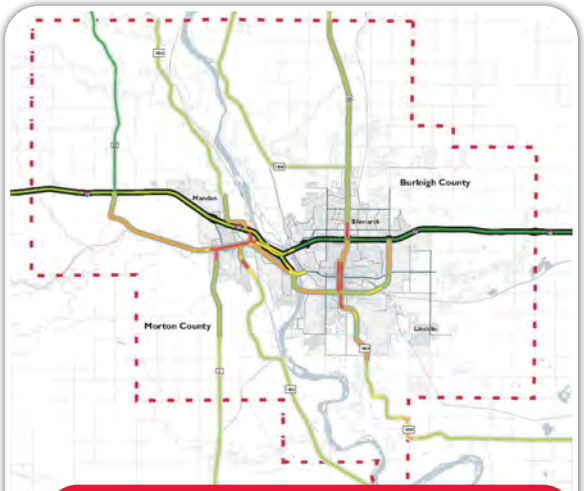
TASK 2 | *WHITEFISH 2040 – BASELINE CONDITIONS REPORT*

The first deliverable of the Whitefish Transportation Plan update will be the Whitefish 2040 – Baseline Conditions Report. The Baseline Conditions Report includes a concise and visually-appealing summary of existing surface transportation conditions in the study area. The report covers all modal areas and summarizes the relevant data sets needed to support the Transportation Plan update.

Baseline Conditions Report

KLJ will develop a summary of the following existing system conditions for the study area, which will include a System Profile of the Existing Transportation Network and Related Features as follows:

- Summary of Existing and Collected Traffic Data
- Summary Output from the Base Year and 2040 Existing and Committed (E+C) Model
- Pavement Conditions (data provided by City and MDT)
- Summary of High Crash Locations (data provided by MDT)



Pavement conditions was a component of the Baseline Conditions Report KLJ prepared for the Bismarck-Mandan Transportation Plan.

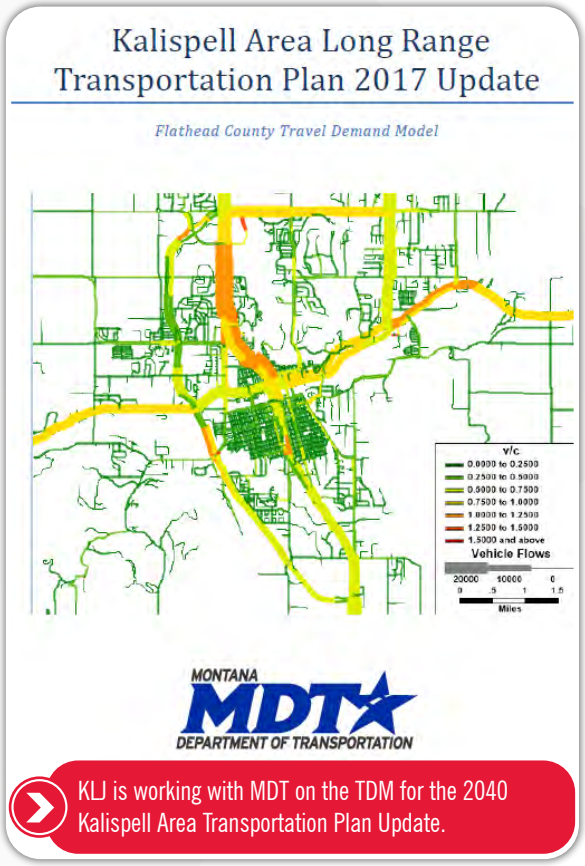
- Summary of Existing/Available Freight, Rail, and Air Systems for the Study Area (collected by KLJ)
- Summary of Bicycle and Pedestrian Systems in the Study (data provided by City)
- Summary of Public Transportation Systems (collected by KLJ)
- Existing Functional Class of Study Area Roadways (data provided by City and MDT)

Consistency and Relevancy Review

KLJ will collapse and consolidate several recent planning documents, including the current 2010 Transportation Plan into short Consistency and Relevancy Review. This serves to shortlist projects, programs, strategies and policies which need to be pulled forward from recent or ongoing planning into the update of the Whitefish Transportation Plan. The Consistency and Relevancy Review ensures that the update of the Whitefish Transportation Plan includes relevant foundational elements from past planning efforts within the City of Whitefish.

TASK 3 | *TRAVEL DEMAND MODELING*

Task 3 will involve coordination with MDT for the use of their current travel demand model (TDM) for the Whitefish urban area. The TDM will be an important tool to use for the update of the Whitefish Transportation Plan, specifically for analysis and evaluation of system-wide network improvements.



KLJ is working with MDT on the TDM for the 2040 Kalispell Area Transportation Plan Update.

Preliminary Coordination with MDT on Model Development Parameters

KLJ will coordinate an initial kick-off meeting regarding development of the modeling to support the update of the Whitefish Transportation Plan. This meeting will be used to confirm expectations between KLJ, MDT, and the City on the process and protocol for modeling throughout the planning process.

Model Review and Consent

KLJ will lead an initial model-scoping meeting with the SRC to determine the presentation of all model results and data, in addition to setting realistic time frames for the completion of the tasks. MDT will provide a technical memorandum documenting the development of the traffic model. Prior to starting any analysis in Task 3 with the outputs from the calibrated 2040 E+C model, KLJ will review and comment on the MDT-developed base model.

2040 Projected Conditions

To support modeling and the alternatives analysis discussed in Task 3, KLJ will work with the SRC to establish 2040 Future Growth Projections to support the update of the Whitefish Transportation Plan. This will include a review of historic and projected trends for housing and employment within the study area. This effort will be based on a review of a range of available data sets and variables, including recent completed growth and policy plans developed within the study area. This analysis will generate projected future housing and employment data to be used to support future year 2040 modeling.

2040 TAZ Allocations

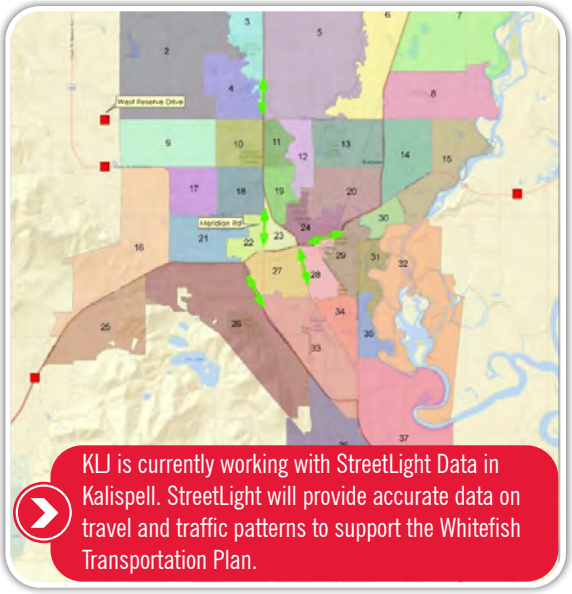
Once approved by the SRC and MDT, KLJ will assign projected year 2040 households and employment into existing Traffic Analysis Zones (TAZ) to support operations of the 2040 E+C model by MDT. We will work with an ESRI shapefile of the TAZs (provided by MDT) to populate future growth.

2040 E+C Model – No Build Conditions Analysis

KLJ will work with the City and MDT to integrate E+C projects to the travel model coupled with inclusion of approved projected 2040 household and employment data. The 2040 E+C outputs will serve as the projected conditions element of the 2040 Baseline Conditions Report. KLJ will review outputs of the 2040 E+C model and use them for inputs into the Baseline Conditions Report to demonstrates the projected "no build" conditions on the transportation system in the Whitefish study area. These outputs will drive much of the analysis developed and discussed in Task 4 (Alternatives Analysis).

StreetLight Data

KLJ will acquire StreetLight Data to support development of the Whitefish Transportation Plan, which will be used to assist in the area-wide alternatives analysis to support a more detailed analysis of existing origin-destination pattern through the study area. StreetLight Data can also useful in evaluating travel speeds and traffic conditions based on both peak and off-peak seasons.



KLJ is currently working with StreetLight Data in Kalispell. StreetLight will provide accurate data on travel and traffic patterns to support the Whitefish Transportation Plan.

TASK 4 | *ALTERNATIVES ANALYSIS*

A key element of the update of the Whitefish Transportation Plan will be the development of the alternatives analysis. Task 4 will be supported by the calibrated TDM for the study area. KLJ proposes a two-step process of analysis based on projected 2040 conditions for the Whitefish Transportation Plan.

Step 1 – Area-Wide Analysis

The first step in the alternatives analysis involves evaluation of a series of area wide issues. Starting with the 2040 E+C model, KLJ will work with the SRC, and in consultation with input gathered from the public and key stakeholders, to evaluate and understand potential area-wide implications to future transportation mobility.

As part of the area-wide analysis, KLJ will evaluate the cost-effectiveness of a series of system connectivity and corridor level transportation options and alternatives. Many of these alternative improvements are pulled forward from the 2010 Transportation Plan, as well as ongoing planning for US 93. The outcome looks to evaluate a range of needed local arterial and collector corridor improvements.

KLJ uses TDM outputs (vehicle hours traveled, vehicle miles traveled, v/c ratios) and planning level cost estimates to understand when transportation investments should be programmed. The alternatives analysis evaluates a collection of individual projects representing a system of generally coordinated improvements designed to be constructed over time. Once identified, the projects are analyzed using a benefit/cost analysis to determine if the project is beneficial over its entire lifespan, a cost-effectiveness analysis to determine if the project is beneficial over the planning horizon, and a returned equity analysis to determine how quickly the benefits outweigh the cost of the project.

Step 2 – Corridor Level Analysis

Step two in the alternatives analysis process is evaluating corridor level needs based on outputs of the area-wide model. Various model outputs can be used to understand and evaluate future transportation investment needs along a series of critical major corridors.

Area-wide modeling will assist KLJ to focus in on corridor level issues and needs for local corridors throughout the Whitefish study area. KLJ will work with the SRC to establish an agreed to methodology for how corridor level analysis is developed from outputs of the area-wide model. Corridor level analysis drives development of a list of needed improvements to achieve improved Level of Service (LOS) along major transportation corridors. These will amount to inputs into the eventual future project list for the Whitefish Transportation Plan update.

Intersection Level Analysis

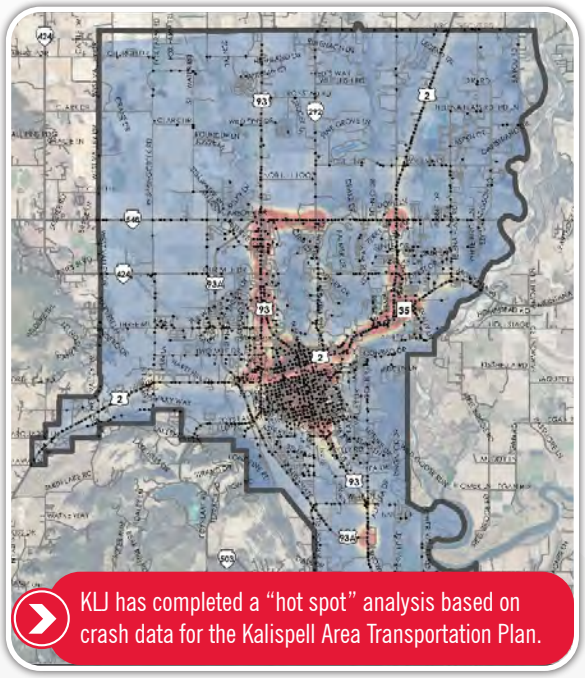
Based on projected conditions, KLJ will evaluate intersection LOS at existing priority intersections. We will collect AM and PM peak hour turning movement data at several key intersections. KLJ will augment this data with available data recently collected by MDT on State Highways in the study area. Following analysis of the 2040 E+C model and early public input, we will work with the SRC to prioritize a list of intersections to undergo detailed LOS analysis. Based on existing and projected intersection LOS, we propose a series of intersection level recommendations for consideration in a future project list for the Whitefish Transportation Plan update.

Safety and Crash Analysis

KLJ will provide an area-wide evaluation of crash data provided by MDT. Specifically, for areas experiencing a high frequency of crashes or serious or fatal injury crashes, we will more specifically identify potential improvements for consideration in a future project list for the Whitefish Transportation Plan update. KLJ will account for emphasis areas and federal programming strategies set forth in both the Strategic Highway Safety Plan (SHSP) and Highway Safety Improvement Program (HSIP).

Transportation System Management and Operations

KLJ will evaluate potential transportation system management and operations (TSM&O) improvements, such as such signal coordination, traffic calming, and other operational changes and improvements to the local street system. Many of these strategies will be evaluated on an area-wide basis and specific recommendations are likely to emerge as part of specific corridor level recommendations.



KLJ has completed a "hot spot" analysis based on crash data for the Kalispell Area Transportation Plan.

TASK 5 | *PUBLIC ENGAGEMENT*

Development of the Whitefish Transportation Plan update will be supported by four phases of public engagement. Each phase has a separate and unique theme. Each phase is structured to be interactive in nature, ensuring residents and key stakeholders feel engaged and leave with a sense of having made a difference to the future of the Whitefish transportation system.

Phase #1 – Listening Sessions

KLJ will develop a series of listening sessions early in the planning process that serve to kick-off the Whitefish Transportation Plan update. The listening sessions are a multi-day event allowing residents and key stakeholders to share ideas and thoughts on transportation and mobility needs. Stakeholder interviews are conducted in small to mid-sized groups, in a public workshop setting. Listening posts may be set up in approved locations that allow community members to learn about the project and provide feedback in a manner most convenient for them. The listening sessions are supported through initial baseline and background data on transportation conditions in Whitefish.

Phase #2 – Futures Summit

KLJ will develop a series of Futures Summits to start the process of more specifically developing system alternatives and strategies to address projected conditions for the study area. Once the Whitefish 2040 Baseline Conditions is completed, we will hold a series of workshops to give residents and key stakeholders and opportunity to identify project needs and priorities. Workshops will be scheduled at various times in multiple locations to offer a wide range of opportunities to participate. The Futures Summits allow residents to inject preferences for community wide transportation and mobility goals and emphasis areas.

"Futures Summit" exercises allow the public to identify corridor level and community wide needs based on existing and projected conditions.

Council Work Session #1

Following the conclusion of Phase #2 – Futures Summits, we will hold a City Council Work Session to debrief some of the key findings and themes illustrated by the public. Council Work Session #1 will be an important milestone to give the Council an opportunity to understand emerging key themes as well as public perceptions and desires for transportation needs in Whitefish.

Phase #3 – Options and Alternatives

KLJ will develop a series of workshops (likely three sessions over two days) to review the alternatives analysis output. The community is invited to a series of open houses to understand the effectiveness and impacts of a universe of projects and project concepts that have been modeled and evaluated. Residents and stakeholders are engaged in a process to assist in evaluating technical prioritization of a series of projects and project clusters.

KLJ uses "interactive" exercises to engage and empower the public and key stakeholders in the transportation planning process.

Council Work Session #2

Following the conclusion of Phase #3 – Options and Alternatives, we will hold a City Council Work Session to debrief responses from the public on options and alternatives for the future of transportation in Whitefish. Council Work Session #2 will be important milestone to give the Council an opportunity to understanding community preferences for various transportation alternatives and choices to improve mobility conditions in Whitefish. Council Work Session #2 also provides the Council an opportunity to collectively think through key guidance on how to start to develop a more refined set of projects and strategies for the eventual final Whitefish Transportation Plan.

Phase #4 – Draft Plan – Unveil Vision Whitefish 2040 Transportation Plan

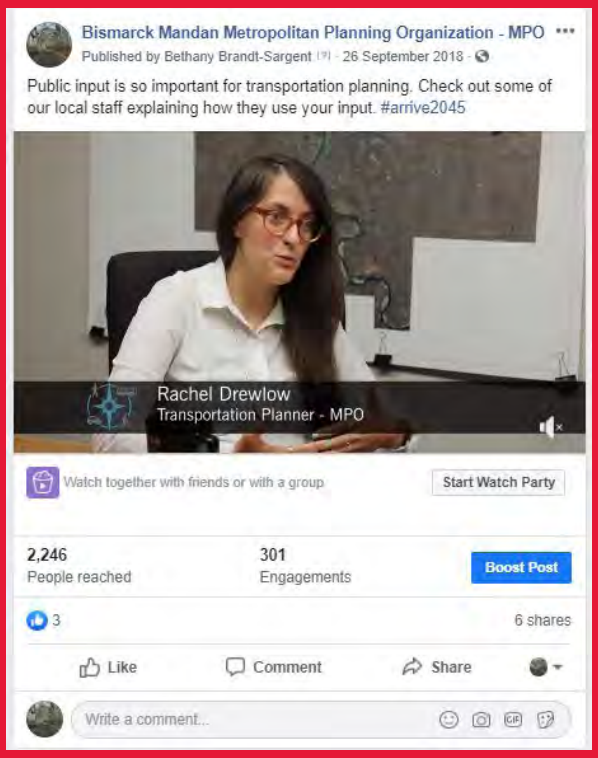
The community will be invited to another round of project open houses for the unveiling of the draft Whitefish Transportation Plan. This will be a key milestone in the planning process and will occur following an initial blessing from the SRC. These meetings showcase the core draft components of the updated Whitefish Transportation Plan, including a final list of strategies, policies, and projects.

Public Involvement Support Process and Materials

Online and Social Media

KLJ will utilize several existing social media platforms to inform a wide array of users as to the status of the plan. We will develop short project videos as a means of conveying information in a quick and accessible manner to a wide array of stakeholders and members of the public. Videos can be hosted on the project webpage and linked to through social media platforms, serving yet another facet for communication. These videos are valuable in acting as a frequently asked question (FAQ) to support the transportation planning process, and work well with the social media releases.

Social media is an effective tool to reach the public. KLJ used a comprehensive social media strategy for the Bismarck-Mandan Metropolitan Transportation Plan (MTP) that included custom videos, strategic posts, and boosted posts. While not yet complete, the MTP's social media strategy has resulted in more than 31,000 interactions.



Project Branding

KLJ will conduct a brief branding exercise at the outset of the project, engaging members of the SRC in defining the project and selecting imagery that resonates with the process and intended outcomes. The brand can then be used in all outreach materials, at events, online, and throughout the life of the Whitefish Transportation Plan.

Project Website and Social Pinpoint

KLJ will develop a project website to support development of the Whitefish Transportation Plan update. The website will serve as a portal for project materials and information and can be used to support gathering public input throughout the planning process. KLJ will use the Social Pinpoint tool to develop interactive project surveys and mapping to collect public input during both Phase 1 and 2 of the public input phase of the project.

Whitefish Transportation Plan Factbooks/Sheets and Newsletters

KLJ will work with the SRC to establish a template set of documents that will follow the plan update process. The templates will serve as factbooks/sheets that can be updated and inserted as needed throughout the planning process. These also can be expanded and modified (based on the audience) to help educate the public on the Whitefish Transportation Plan update. Newsletters will be developed to provide a graphical summary and discussion of completed and pending steps of the Whitefish Transportation Plan. We release an electronic and hard copy newsletter prior to each of the four public input phases.

TASK 6 | *TRANSPORTATION PLAN DEVELOPMENT*

The final Whitefish Transportation Plan update will include several key elements developed iteratively over the life of the planning process. What follows are the key components we propose for the overall Whitefish Transportation Plan update.

Vision Plan

Any good transportation plan must contain a vision. The Whitefish Transportation Plan update will include an overall Vision Plan that will serve to showcase the desired future condition for transportation within the study area. It is understood that while this vision is not likely financially feasible, it none the less demonstrates the overall desired outcome of transportation decision-making for the Whitefish community. The Vision Plan can be boiled down into a more realistic set of constrained projects. However, setting a vision is critical in any long-range planning effort.

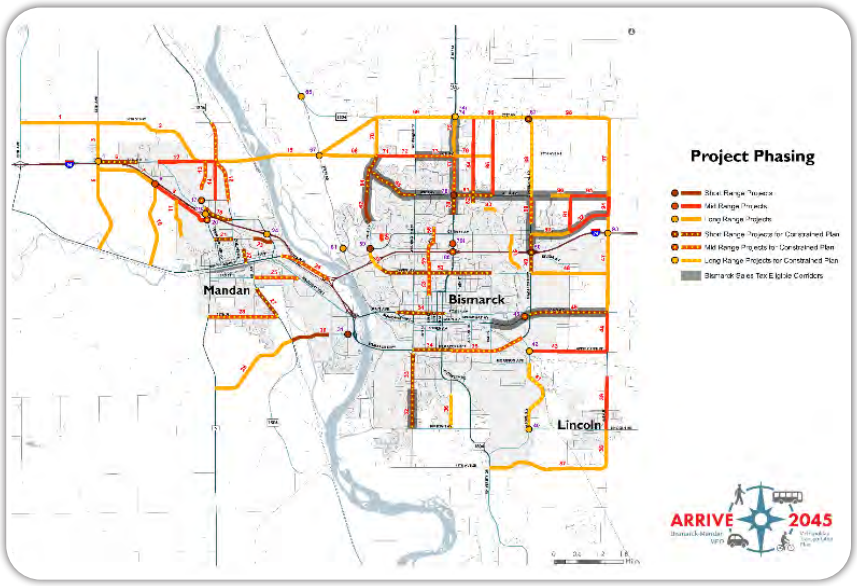
Constrained Plan

The Constrained Plan establishes a prioritized list of constrained projects. This is the final list of projects that are reasonably expected to be built over the life of the plan. The Constrained Plan is developed in tandem with the Draft 2040 Whitefish Transportation Plan.

KLJ will develop three phases of the final Constrained Plan:

- Short-Range: Year 1 to 5
- Mid-Range: Year 6 to 10
- Long-Range: Year 11 to 20

Projects that fall outside of the constrained plan, or for which there is a lack of technical justification within the year 2040 horizon, will be left as part of an illustrative needs list; however, will remain a part of the overall Whitefish Transportation Vision Plan.



Multimodal Framework

As the population grows and density increases in and around Whitefish, as well as in traditionally rural areas of Flathead County, demand for safe and accessible multimodal infrastructure is expected to grow. The ability to think about multimodal connectivity as part of the transportation planning process will be an important consideration when evaluating LOS and future improvements that accommodate more than just cars.

KLJ proposes a "framework" approach to developing a multimodal component to the Whitefish Transportation Plan update. Our framework will include two key components: 1) Active Transportation and 2) Public Transit. This element of the plan is also an opportunity to provide more specific clarity as to how the *Whitefish Climate Action Plan* can more directly influence transportation decision-making in the Whitefish community.

Active Transportation

KLJ will develop a set of active transportation system gaps and potential planning level connections to serve both local and regional active transportation mobility. This will include identification of existing and projected bicycle and pedestrian facilities within the study area. We anticipate integrating and updating, as needed, much of the work already completed in the *Connect Whitefish Bicycle and Pedestrian Plan*.

Public Transit

KLJ will integrate key findings and recommendations and any ongoing or recently developed service strategies and concepts developed by Eagle Transit. Our team will generally revise and make broad extrapolations of potential planning level service concepts that may serve to blend with the overall mobility strategy developed as part of the Whitefish Transportation Plan update.

S.N.O.W. Bus serves to reduce single occupancy vehicle trips to and from the Whitefish Mountain Resort. KLJ will work closely with Whitefish Mountain Resort and the Big Mountain Commercial Association to evaluate and consider options to improve S.N.O.W. Bus.

Policy Plan

A key component of the Whitefish Transportation Plan update will be development of a Policy Plan. The Policy Plan provides the needed footings to assure implementation of the Whitefish Transportation Plan. The Policy Plan makes sure existing policies and practices support the long-range transportation strategy and vision agreed to through the planning process.

The following components are key components of the Policy Plan:

Future Functional Class

A final approved future functional class map that reflects the technical and public process; this will be coordinated with functional class updates currently ongoing by MDT.

Corridor Preservation

An outgrowth of the future functional class map, but also a strategy looking at standards and polices needed in the areas of right-of-way and access management to preserve existing and future corridors to meet projected system demands.

Policy Recommendations

Policy recommendations are strategic set of policy points, many of which are likely inputs from other recently completed corridor level or city-wide plans and strategies. The Policy Plan more specifically supports decision-making tools and strategies to preserve and enhance the transportation systems in Whitefish.

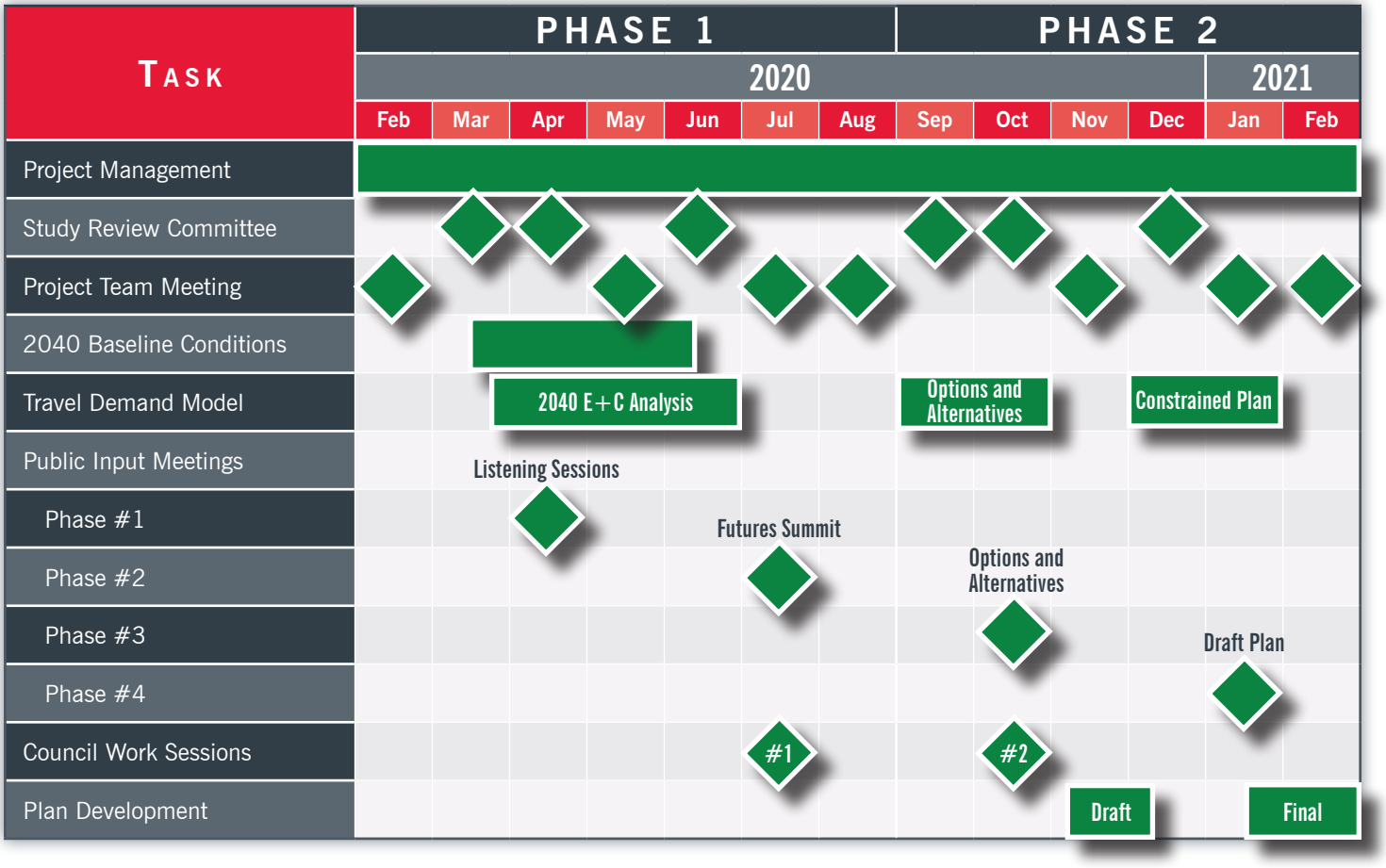
KLJ prides itself on delivering a planning process that is inclusive, transparent, and engaging.

Goals and Objectives

KLJ will develop a Goals, Objectives, and Performance Measures Report that establish goals and objectives for the Whitefish Transportation Plan update. This will be inclusive of a cooperatively developed understanding of certain surface transportation performance measures and targets to support the Whitefish Transportation Plan update.

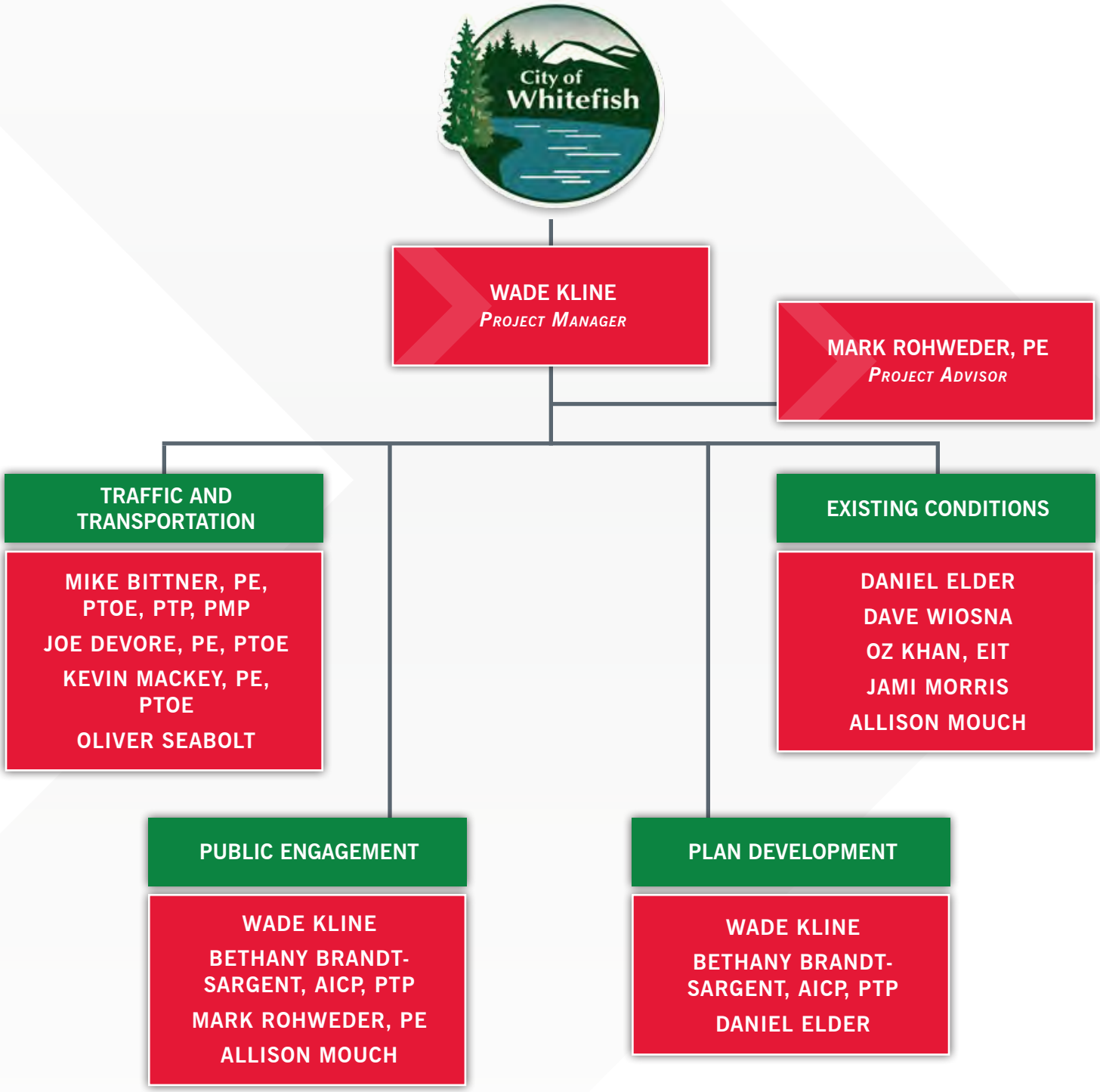
Schedule

The City of Whitefish has indicated Phase I of the Transportation Plan update will need to be completed around August 2020. We have prepared a schedule that breaks the overall Transportation Plan update into two phases. Phase I will conclude following the Second Phase of Public Input and the conclusion of the City Council Work Session #1. Phase 2 of the Transportation Plan will run from September 2020 into early 2021. However, KLJ recognizes that this schedule is negotiable and heavily dependent on the final contracted scope of work.



Key Personnel

KLJ proposes a team of diverse, hand-picked staff who will provide focused attention in their areas of expertise. Our team has extensive experience, evident through successful work on similar projects to the Whitefish Transportation Plan update. The following organizational chart provides clear structure for individual project roles and responsibilities. Resumes on the following pages elaborate further on the expertise and experience each team member brings to the project.



Wade Kline

PROJECT MANAGER

EDUCATION

BA Urban Planning – St. Cloud State University

Wade has 20 years of transportation planning experience. Over the past five years, he has served as a private sector consultant developing a range of transportation planning and programming documents for a range of public sector client types, including cities, counties, and metropolitan planning organizations (MPO). Wade has worked in cooperation with MDT, South Dakota Department of Transportation (SDDOT), North Dakota Department of Transportation (NDDOT), and Minnesota Department of Transportation (MnDOT). His experience in project prioritization involves identifying project investments/programming needs through both long-range transportation and small area transportation plans.

Prior to joining KLJ, Wade served as the executive director for the Fargo-Moorhead Metropolitan Council of Governments (Metro COG). In his capacity at Metro COG, he orchestrated the development of five MPO-wide studies covering a range of modal investment areas. These efforts required development of consensus-based outcomes between six units of government and both MnDOT and NDDOT. Wade orchestrated and managed several highly contentious corridor level investment studies on corridors, such as US 10, US 75, and US 81 and several significant arterial/interstate interchange projects that required measurable consensus building between local interests and state Department of Transportation (DOT) priorities.

Early in his career, Wade worked as a regional distribution manager for the Bozeman Daily Chronicle, coordinating distribution routes to reflect residential growth in the chronicle's circulation area.

Wade also worked as an intern for the Greater Yellowstone Coalition (GYC) assessing growth trends in Gallatin County as a lead-up to the development of the County's Growth Plan. He consulted with a broad range of public stakeholders throughout Gallatin County, developing consensus regarding opportunities to strengthen land use planning in the county.

Relevant Experience

Long-Range Planning

Project Manager/Principal Planner | Metro 2040 – Long Range Transportation Plan (LRTP) for the Fargo-Moorhead Metropolitan Area | Fargo, ND and Moorhead, MN

Wade worked as principal planner and project manager on the development of the Metro 2040 LRTP update for the Fargo-Moorhead Metropolitan area. He was responsible for orchestration and development for all facets of the LRTP update, with specific emphasis for the development of the public input process, fiscal constraint analysis, operations and maintenance plan, and development of the I-29/I-94 Interstate System Alternatives and Red River Crossing Alternatives. The Metro 2040 LRTP achieved consensus on a metropolitan vision plan as well as a short and long-range fiscally constrained project list.

Project Manager | Bismarck-Mandan Metropolitan Transportation Plan (Arrive 2045) | Bismarck and Mandan, ND

Wade is serving as project manager on the development of the Bismarck-Mandan MTP (Arrive 2045). Arrive 2045 is developing a long-range transportation plan for the Bismarck-Mandan Metropolitan area. Arrive 2045 is being driven as a transparent community involvement process utilizing interactive and hands-on public input. Arrive 2045 is evaluating key regional transportation issues and developing a fiscally constrained project list. Arrive 2045 establishes one of the first in the State of North Dakota Map-21/FAST-Act compliance performance-based transportation plans.

Project Manager | Lockwood Master Infrastructure Plan | Billings, MT

In cooperation with Yellowstone County, the Big Sky Economic Development Authority (BSEDA), the City of Billings, and key stakeholders from the community of Lockwood, KLJ developed an overall long-range transportation and infrastructure plan for the Lockwood Targeted Economic Development District (TEDD). The Lockwood TEDD Master Infrastructure outlines both a long-range (20-year) and short-range (five-year) set of system infrastructure needs and high-priority investments.

Wade Kline

PROJECT MANAGER

continued

Project Manager | US Highway 10/75 and 11th Street Grade Separation Study | Moorhead, MN

Wade managed the completion of the TH10/75/11th Street Grade Separation in Moorhead. The Study achieved local, MnDOT, and Federal Highway Administration (FHWA) consensus on a narrowed list of project alternatives for the development of a grade-separation of the BNSF KO Mainline through Moorhead. As part of the project, planning level agreements were achieved on necessary city and MnDOT designation transfers to improve regional mobility and position the project for eventual programming.

Wade is experienced in leading and facilitating public input meetings for projects.

Project Manager/Principal Planner | Northeast Bismarck Subarea Study | Bismarck, ND

The intent of the Northeast Bismarck Subarea Study was to develop a detailed plan to guide future investment in transportation system infrastructure and to build on recently completed area-wide and subarea plans in the general vicinity. The outcome was a harmonious corridor development strategy for more than $300 million worth of city, county, and NDDOT long-range investments.

Project Manager | US 12 Corridor | Aberdeen, SD

Wade was the project manager on the US 12 Corridor Study between Aberdeen and Ipswich. The study developed consensus between SDDOT and local communities along a 20-mile stretch of US 12. The outcomes balanced SDDOT programming priorities with the local needs for improved mobility and safety.

Project Manager | Master Transportation Plan | Beadle County, SD

The Beadle County MTP provides a 20-year planning framework for addressing future transportation needs within Beadle County, SD. With nearly 220 miles of paved roadway, a major point of analysis for Beadle County is the development of a Pavement Management Plan (PMP). A Bridge Improvement Program (BIP) was developed for Beadle County that addressed bridge investment priorities over a 20-year planning horizon.

Principal Planner | Comprehensive and Transportation Plan | Ward and Cass County, ND

Wade served as principle planner on the transportation element of both the Ward County and Cass County Comprehensive and Transportation Plan. KLJ developed a detailed county-wide transportation assessment looking at traffic, safety, pavement, and bridges. Additionally, we developed several detailed subarea evaluations of key corridors and growth areas for significant county roadways. Ward and Cass County represent two of the fastest growing and challenging transportation environments in North Dakota. Each representing the geographic diversity in rural/urban transportation planning conflicts across both eastern and western North Dakota.

Project Manager | Dell Rapids Master Transportation Plan | Dell Rapids, SD

Wade served as project manager for the Dell Rapids MTP. The Dell Rapids MTP provided a 20-year plan of needed strategies and policies to guide growth and development of the Dell Rapids transportation system. The project included a detailed pavement management program and a comprehensive program of needed bicycle and pedestrian improvements to address community mobility needs.

Mark Rohweder, PE

PROJECT ADVISOR AND PUBLIC ENGAGEMENT

REGISTRATION

Professional Engineer – MT

EDUCATION

MS Forest Resources – University of Idaho

BS Civil Engineering (Bio-Resources) – Montana State University

BS Wildlife Biology – University of Montana

Mark is a civil engineer with experience in project management, cost estimation, contract management, and ecological restoration. His principal areas of focus include water, sewer, and wastewater treatment. Mark has more than 20 years of experience throughout the western United States managing projects and contracts with federal, state, and private entities. Since joining KLJ in 2013, Mark has led the engineering design of the Glacier Rail Park and the Kalispell Trail and Complete Street project that includes the extension of city water and sewer, on-site stormwater collection and treatment, upgrading roads to city standards, expansion of rail service, a new traffic signal including a traffic impact study, removal of railroad tracks from downtown Kalispell, a new complete street, and a new 1.7 mile multi-use path.

Relevant Experience

Local Project Advisor and Public Engagement | Kalispell LRTP | Kalispell, MT

The City of Kalispell hired KLJ to update their 2006 Kalispell Area Transportation Plan. The update is a partnership with MDT with input from Flathead County and local stakeholders. Mark is providing local project advisement and coordination with local stakeholders. He will also coordinate and participate in public engagement events.

Project Manager/Design Engineer | Kalispell Trail and Complete Street | Kalispell, MT

KLJ is part of a team that is designing the Kalispell Trail and Complete Street (Phase 2). Phase 2 is part of the Transportation Investment Generating Economic Recovery (TIGER) project. Nearly two miles of rail in downtown Kalispell will be replaced with a multi-use path and at least one complete city street will be constructed. Extensive public outreach has been completed. Comments from the public are currently being incorporated into the design. Mark is responsible for local coordination between our team and the City of Kalispell, creating the project manual, and managing the KLJ design team that is providing survey, electrical, environmental, and bridge conversion.

Project Manager/Design Engineer | Glacier Rail Park | Kalispell, MT

KLJ developed the design for a 40-acre rail-served industrial park (Phase 1). Once the rail park is complete, 1.7 miles of rail in downtown Kalispell will be replaced with a multi-use path and at least one complete city street constructed (Phase 2). Infrastructure improvements include rail, road, traffic signal (including a traffic study), water, stormwater, and sewer. The design received regulatory approval from the City of Kalispell, Montana Department of Environmental Quality, MDT, and BNSF. In preparation of submitting the project to the United States Department of Transportation (USDOT) for TIGER funding, Mark assisted in developing project cost estimates, including engineering design, construction, legal/administrative, permitting, and bonding for the $21 million project. In October 2015, the Glacier Rail Park and Kalispell Trail was selected by USDOT to receive a $10 million grant. Mark is the lead contact for KLJ and is working closely with all stakeholders in this project, including the City of Kalispell, Flathead County Economic Development Authority, Flathead County, MDT, BNSF, WATCO, utility companies, and local private business.

Mike Bittner, PE, PTOE, PTP, PMP

TRAFFIC AND TRANSPORTATION

REGISTRATION

Professional Engineer – MT, ND, MN, WY, SD, KS, FL, IA, OK, CO
Professional Traffic Operations Engineer (PTOE)
Professional Transportation Planner (PTP)
Project Management Professional (PMP)

EDUCATION

MS Civil Engineering – North Dakota State University
BS Civil Engineering – University of North Dakota

As the traffic and transportation lead, Mike will serve as the lead for traffic operations, safety, and multimodal analyses. He will review signal and any necessary Intelligent Transportation Systems (ITS) design. As a PTP, PE, PTOE, PMP, and International Municipal Signal Association (IMSA)-certified Traffic Signal Field Technician Level II, Mike can carry a project from the earliest phases of planning to the most technical phases of construction. He has nearly a decade in the transportation field, managing projects from A (transformative Autonomous vehicle scenario planning) to Z (simple Zebra crosswalks). Mike's exemplary work, leadership, creativity, and communication skills have been commended regionally and nationally as the inaugural (2015) Midwest Institute of Transportation Engineers' (ITE) Rising Star Award winner, 2015 Young Transportation Professional of the Year Award from North Central (ITE), presentations at eight national conferences and author of three papers in the area of innovation traffic control, invitation into ITE's Leadership training program, and election onto the Midwest ITE Board of Direction. Mike has:

- *Managed or authored corridor studies on nearly 300 miles of roadway over the past five years.*
- *Managed more than $100 million worth of infrastructure improvements over the past two years.*
- *Led more than 100 public input meeting, stakeholder, and decision-maker meetings in the past five years.*

Below are a few examples where he leverages scenario planning to plan for unknown future conditions.

Relevant Experience

Lead Traffic Engineer | Bismarck-Mandan MTP | Bismarck and Mandan, ND

Mike developed a scenario analysis approach to the Bismarck-Mandan Metropolitan area that evaluated a variety of emerging transportation trends. The emerging trends include evaluation of autonomous vehicles to the transportation system under various adoption rates, increased ride-sharing activity, and revised modal choice implications related to increased mixed-use land use scenarios.

Project Manager | Downtown Scenario Planning | Grand Forks, Mandan, West Fargo, and Jamestown, ND

KLJ has worked on multiple downtown MTPs centered around a multi-scenario planning process. This process involves multiple focus groups to establish vision and potential, a growth assessment workshop with targeted team of governmental and business entities, and TDM efforts to evaluate each established scenario.

Lead Traffic Engineer | Western North Dakota Energy Boom Planning | Western North Dakota

Between approximately 2009 and 2012, western North Dakota was experiencing unprecedented traffic growth related to energy activities and corresponding growth. KLJ was contracted to complete three of the largest projects in NDDOT history to accommodate this growth. Mike led a scenario planning effort to project future traffic volumes in complicated scenarios that involved identifying where oil activity was located, where the destinations were located, traffic comparisons between new oil pad development and extraction activities, corresponding population spikes related to new jobs, possible increase boom and recession scenarios, and the generation rates between trucks and cars.

Project Manager | I-29 Corridor Study | Grand Forks, ND

KLJ utilized a scenario planning approach to evaluate an array of variables related to the I-29 corridor. Scenarios included multiple funding scenarios, multiple growth rates and location scenarios, multiple regional infrastructure scenarios and corresponding traffic pattern shifts, reliability, increased ride-sharing and transit usage scenarios, and multiple technology scenarios.

Joe DeVore, PE, PTOE

TRAFFIC AND TRANSPORTATION

REGISTRATION

Professional Engineer – MT, ND, MN, SD, CO, FL

Professional Traffic Operations Engineer (PTOE)

EDUCATION

BS Civil Engineering – University of Minnesota

Joe provides a unique mix of leading technical multimodal traffic analysis, empowering public and stakeholder concensis, and providing 4D visualizations of regional transportation projects. This leadership helps clients select transportation options that reflect each community's specific needs and values based on a technical data-driven approach. Joe's traffic engineering experience doesn't just include leading safety, operations, and multimodal tasks within KLJ, but also having an active role in the technical modeling and analysis to provide technical answers. He specializes in visualization and simulation of 4D multimodal traffic simulation and is proficient in the use of Vissim and other traffic analysis softwares providing alternative transportation designs.

Joe has been an active user of StreetLight Data under MnDOT's statewide access and has provided detailed origin-destination, regional traffic characteristics, seasonal changes, and multimodal use for planning and enginnering projects over the past five years. This data provides stakeholders with detailed regional transportation answers to questions that historically couldn't be answered with detailed existing data.

Relevant Experience

Big Data Analyst | Kalispell LRTP | Kalispell, MT

Joe is currently assisting the City of Kalispell with the City's LRTP. Using StreetLight big data, Joe was able to use existing cell phone and GPS data to identify existing TAZ travel patterns, regional traffic characteristics, seasonal peaks, and areas with current multimodal uses. This allows the City to compare the existing traffic trends in the city to regional modeling efforts to better validate and calibrate the area's future traffic needs.

Traffic Engineer | Kalispell Bypass South – US 93 to Airport Road | Kalispell, MT

Joe is currently assisting MDT with improvements to the south portion of the Kalispell Bypass identifying when existing at-grade intersections will need to be improved to grade separated interchanges. This process is using Vissim and Surrogate Safety Assessment Model (SSAM) analysis to identify operations and safety benefits using a detailed microsimulation model. This work also includes providing alternative intersection design and the analysis of quadrant interchanges that will reduce the cost and impacts compared to conventional diamond interchanges.

Project Manager | Highway 197 Corridor Study, MnDOT D2 | Bemidji, MN

The most heavily trafficked east-west route in Bemidji, MN, Highway 197 has had a critical crash rate over the last 10 years. This five-lane roadway has a dense retail land use connecting a regional mall, multiple big box and specialty stores, auto dealerships, banks, and food choices. It also discourages multimodal movements in spots due to Americans with Disabilities Act (ADA) non-compliance, holes in regional connections, and inadequate access spacing. Joe worked with area stakeholders, public, and businesses to identify possible roadway and multimodal improvements based on StreetLight and Vissim analysis that would improve safety along this corridor. This technical modeling approach quantified existing and future vehicular, bicycle, and pedestrian origins, destinations, and conflicts to find an improvement that prioritized future safety for all modes of traffic.

Traffic Engineer | 43rd Avenue Corridor Reconstruction | Bismarck, ND

Joe provided Vissim modeling during preliminary phases of the project to look at the safety and operations of potential corridor concepts to select an option that would prioritize safety and provide acceptable operations for the next 25 years. This analysis used SSAM to quantify vehicular conflicts between roundabouts, traffic signals, three-lane, and five-lane options.

Kevin Mackey, PE, PTOE

TRAFFIC AND TRANSPORTATION

REGISTRATION

Professional Engineer – MN

Professional Traffic Operations Engineer (PTOE)

EDUCATION

Graduate Studies in Civil Engineering (Transportation Emphasis) – North Dakota State University

BS Civil Engineering – North Dakota State University

Kevin is a traffic engineer with seven years of experience in traffic engineering and transportation planning. His project experience includes traffic operations analyses, traffic forecasting, long-range planning, bicycle/pedestrian planning, safety analysis, and planning level roadway design. Kevin has extensive experience using analysis softwares for travel demand modeling/forecasting (Citilabs Cube), roadway capacity analysis (HCS, Synchro, PTV Vistro), microscopic traffic simulation (PTV Vissim), and spatial analysis (ArcGIS). In addition to his technical expertise, he has also authored several traffic engineering and transportation planning reports.

Relevant Experience

Transportation Planner | Northeast Bismarck Subarea Study | Bismarck, ND

The study developed a future transportation infrastructure plan for the 12-square mile growth area of northeast Bismarck. The study compared impacts of delayed investment in future transportation infrastructure on land use and development trends in northeast Bismarck. The study resulted in 2025 and 2040 Implementation Plan for transportation needs, preliminary justification report for a new I-94 access at 66th Street, and renewed consensus for a reliever roadway system through northeast Bismarck. Kevin's role in the project included demographics analysis, TDM analysis, traffic forecasting, and alternatives analysis.

Travel Demand Modeler/Transportation Planner | Jamestown MTP | Jamestown, ND

KLJ completed a MTP for the City of Jamestown. This transportation plan identified transportation improvement needs for all travel modes through 2040. Kevin developed a new TDM for the City to estimate traffic conditions under various roadway and development scenarios at 20 major intersections and along 53 miles of functionally classified roadways. In addition to TDM, he completed detailed traffic operations analysis, roadway safety analysis, and developed planning-level design concepts for potential transportation improvements. Kevin was also heavily involved in the public involvement process throughout the project.

Traffic Engineer/Transportation Planner | Sheyenne Street Corridor Study | West Fargo, ND

To address capacity issues and limited multimodal facilities, Kevin performed detailed operational and safety analyses and led the traffic forecasting effort to make corridor and intersection improvement recommendations for a three-mile segment of Sheyenne Street, which included recommendation at the interchange with I-94. This section of the Sheyenne Street corridor serves one of the major growth areas in West Fargo and has experienced increasing congestion issues due to the existing rural roadway character.

Transportation Planner | Shelby MTP | Shelby, MT

The Shelby MTP was completed to identify transportation improvement needs for all travel modes in Shelby through 2040. Kevin was actively involved in all phases of this project, which included data collection, traffic operations analysis, safety analysis, traffic projections, public involvement, project recommendations, and identification of potential funding sources. Recommendations from the study included roadway improvements, bicycle/pedestrian improvements, and highway/railroad grade crossing improvements.

Transportation Planner | Pennington County MTP | Pennington County, SD

County officials and SDDOT needed a vision for 830 miles of County roadways across Pennington County. KLJ teamed with Felsburg Holt & Ullevig (FHU) to create a master plan that established baseline conditions, categorized and prioritized roadways, and provided a Capital Improvement Plan (CIP) for the future. The project team collected existing traffic data, forecasted future growth, and conducted a safety analysis to create a CIP that addresses vehicular needs as well as improvements to the existing shared-use trail system. The completed Pennington County MTP provided County officials and SDDOT with a clear vision and objectives for the area's current and future transportation needs.

Bethany Brandt-Sargent, AICP, PTP

PLAN DEVELOPMENT AND PUBLIC ENGAGEMENT

REGISTRATION

AICP – American Institute of Certified Planners

Professional Transportation Planner

EDUCATION

Master of Urban and Regional Planning – Transportation and Development – Hubert H. Humphrey School of Public Affairs, University of Minnesota

BA Economics – North Dakota State University

Bethany is an AICP-certified planner with five years of experience, working primarily on multimodal plans, corridor studies, and long-range plans, incorporating creative public engagement techniques and strategies in each. Her experience ranges from downtown subarea plans to metropolitan transportation plans, from multimodal corridor studies to interstate corridor studies. The common thread of planning at every level is a focus on connecting people with places and making sure everyone of all ages and abilities can get there safely. This means creating engaging processes that attract diverse stakeholders and working with them to identify system gaps, needs, and desires.

Relevant Experience

Planner and Stakeholder Engagement | Bismarck-Mandan MTP | Bismarck and Mandan, ND

The 2045 Bismarck-Mandan MTP is the first performance-based plan update for the MPO. KLJ worked with the MPO and member jurisdictions to identify transportation network issues and opportunities; maintenance and operations challenges; goals, objectives, and performance measures; and a fiscal constraint. Bethany led the development of the existing and future conditions and the scenario analysis to help establish and prioritize the universe of projects. The strong public engagement process, which included a workshop-based "Futures Summit" and a rigorous social media campaign, helped KLJ identify and eventually prioritize and cost constrain projects through 2045.

Planner | Grand Forks-East Grand Forks MPO, Transit Development Plan (TDP) Update | Grand Forks, ND and East Grand Forks, MN

The Grand Forks-East Grand Forks TDP provided a fully operational restructure to maximize current investments in Cities Area Transit (CAT), which is roughly cost neutral. Based on technical analysis and public input, it was determined the balance of system ridership was carried by less than half of the existing CAT system. The proposed restructure was designed to maximize current high-productivity routes while realigning under-performing route segments to better meet system needs. Bethany's role in the study focused on identifying existing conditions and issues through technical analysis and public and stakeholder input, and then developing performance measures to guide implementation.

Transportation Planner | 17th Avenue Corridor Study | Fargo, ND

17th Avenue stretches the entire length of the city and into West Fargo, connecting residential, commercial, and major bicycle and pedestrian generators, including schools and parks in West Fargo, Fargo, and Moorhead. 17th Avenue is failing to balance local needs of residential neighbors with the regional needs of the major commercial establishments along the corridor. This corridor is an important roadway for all modes of transportation. Bethany helped develop a creative approach to public engagement that included a community bike ride. The successful event brought 20 people out to identify multimodal constraints. With input gathered from this event and working with the community, business owners, and other key stakeholders, her team developed solutions tailored to the different contexts to make the corridor one of the premiere walking and biking corridors in the region.

Planner and Stakeholder Engagement | Downtown Mandan Subarea Study | Mandan, ND

As a critical element of the community, Mandan is ready to fully embrace a new vision and framework for its downtown. There are many opportunities for growth, development, and redevelopment in the built environment and safety and multimodal and safety improvements in the transportation network. The process identified areas likely to change and evaluated their impact on the transportation network. Bethany's team used a comprehensive public engagement approach that included stakeholder meetings, interactive public meetings, survey, 3D tours, before-and-after sliding simulations, and a website. The website was updated 20 times throughout the course of the project and included activities that mirrored the in-person activities at the public meeting. The website received more than 3,500 unique visitors.

Dave Wiosna

EXISTING CONDITIONS – GIS ANALYST

EDUCATION

MA Geography – University of North Dakota

BS Geography – University of North Dakota

Dave has three years of experience in transportation planning. He has worked on county transportation plans, LRTPs, transit plans, performance metrics, turning counts analysis, land use analysis, and various GIS projects. Dave has experience using GIS and has contributed to planning documents.

Relevant Experience

GIS Analyst | Custer County MTP | Custer County, SD

Dave assisted with identifying the County's transportation investment needs for the Custer County MTP. He used GIS to analyze and identify pavement surface conditions, bridge needs, and other issues in the County's transportation system. Dave also assisted with identifying funding needs for the County.

GIS Analyst | US 12 Corridor Study | Ipswich to Aberdeen, SD

The US 12 Corridor Study evaluated the existing turn lanes, intersection and mainline capacity, and existing crash trends to identify geometric deficiencies on the existing roadway. Various geometric alternatives were studied to evaluate the improved safety and capacity of each alternative. As part of the project, Dave analyzed public comments and analyzed geographic data and produced maps and graphics.

GIS Analyst | Oglala Sioux Tribe LRTP | Pine Ridge Indian Reservation, SD

Dave assisted with GIS analysis and identifying pavement surface conditions and needs, bridge conditions, and other transportation issues. He also produced maps for the Tribe's transit system to assist with recommendations to improve the overall transit system.

GIS/Analyst | Fargo-Moorhead Long-Range Data Development Plan and Demographic Forecast Study | Fargo, ND and Moorhead, MN

The demographic forecasts for the Fargo-Moorhead Metro develops updated employment, household, and population data to assist in development of the LRTP. Beyond supporting core metropolitan-level transportation planning, all subsequent subarea and corridor-level planning completed is supported by demographic projections and resulting transportation demand forecasting. Dave's role within the study focused on evaluating growth indicators from previous assumptions and helping to validate new assumptions.

GIS Analyst | Cass County Comprehensive Plan | Cass County, ND

Dave assisted with maps and planning elements to produce the Cass County Comprehensive Plan. This work included GIS analysis in the areas of transportation, land use, floodplain issues, active transportation, emergency management, and other County needs.

GIS Analyst | ND Moves Statewide Active Transportation Plan | North Dakota

Dave is assisting with several aspects of GIS analysis for NDDOT's statewide ND Moves Active Transportation Plan. These include applying an urban bike facility selection matrix, analyzing, and planning preferred routes through urban and rural areas of the state, and identifying needs and gaps in the state's urban areas. Dave has also assisted with public input.

GIS Analyst/Planner | West Acres Transit Hub Study, MATBUS | Fargo, ND and Moorhead, MN

KLJ is coordinating other team members to study a possible alternative to the MATBUS transit hub facility located at the West Acres Mall in Fargo, ND. This process includes GIS analysis of proposed sites using remix software, fleet and staff projections, and possible changes to the fixed route system. Dave is involved with GIS analysis, using remix software, and future MATBUS projections.

Daniel Elder

EXISTING CONDITIONS AND PLAN DEVELOPMENT

EDUCATION

MS Urban and Regional Planning – University of Iowa

BA Geographical and Sustainability Sciences – University of Iowa

Daniel is an urban planner with experience in long-range comprehensive planning and expertise in the areas of community development, affordable housing policy, and watershed planning. He has experience performing analysis using GIS for communities and watersheds. Daniel earned a master's degree in urban and regional planning, with an emphasis in land use and environmental planning, and housing policy and community development.

Relevant Experience

Community Development Intern | City of Champlin Housing Rehabilitation Strategy | Champlin, MN

Daniel researched and developed a housing rehabilitation strategy for Champlin. He researched and assisted in code enforcement for temporary/permanent signs and zoning code. Daniel developed an interactive story map for the City showcasing active development proposals.

Graduate Student | Cedar County Comprehensive Plan | Cedar County, IA

Daniel helped lead the development of a comprehensive plan for Cedar County, IA. He was responsible for leading the plan's public engagement, creating surveys, and leading public events. Daniel also wrote several of the chapters of the plan, including future land use, housing, and implementation section.

Graduate Teaching Assistant | University of Iowa Geography Department | Iowa City, IA

Daniel was responsible for teaching three sections of 75 students "Intro to GIS," three times a week. He created lectures on lab topics, created lab homework, graded students work, and instructed students on how to use GIS software.

Planning Intern | English River Watershed Management Authority | Kalona, IA

Daniel created a model of the entire watershed that helped in the selection of best parcels for investment of federal grant money. He designed maps showcasing impervious surfaces for the entire watershed.

Graduate Student | Housing Needs Assessment | Bloomfield, IA

Daniel helped in the research of current housing conditions and future needs for the city. He wrote recommendations to improve existing housing stock and ways to encourage new housing development. Daniel mapped various conditions across the city, including size and energy use data of properties.

IT Analyst | University of Iowa | Iowa City, IA

Daniel provided technical guidance to construct virtual reality gravity simulation that won a $405,000 grant from the National Science Foundation.

GIS Technician | Modis Staffing Firm/CenterPoint Energy | Minneapolis, MN

Daniel performed edits on gas mains within ESRI using GIS ESRI, SAP, and FileNet. He created maps for clients showcasing distribution of gas lines and created gas distribution designs in ESRI and link with SAP enterprise software. Daniel utilized quality assurance/quality control (QA/QC) processes to assure data integrity for advanced downstream applications and focused on general data integrity and GIS maintenance work to improve data accuracy and reliability.

Oz Khan, EIT

EXISTING CONDITIONS

REGISTRATION

Engineer-in-Training – MN

EDUCATION

PhD Transportation Logistics – North Dakota State University, Fargo (in progress)

MA Urban and Regional Planning – Minnesota State University, Mankato

BSc Civil Engineering – Minnesota State University, Mankato

Oz is a transportation engineer with more than five years of experience in transportation planning and traffic engineering, including traffic operations analysis, traffic forecasting, long-range planning, bicycle/pedestrian planning, and safety analysis. He is an experienced transportation planner with hands-on experience in various transportation modeling tools, including GIS, Vissim, and Synchro. Oz has authored numerous long-range transportation and traffic engineering reports.

Relevant Experience

Transportation Planner | Ward County Comprehensive Plan | Ward County, ND

Oz assisted with development of Ward County's 2040 Comprehensive Plan. He developed the transportation chapter of the comprehensive plan, including creating high-quality graphics.

Transportation Planner | Several Counties and Cities | Minnesota

Oz performed ADA compliance checks on County facilities based on the requirements of Title II, state, and local government services of the ADA of 1990. He created GIS-based asset management framework and developed the ADA Transition Plan report, including writing the final report, preparing an ADA-specific webpage, providing public outreach material, and developing the procedure for filing grievances.

Traffic Engineer | TH 29 Corridor Study | Alexandria, MN

The project involved a 2.9-mile corridor study of TH 29 in Alexandria, MN. MnDOT was seeking recommendations to address the potential growth and future development around the corridor. Four key intersections within the corridor were examined. The study forecasted 2030 and 2045 traffic growth and identified the traffic operation and safety challenges for existing and future conditions and recommended several traffic control and access management alternatives. Oz served as the lead modeler and authored the corridor study reports.

Traffic Engineer | TH 10 Corridor Study | Royalton, MN

The project involved a 1.5-mile corridor study of TH 10 in Alexandria, MN. We examined 13 intersections within the corridor. The goal of the project was to identify a preferred access management concept for the corridor. The study identified the existing traffic operation and safety issues in the corridor that will be used to develop solutions to improve safety and reduce congestion on the corridor. Oz served as the lead modeler and authored the final existing corridor study report.

Traffic Engineer | MnDOT Trunk Highway Speed Limit Evaluation | Minnesota

Oz worked on Minnesota's legislature study of its rural, two-lane, two-way, 55 mph trunk highways to determine if it is safe to increase speed limits to 60 mph. The project included the study of more than 5,000 miles of trunk highway, including speed sampling, field investigations, data analysis, and reporting. Oz created reports for the study segments, which included summary of crash analysis, speed profiles, and field attributes, as well as written narratives of other corridor characteristics.

Traffic Engineer | Horace New School Traffic Impact Study | Horace, ND

Oz worked as the lead traffic modeler for the traffic impact study for Cass County at the intersection of CR 17 and 76th Avenue South. The intent of the study was to identify impacts of the proposed high school and middle school on traffic operations and safety at the intersection. The study recommended the span-wire signal system or single-lane roundabout alternatives as viable long-term alternatives. Oz served as a lead traffic modeler and forecaster, and authored several chapters of the report.

Jami Morris

EXISTING CONDITIONS

EDUCATION

BS Land Resource Science with GIS minor – Montana State University

AA Natural Resource Management – Sterling College

Jami has 15 years of land use planning and urban development experience. She has guided the growth and development of several small towns in Montana by drafting growth policy, subdivision, and zoning regulations for adoption by the governing body. Jami has participated in comprehensive land use planning for numerous projects. She is fluent in public involvement, consensus building, and design charettes. Jami has also assisted with the drafting of several wildland urban interface plans.

Relevant Experience

City Planner | Churn Creek Growth Policy Amendment and Annexation | Bozeman, MT

Jami served as principal planner for a requested amendment to the City's growth policy and annexation of the property. The property was outside of the City's future planning boundary. Analysis of the project identified issues including loss of critical wildlife corridors, major extensions to current infrastructure, and impacts to ridgelines and viewsheds. Jami led the design charette and coordinated additional mediation. The project was redesigned to satisfy stakeholders and the property was annexed and developed as a residential planned unit development.

County Planner/Planning Consultant | Ryan Creek Subdivision | Drummond, MT

While working as a planning consultant, Jami was approached by Granite County Commission to assist with the review of a 3,000-acre mixed-use subdivision proposed in a rural part of the county. The proposal did not meet the County's subdivision regulations. Findings for the subdivision identified unmitigated impacts to water quality, roads and highways, emergency response, sanitation, and wildland urban interface. The County denied the subdivision, and the developer sued the County. Jami was identified as an expert witness. The case ultimately went before the Montana Supreme Court where the findings recommending denial were upheld.

Town Planner/Planning Consultant | Growth Policy, Subdivision Regulations, and Zoning Ordinance | Clyde Park, MT

Jami was contracted by the Town of Clyde Park to provide on-call, as-needed municipal planning advice. The Town was struggling to come into compliance with newly adopted state requirements for a comprehensive growth policy. Through the public process, she was able to assist the Town with establishing a vision for future growth. The result of the project was the drafting and adoption of the Town's growth policy and subdivision regulations. The Town tabled adoption of the zoning ordinance.

Planning Consultant | Story Mill | Bozeman, MT

Jami provided extensive planning services for the 55-acre mixed-use development proposal. She collaborated with the design team to guide the project through growth policy amendment, annexation, rezoning, subdivision, and planned unit development review.

Planning Consultant/Project Manager | Ferguson Farm | Bozeman, MT

Jami worked over a period of 10 years with the landowner to develop and implement a long-range plan for a two-phase 1,500,000-square foot commercial mixed-use development. The project went through rezoning, subdivision, site plan, and planned unit development review.

City Planner | City of Bozeman Growth Policy – 2020 Plan | Bozeman, MT

As a city planner, Jami took the lead in analyzing the City's land use patterns and developing a GIS repository for the City's land use inventory. The data and illustrations were used in the City's 2020 Plan. The inventory and database continue to be maintained for future iterations of the City's growth policy. Jami also assisted the lead planners with the design charettes. A total of five charettes were held with an average attendance of 200 people per charette.

ALLISON MOUCH
PARTNER, AICP

ORION PLANNING+DESIGN

Allison has twelve years of professional planning and design experience in the public, private and non-profit sectors. Her areas of specialization include comprehensive plans, public engagement, code development, project management, mapping and analysis. Her leadership as Planning Bureau Chief at the Montana Department of Commerce resulted in greater collaboration in planning, economic development and resilient strategies between state agencies and local governments. She has wide-ranging experience working with private developers in project planning and design; facilitating collaboration between stakeholders on policy and planning decisions; along with grant writing and administration.

PROFESSIONAL EXPERIENCE

PARTNER — ORION PLANNING & DESIGN
Missoula MT, 2016 -

COMMUNITY PLANNING BUREAU CHIEF — MONTANA DEPARTMENT OF COMMERCE
Helena, MT, 2012-2016

PLANNER II — FLATHEAD COUNTY PLANNING & ZONING
Kalispell, MT, 2008-2012

ASSOCIATE — INSTITUTE FOR ENVIRONMENTAL NEGOTIATION
2007-2008

LAND PLANNER — EQUESTRIAN SERVICES LLC.
Charlottesville, VA, 2006-2008

PLANNING CONSULTANT — METROPARKS OF THE TOLEDO AREA
2005-2006

EDUCATION

MASTER OF URBAN & ENVIRONMENTAL PLANNING
University of Virginia

BACHELOR OF ARTS IN ARCHITECTURE
Miami University (OH)

PUBLICATIONS

LAND USE PLANNING IMPACTS IN EASTERN MONTANA
Montana Policy Review, Fall 2012

BUILDING SUSTAINABILITY FROM THE GROUND UP
Graduate Thesis, 2007-2008

DESIGNING FOR THE HOMELESS AND THE HOME HOUSE PROJECT
Journal of Architectural Education, 2005

SPEAKING

Allison has spoken at numerous state and regional conferences including Montana and Idaho state planning chapter conferences, the Western Planner and the Montana Downtown conferences. She has presented at National Planning Conferences in Las Vegas, Chicago and Atlanta, and has been a panelist on webinars hosted by the American Planning Association.

RELEVANT PROJECTS

MISSOULA CO. ZONING CODE AUDIT + UPDATE
Project Manager

BUTTE-SILVER BOW CO. GROWTH POLICY UPDATE
Project Manager

TWIN FALLS CO. COMPREHENSIVE PLAN AUDIT
Project Manager

NIOBRARA CO. COMPREHENSIVE PLAN
Project Co-Manager

MISSOULA CO. FUTURE LAND USE MAP OUTREACH FACILITATION
Project Manager

ENVISION CORINTH 2040 COMPREHENSIVE PLAN + CODE UPDATE
Project Team

BOZEMAN NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT ASSESSMENT
Project Team

GROW WEST MEMPHIS COMPREHENSIVE PLAN
Project Team

SHERIDAN CO. COMPREHENSIVE PLAN UPDATE
Project Team

ACTIVITIES, AFFILIATIONS, AWARDS

AMERICAN PLANNING ASSOCIATION

AMERICAN INSTITUTE OF CERTIFIED PLANNERS

APA WESTERN CENTRAL CHAPTER
President, 2014 - 2017

MONTANA ASSOCIATION OF PLANNERS
Board Member, 2013 -

LEADERSHIP HELENA

CITY OF HELENA ZONING COMMISSION
Member, 2014 - 2016

HEALTHY COMMUNITIES COALITION
Plan4Health Team Lead, Lewis & Clark County

HELENA WOMEN'S STEM ROUNDUP

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ALLISON MOUCH
PARTNER, AICP

ORION
PLANNING+DESIGN

PAST EXPERIENCE

COMMUNITY PLANNING BUREAU CHIEF – MONTANA DEPARTMENT OF COMMERCE, COMMUNITY DEVELOPMENT DIVISION

Prior to joining Orion, Allison served as the Community Planning Bureau Chief at the Montana Department of Commerce, where she managed the Community Technical Assistance Program (CTAP), providing technical assistance to local governments, planning staff, private developers and non-profit organizations as well as members of the public to encourage sustainable development and planning best practices throughout Montana. As Bureau Chief Allison also managed the Montana Main Street Program, a state-wide program supporting community revitalization based on the national model developed by the Trust for Historic Preservation. While at Commerce she retooled and administered a variety of state and federal planning grant programs to support holistic and interrelated planning activities in communities statewide. These grants totaled over two million biennially in funds dedicated to planning through the Treasure State Endowment (TSEP), Community Development Block Grant (CDBG), Quality Schools and Main Street programs. She led the State of Montana's 2015 application to HUD for National Disaster Resiliency Funding, to support the creation of the Resilient Montana Program, and launched the (ongoing) update of the Montana Model Subdivision Regulations to encourage development best practice statewide. Allison also served as a faculty advisor in the Building Active Communities Initiative (BACI) during her time at Commerce, teaming with representatives at the Montana Department of Transportation and Public Health and Human Services to help cities and counties develop and adopt progressive transportation policy and design standards to promote healthy, active communities.

PLANNER II – FLATHEAD COUNTY, MONTANA

Allison joined the Flathead County Planning and Zoning Office in 2008, working primarily on long range efforts including neighborhood plans for the communities of Somers, Lakeside and Ashley Lake as well as future land use considerations and alignment in the Whitefish interlocal agreement area and along the Highway 93 corridor. Between 2008 and 2010 Allison worked closely on the large-tract rural zoning initiative, a collaborative effort between the County and large landowners including Plum Creek (now Weyerhaeuser) and Stoltz to proactively consider and plan for environmental, service delivery and transportation impacts related to large-scale development in rural areas of the county. Before departing the County in 2012 Allison led the public engagement process and subsequent update of the County's Growth Policy, which was adopted in October of that year.

OLIVER SEABOLT
PARTNER

ORION
PLANNING+DESIGN

Oliver has more than 19 years of combined experience in landscape architecture, urban design, and real estate. He has extensive experience in the design, management, and implementation of complex domestic and international projects of varying scales. Working closely with both public and private entities, he has successfully led planning, design, and real estate development projects throughout his career. His unique multi-disciplined skill set is instrumental in providing innovative and implementable solutions for challenging projects.

PROFESSIONAL EXPERIENCE

PARTNER — ORION PLANNING & DESIGN
St. Simons Island, GA, 2015-

SENIOR DESIGNER — ALTA PLANNING + DESIGN
St. Simons Island, GA, 2012-2015

ASSOCIATE — SWA GROUP
Los Angeles, CA, 2010-2012

PRINCIPAL — SEABOLT ASSOCIATES
Atlanta, GA, 2003-2010

PROJECT MANAGER — HARGREAVES ASSOCIATES
San Francisco, CA, 2001-2002

PROJECT MANAGER — REECE, HOOPES, & FINCHER
Atlanta, GA, 1997-1999

EDUCATION

HARVARD UNIVERSITY
Post-Professional Master in Landscape Architecture

UNIVERSITY OF GEORGIA
Bachelor of Landscape Architecture

ACTIVITIES, AFFILIATIONS, AWARDS

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

AMERICAN PLANNING ASSOCIATION

GUEST SPEAKER ON "BENEFITS OF TRAILS"
Camden County Round Table, St. Mary's, GA, 2015

COMMISSIONER - ISLANDS PLANNING COMMISSION
Glynn County, GA, 2012 - 2015

VISITING REVIEW CRITIC
USC School of Architecture, 2011

VISITING CRITIC IN LANDSCAPE ARCHITECTURE
Harvard University Career Discovery, 2001

MISSISSIPPI APA - BEST PLAN AWARD 2013
Brandon Downtown Plan, Brandon, MS

MISSISSIPPI APA - BEST PLAN AWARD 2017
Brandon Comprehensive Plan, Brandon, MS

ALABAMA APA - BEST PLAN AWARD 2017
West Side Master Plan, Madison, AL

RELEVANT PROJECTS

BELLA VISTA TRAIL & GREENWAY MASTER PLAN,
Bella Vista, AR

BICYCLE, PEDESTRIAN, GREENWAYS, AND TRAILS MASTER PLAN
Sunrise, FL

DUBLIN RIVERWALK PARK & TRAIL MASTER PLAN
Dublin, GA

PARK TO PLAYA REGIONAL TRAIL SYSTEM MASTER PLAN AND CONSTRUCTION DOCUMENTS
Los Angeles, CA

RED ROCK RIDGE AND VALLEY TRAIL SYSTEM WAYFINDING
Birmingham, AL

MAIN-TO-MAIN MULTIMODAL CONNECTOR TRAIL
Memphis, TN

COROLLA VILLAGE CIRCULATION & WAYFINDING PLAN
Corolla, NC

CROATAN REGIONAL BICYCLE & TRAILS PLAN
Croatan Region, NC

ALBEMARLE REGIONAL BICYCLE PLAN
Albemarle, NC

UNIVERSITY TOWN CENTER MULTI-MODAL MASTER PLAN
Sarasota, FL

CALIFORNIA COASTAL TRAIL MASTER PLAN AND CONSTRUCTION DOCUMENTS
Rancho Palos Verdes, CA

SANTA MONICA BEACH PATH GROUND GRAPHICS AND SIGNAGE
Santa Monica, CA

PACIFIC COAST HIGHWAY BIKEWAY IMPROVEMENTS
Malibu, CA

WOLF RIVER GREENWAY MASTER PLAN CHARRETTE
Memphis, TN

RED ROCK RIDGE AND VALLEY TRAIL SYSTEM WAYFINDING
Birmingham, AL

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St. Simons Island, GA 31522

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ARRIVE 2045 BISMARCK-MANDAN METROPOLITAN TRANSPORTATION PLAN | *Bismarck and Mandan, ND*

KLJ is currently 95 percent complete with development of the Metropolitan Transportation Plan (Arrive 2045) for the Bismarck-Mandan Metropolitan Area. Through both technical analysis and community workshops, KLJ has worked to arrive at and evaluate a range of larger regional visions to address desired regional mobility. Through a detailed alternatives evaluation process, Arrive 2045 is moving towards a fiscally constrained set of transportation improvements for the Bismarck-Mandan Metropolitan area. The financial plan for Arrive 2045 is developed in harmony with NDDOT to assure linkages between both statewide transportation needs and investment priorities in the Bismarck-Mandan area. Arrive 2045 has been developed through an interactive and community engaged planning process, and will become one of the first MAP-21/FAST Act-compliant performance-based transportation plans in North Dakota.

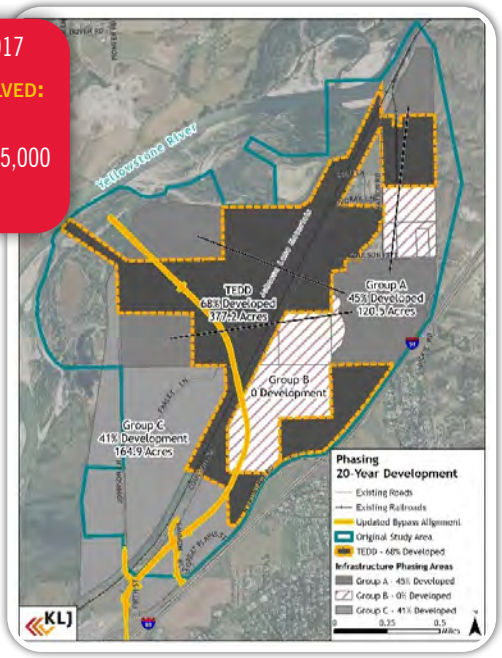
DATE: February 2020 (Est. adoption date)
TEAM MEMBERS INVOLVED: Wade Kline, Bethany Brandt-Sargent, Kevin Mackey, Dave Wiosna
CONTRACT VALUES: $298,000
CLIENT NAME: Bismarck-Mandan MPO (BMMPO)

LOCKWOOD TEDD MASTER INFRASTRUCTURE PLAN | *Billings and Lockwood, MT*

Lockwood TEDD had been the subject of various recent studies; however, significant detail was needed to drive transportation and infrastructure investment to the area, which is adjacent to Billings, MT. In cooperation with Yellowstone County, the BSEDA, the City of Billings, and key stakeholders from the community of Lockwood, KLJ developed an overall long-range transportation and infrastructure plan for the Lockwood TEDD. The Lockwood TEDD Master Infrastructure outlines both a long-range (20-year) and short-range (five-year) set of system infrastructure needs and high-priority investments.

A critical component to the TEDD Master Plan was ongoing coordination with MDT regarding the proposed Billings Bypass project. The TEDD Master Plan developed a best fit approach to coordinate local investments in critical infrastructure with the imminent construction of the multi-million dollar Billings Bypass.

DATE: November 2017
TEAM MEMBERS INVOLVED: Wade Kline
CONTRACT VALUES: $85,000
CLIENT NAME: BSEDA



Grand Forks Transit Development Plan | *Grand Forks, ND*

KLJ completed an update of the TDP for Grand Forks-East Grand Forks MPO. The TDP update proposed a full operational restructure to maximize current investments in CAT, which is roughly cost neutral. Based on technical analysis and public input, it was determined the balance of system ridership was carried by less than half of the CAT system.

The proposed restructure of the CAT system was designed to maximize current high productivity routes, while realigning underperforming route segments to better meet system needs. The current CAT system was comprised of 12 fixed routes, mainly running on 60-minute headways. KLJ developed a system restructure that reduced the number of routes to nine, while improving connectivity between key destinations and serving to improve system performance for crosstown commuters by reducing transfers through route design and creative interlining. The TDP update was developed in coordination with performance measures recently outlined by MnDOT as part of the Minnesota Transit Investment Plan. The TDP included an update to the current locally developed coordinated human services public transit plan, and in the process identified improvements to the current Dial-A-Ride system through coordinated effort with area human services agencies.

Date: January 2017

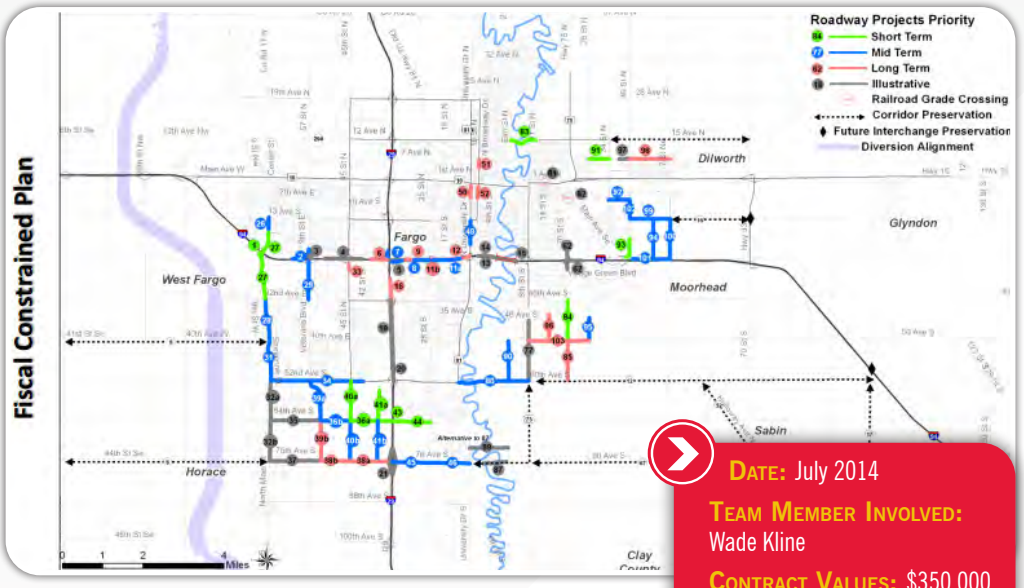
Team Members Involved: Wade Kline, Bethany Brandt-Sargent, Dave Wiosna

Contract Values: $150,000

Client Name: Grand Forks-East Grand Forks MPO

Metro 2040 Long-Range Transportation Plan | *Fargo, ND and Moorhead, MN*

While executive director at Metro COG, Wade worked as principal planner and project manager on the development of the Metro 2040 LRTP update for the Fargo-Moorhead Metropolitan area. He was responsible for orchestration and development for all facets of the LRTP update, with specific emphasis for the development of the public input process, fiscal constraint analysis, operations and maintenance plan, and development of the I-29/I-94 Interstate System Alternatives and Red River Crossing Alternatives. The Metro 2040 LRTP achieved consensus on a metropolitan vision plan as well as a short and long-range fiscally constrained project list.



Date: July 2014

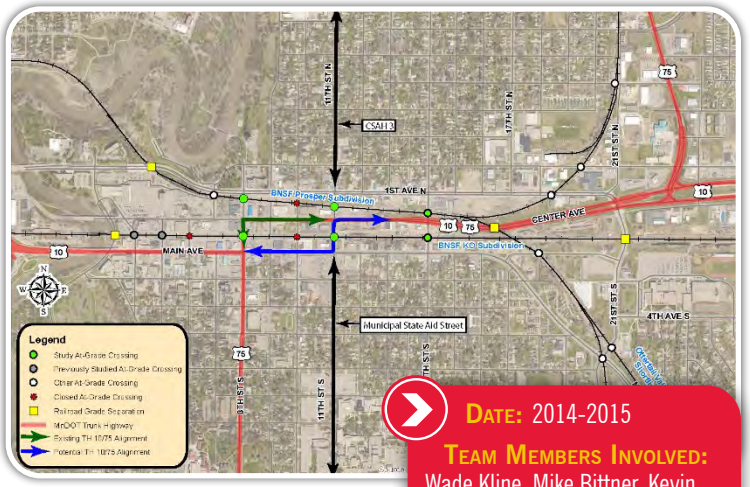
Team Member Involved: Wade Kline

Contract Values: $350,000 (Consultant and MPO Staff)

Client Name: Fargo-Moorhead Metropolitan COG

Moorhead Downtown Grade Separation Study | *Moorhead, MN*

The Moorhead Downtown Grade Separation Study was completed to identify and evaluate alternatives for a potential vehicle-rail grade separation in downtown Moorhead, MN. A downtown grade separation was being pursued to alleviate train induced delays and conflicts experienced by motorized and non-motorized traffic as a result of frequent train events. Two BNSF subdivisions pass through downtown Moorhead. These subdivisions are the KO Subdivision, which is located between Main Avenue and Center Avenue, and the Prosper Subdivision, which is located between Center Avenue and 1st Avenue North.



Date: 2014-2015

Team Members Involved: Wade Kline, Mike Bittner, Kevin Mackey

Contract Values: $200,000

Client Name: City of Moorhead and Fargo-Moorhead Metro COG

Major features of the study included development of geometric layouts to determine future potential environmental and property impacts at the planning level prior to moving the project further in preliminary design. The Moorhead Downtown Grade Separation Study identified and applied screening and evaluation criteria to narrow the range of potential locations for a grade separation in downtown Moorhead.

A detailed micro-level traffic analysis was completed within the project area to calculate impacts with and without a grade separation to the year 2040. Traffic analysis completed as part of the study was critical in demonstrating the benefit to MnDOT for designation changes to both US 10 and US 75, which run through the project area. These designation changes allow for potential MnDOT cost participation in future project development efforts of the grade separation in downtown Moorhead.

Stakeholders involved in the study were MnDOT, City of Moorhead, and the Fargo-Moorhead Metro COG.

Northeast Bismarck Subarea Study | *Bismarck, ND*

Date: November 2015

Team Members Involved: Wade Kline, Kevin Mackey

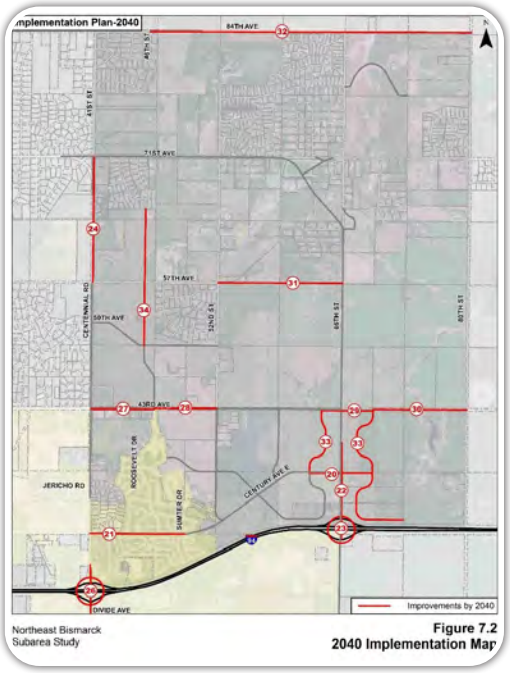
Contract Values: $285,000

Client Name: BMMPO

Based on previous area studies, including BMMPO's Monitoring Report and the 2040 LRTP, the northeast Bismarck subarea was forecasted to grow faster than previously anticipated and provide several thousand new homes and jobs.

The intent of the Northeast Bismarck Subarea Study was to develop a detailed plan to guide future investment in transportation system infrastructure and to build on recently completed area-wide and subarea plans in the general vicinity. KLJ developed alternative growth scenarios to understand the impacts of delayed roadway investments would have within the Northeast Subarea. These alternative scenarios were critical in demonstrating the need for future roadway infrastructure in steps with previously developed infrastructure planning for the area.

A 2025 and 2040 Implementation Plan for the Northeast Bismarck Subarea Study was developed based on anticipated needs for future roadway development to meet future project residential and employment growth. The Northeast Bismarck Subarea Implementation Plan developed a vision for implementation of needed improvements to meet anticipated traffic needs within the study area.



Northeast Bismarck Subarea Study

Figure 7.2
2040 Implementation Map

Mandan Downtown Subarea Study | *Mandan, ND*

Date: January 2018

Team Members Involved: Mike Bittner, Bethany Brandt-Sargent, Kevin Mackey, Wade Kline

Contract Values: $250,000

Client Name: BMMPO

Downtown Mandan has a uniqueness that embodies the entire city. It is historic, with several buildings on the National Register of Historic Places. It is quaint, with several niche and specialty shops you will only find in Mandan. And it is lively, with many special events. As a critical element of the community, Mandan is ready to fully embrace a new vision and framework for its downtown. There are many opportunities for growth, development, and redevelopment in the built environment and safety and multimodal and safety improvements in the transportation network. The subarea study can be summarized in four main points:

- **World-Class Public Engagement Approach.** KLJ used a comprehensive public engagement approach that included stakeholder meetings, interactive public input meetings, a survey, 3D tours and before-and-after sliding simulations, and a website. The website was updated 20 times throughout the course of the project and included activities that mirrored the in-person activities at the public input meeting. The website had more than 3,500 unique visitors.
- **Scenario Planning.** Our team used a workshop-based approach to identify areas likely to change and develop growth scenarios that culminated with a tiered multimodal traffic modeling approach.
- **Transformative Roadway Projects.** On Main Street, we focused on road diet configurations that provide improved safety and mobility for all modes. On 1st Street, reverse angle parking was evaluated to address sight distance issues and improve safety for bicyclists.
- **Immediate Results.** The projects prioritized through this planning process led to multiple Urban Grant program applications and plans for interim applications. Major transportation and aesthetic improvements spurred a major development to serve as the western anchor of the project.

Downtown Sheyenne Street Corridor Study | *West Fargo, ND*

For years, downtown West Fargo struggled to find an identity until a redevelopment project was proposed that involved 20 percent of downtown along Sheyenne Street. The purpose of this project was to evaluate impacts and improvements necessary to accommodate the new development and additional redevelopment scenarios ranging from 20 to 60 percent redevelopment by 2040. This study also evaluated improvements along Sheyenne Street, including multimodal enhancements, revised cross-sections, development and analysis of a parking model and parking revisions, truck rerouting, operational analysis, safety analysis, and traffic calming. This project involved a widely successful and innovative public involvement approach that utilized 3D animations that business owners and the general public could participate in to simulate walking throughout downtown under various improvement scenarios. This helped educate the public on potential benefits and impacts.

Date: April 2016

Team Members Involved: Mike Bittner, Bethany Brandt-Sargent, Kevin Mackey

Contract Values: $90,000

Client Name: Fargo-Moorhead Metropolitan COG

State Avenue Signal Timing Study | *Billings, MT*

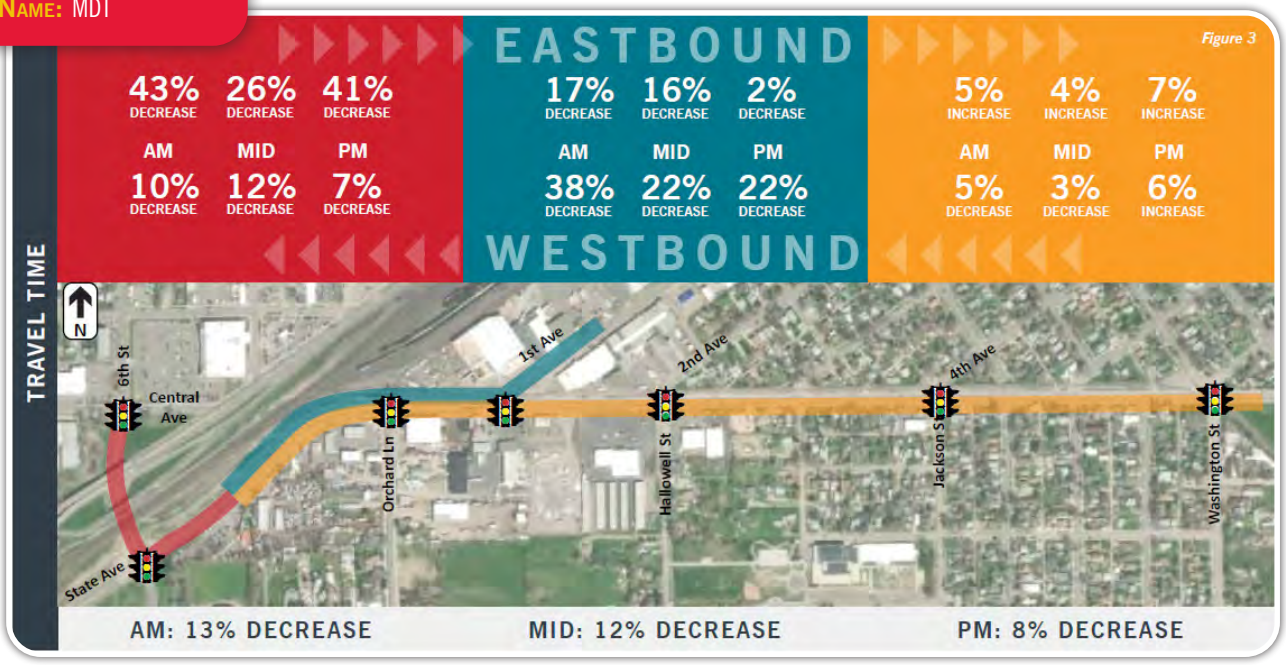
The State Avenue signal timing project involved traffic operations analysis, signal timing revision and field implementation, and before and after studies on eight signals in Billings, MT. This study required special field implementation strategies because both the City of Billings and MDT were operating different central control systems. This study required special attention to shift work from the sugar plant, multiple schools, and dense access spacing along the corridor. Ultimately, travel times were reduced by 8 to 15 percent throughout the day and up to 40 percent on prioritized routes on State Avenue in Billings.

Date: January 2019

Team Members Involved: Mike Bittner, Kevin Mackey

Contract Values: $99,200

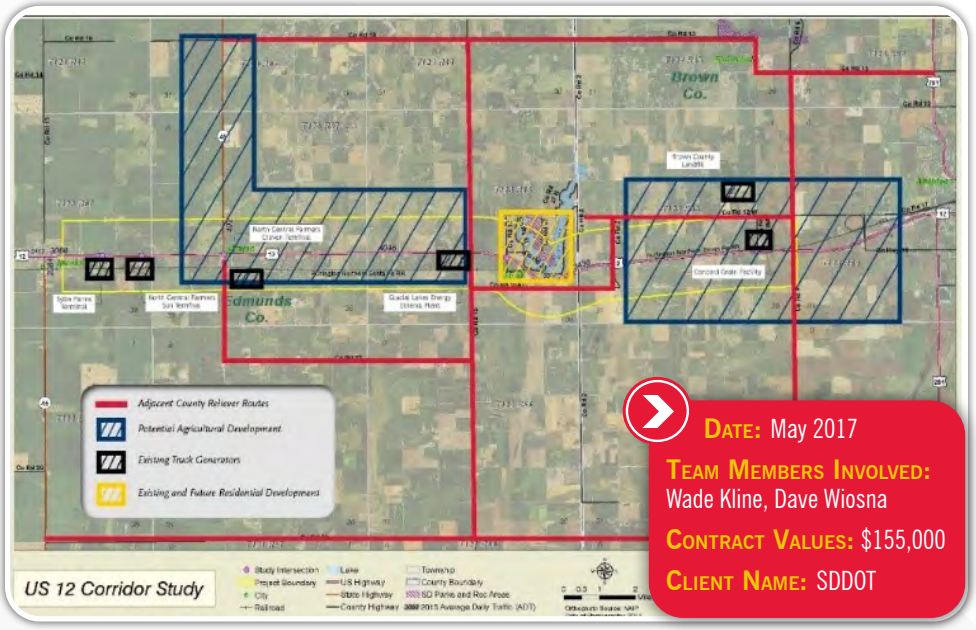
Client Name: MDT



US 12 Corridor Study | *Aberdeen to Ipswich, SD*

KLJ led a comprehensive stakeholder and public input process to better understand the corridor's needs and address concerns raised in recent years based on increasing truck volumes and a series of serious vehicle crashes along the US 12 corridor.

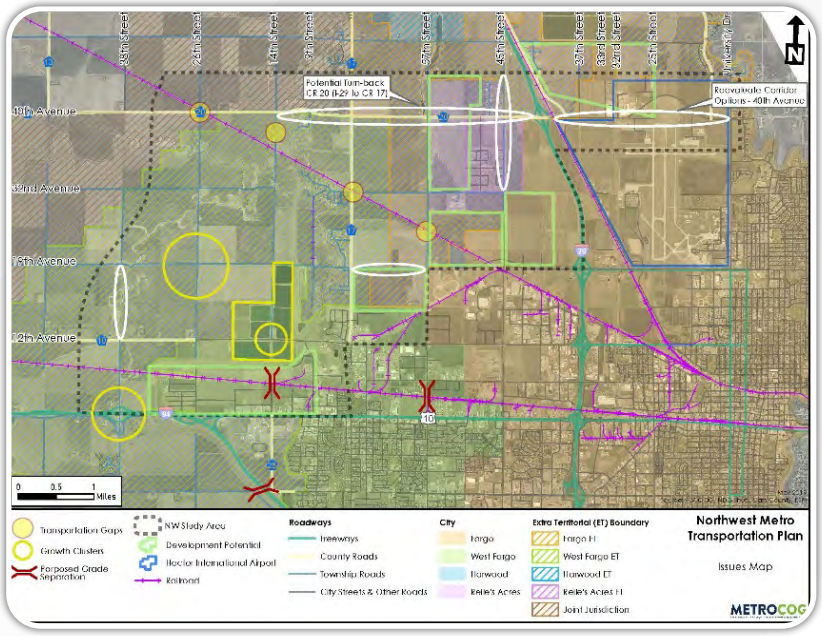
An increase in the volume of large farming equipment and trucks was perceived as a significant safety issue when slower vehicles (especially those with extra-long loads) must share space with cars. Residents, stakeholders, and the general public voiced a concern for safety through the corridor. Several alternatives were developed to accommodate the future traffic volume and class distribution anticipated along the corridor.



Date: May 2017
Team Members Involved: Wade Kline, Dave Wiosna
Contract Values: $155,000
Client Name: SDDOT

The corridor level analysis looked at four separate potential corridor Build Alternatives with a focus on intersection improvements at eight of the most critical study intersections. This study used crash and traffic data collected in 2015 and at two times in 2016 to help determine warranted action. The outcome of the study will be used by SDDOT to further scope and develop potential future improvements along this stretch of US 12.

Northwest Metro Transportation Plan | *Fargo, ND and Moorhead, MN*



Date: Ongoing (40% Complete)
Team Members Involved: Wade Kline, Bethany Brandt-Sargent, Kevin Mackey
Contract Values: $250,000
Client Name: Fargo-Moorhead Metro COG

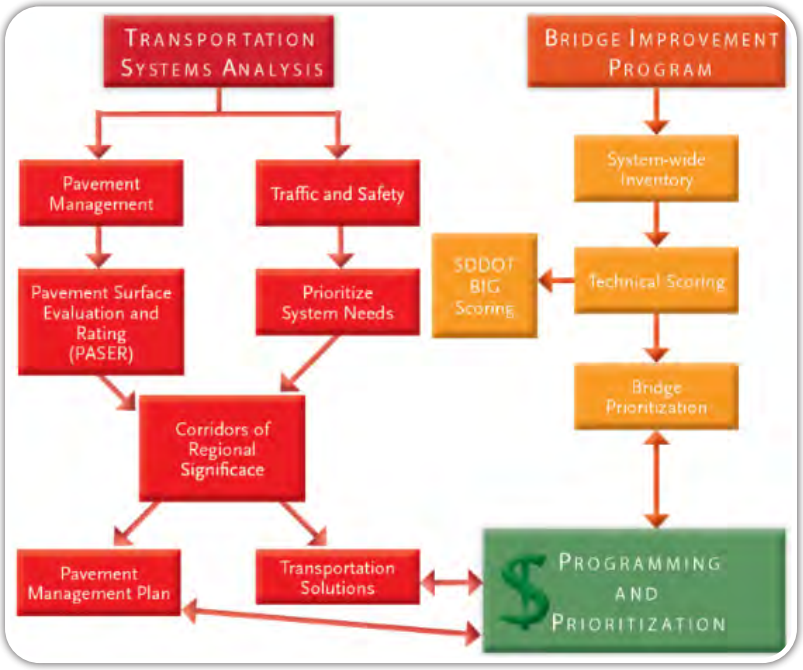
KLJ is currently under contract with the Metro COG for development of the Northwest Metro Transportation Plan. The objective of the plan is to review existing conditions, consider transportation-related infrastructure capacity, establish framework strategies for system improvements, and produce a comprehensive transportation plan. The intended outcome of this project is to develop an implementation plan for future roadway needs and develop policy recommendations to guide transportation decisions and future land use in the study area. The Northwest Metro Transportation Plan is intended to provide guidance for growth and development for the northwestern portion of the Fargo-Moorhead Metropolitan area, as well as general multimodal transportation and land use recommendations.

Beadle County Master Transportation Plan | *Beadle County, SD*

The Beadle County MTP provides a 20-year planning framework for addressing future transportation needs within Beadle County, SD. The Beadle County MTP focused on maintenance and preservation of the road and bridge assets in Beadle County.

Date: June 2016
Team Members Involved: Wade Kline, Dave Wiosna
Contract Values: $150,000
Client Name: SDDOT

Based on a robust public participation plan (PPP), the Beadle County MTP developed and refined a set of identified needs and issues into a strategic listing of short-term and long-term transportation infrastructure investments. Public involvement techniques, such as online surveys, public input meetings, stakeholder outreach, and five meetings with the Stakeholder Advisory Team (SAT), were used to ensure political, technical, and stakeholder input was considered during development of the Beadle County MTP.

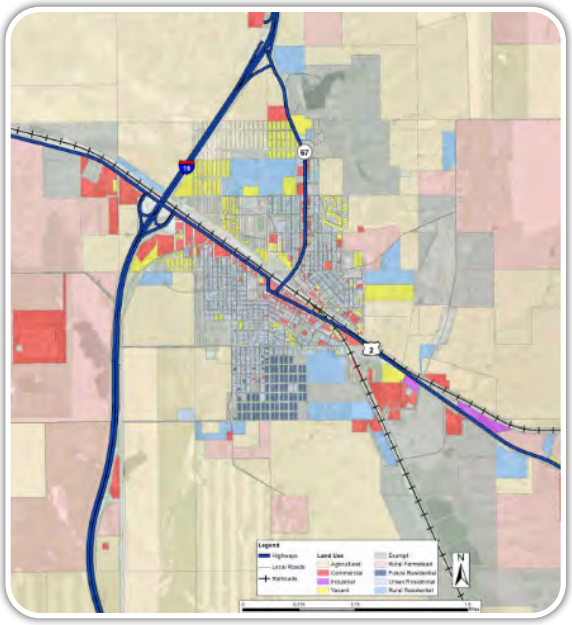


Shelby Transportation Plan | *Shelby, MT*

In 2014, KLJ completed the Shelby MTP. Shelby is a growing community in northern Montana with population and economic growth anticipated in the coming years, partly due to the Northern Montana Multimodal Hub Center. As Shelby and the surrounding area grows, a well-functioning transportation network is key in maintaining a high quality of life in Shelby and is also critical for promoting economic growth as a result of the Multimodal Hub Center.

Date: 2014
Team Members Involved: Kevin Mackey
Contract Values: $110,000
Client Name: City of Shelby, MT

The transportation plan addresses existing deficiencies, safety concerns, railroad issues, and trail planning. It focuses on identifying future projects to address these concerns while planning for future growth. This was a proactive planning process that included extensive data collection and TDM forecasts.



References

The following individuals can attest to the quality and dedication of KLJ team members and projects listed for the Whitefish Transportation Plan update. Each can speak to the approach and techniques proposed by KLJ and can attest specifically to the dependability and past performance of Project Manager Wade Kline.

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DIANNE LEHM
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Big Sky Economic Development Authority
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RACHEL DREWLOW
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Bismarck-Mandan Metropolitan Planning Organization
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STEVE GRAMM
Planning Engineer
South Dakota Department of Transportation
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JEREMY GORDEN
Traffic Division Leader
City of Fargo
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BOB ZIMMERMAN
City Engineer
City of Moorhead
218-299-5390

JUSTIN FROSETH
City Engineer
City of Mandan
701-667-3225

KLJENG.COM

EOE/M/F/Vet/Disability

ENGINEERING, REIMAGINED

City of Whitefish
Department of Public Works
418 E. 2nd Street | PO Box 158
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March 31, 2020

Mayor Muhlfeld and City Councilors
City of Whitefish
Whitefish, Montana

Approval of Plans & Authorization to Bid
Baker Avenue Underpass Project

Introduction/History

Downtown Whitefish has a visitor-driven economy dependent on creating a pedestrian oriented setting. Improvements such as widened sidewalks, pedestrian-scaled streetlights, landscaped curb extensions (bump-outs), and well-defined crosswalks help to enhance the downtown character achieve this pedestrian friendly environment. The Baker Avenue Underpass is one of the important elements that has not been built yet, although it has been a priority project in several city planning documents for more than a decade.

The City was recently granted access by BNSF to build the Baker Avenue Underpass, which prompted council to authorize staff to proceed with the design of the project. Council awarded the design contract to WGM Group (WGM) on January 6, 2020 and they have hit the ground running so that we can get the project under contract for construction by July 15, 2020 to make use of TIF Funds.

Current Report

Staff has presented design progress to Council at two public meetings, which were held during Council Work Sessions on 2/3/2020 and 2/18/2020. Significant public input was received at these meetings and important direction was given by council. Based on this guidance, staff has worked with WGM to move into final design of the project. The 60% Plans set is included with this packet and staff believes the plans provide enough information for Council to determine if we are ready to proceed with project bidding. The following sections highlight the key components of the Baker Avenue Underpass Project.

Structure Type: There are several different types of structures that were considered for the Baker Avenue Underpass. The two primary types that were evaluated were a corrugated metal structure, and a concrete structure. While a corrugated metal structure would provide the most cost-effective approach, the interior of the structure comes with maintenance

concerns, would not be conducive to future art projects, and ultimately would reduce the clearance of the tunnel. Steel structures also have a utilitarian feel, which does not meet the intent of this project. It was the direction of council that we proceed with a concrete structure for this project. Concrete will offer a clean, durable, vandal resistant underpass with opportunities for future design elements to be incorporated throughout.

Structure Size: The Downtown Business District Master Plan recommended a minimum span of 20' for the Baker Avenue Underpass. Staff evaluated a larger span of 24' and it was determined that a 20' underpass sufficiently accomplish the goals of the project. A structure of this size will still be airy and bright and allow for visibility through the underpass from Depot Park to the west side of the viaduct.

Wing Walls: One of the key components of the underpass is the wing walls that will be required to retain the soil back to create the entrance on either side of the tunnel. These walls will be prominent features and considerable attention was given to the type of material to be used. Materials considered included poured concrete wall using decorative forms, keystone block retaining wall system, and Redi-Rock blocks. While any of these wall systems would be suitable for the Baker Avenue Underpass, it was determined that the "Ledgestone Redi-Rock System" would strike a balance between aesthetics and cost effectiveness. These blocks will provide a random, stacked stone look that will bring character and functionality to the project.

Lighting: For the Baker Avenue Underpass to be successful it must be well lit. Adequate ambient day lighting, accent lighting for the walkway, and special façade lighting have been incorporated into the design. At the direction of Council, the interior of the structure will utilize tunable LED lighting which will be controlled by a central panel located adjacent to the underpass. Downlights will be installed along the wing walls of the structure to promote safety and accent the decorative precast stone. In addition, path lights will be provided to guide pedestrians along the paths leading up to and away from the underpass.

The Baker Avenue Underpass is a key component of the Downtown Business District Master Plan. The project will provide a direct linkage between Depot Park and areas to the west. Under the careful design of WGM's professional team, staff has developed a plan that will accomplish the following goals of the project:

- Create a secure and welcoming environment that provides clear sightlines to and through the underpass.
- Is well lit and incorporates bright, 24-hour lighting and security cameras linked to 24-hour surveillance
- Easily accessible for all users.
- Consist of an airy 20' width and 10' height.

- Considers methods to reduce maintenance with durable and long-lasting materials that are easily cleaned and maintained
- Minimizes extrusions, ledges or dark places that provide opportunities for bird nests, litter, or areas for transients to congregate.

Financial Considerations

Unfortunately, the City was not awarded the Transportation Alternative (TA) Grant during the last grant cycle. TA funds were planned to provide the majority of the costs of the project, however, at a work session during budget season council determined that TIF could fund a larger portion, if not all, of the project if other projects were re-allocated or removed from the list. Therefore, the $400,000 of matching funds committed from TIF Funds would need to increase to cover the entire project.

The original estimate for the project was $1.1 million in 2017 and the current cost estimate, based on the plans is $1.6 million. While there are adequate TIF funds for the project, we will need to look at a portion of the project being covered by paved trail impact fees since a very small portion of the project is outside of the TIF District boundaries. The exact amount has not been determined, but since it only includes the paved trail portion west of the tunnel, the cost should be able to be absorbed with only minor delays in other path projects.

Recommendation

While staff would typically wait until plans were a little further along to present this project to council for final approval, the last day to be under contract for construction is July 15, 2020 in order to use TIF Funds. Therefore, based on the information presented in the report, it is the recommendation of staff that Council Approve the Plans the Baker Avenue Underpass Project and authorize staff to bid the project.

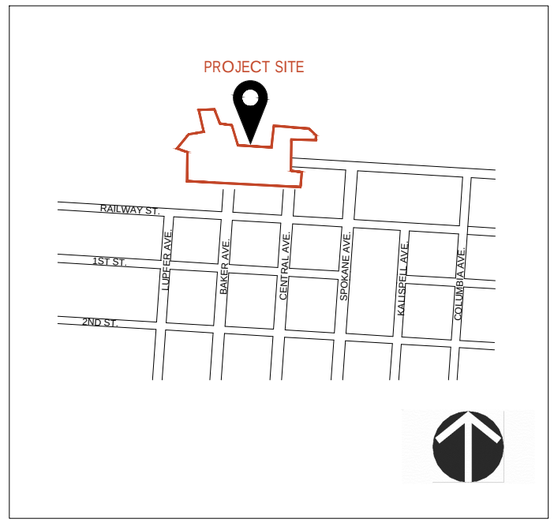
Sincerely,

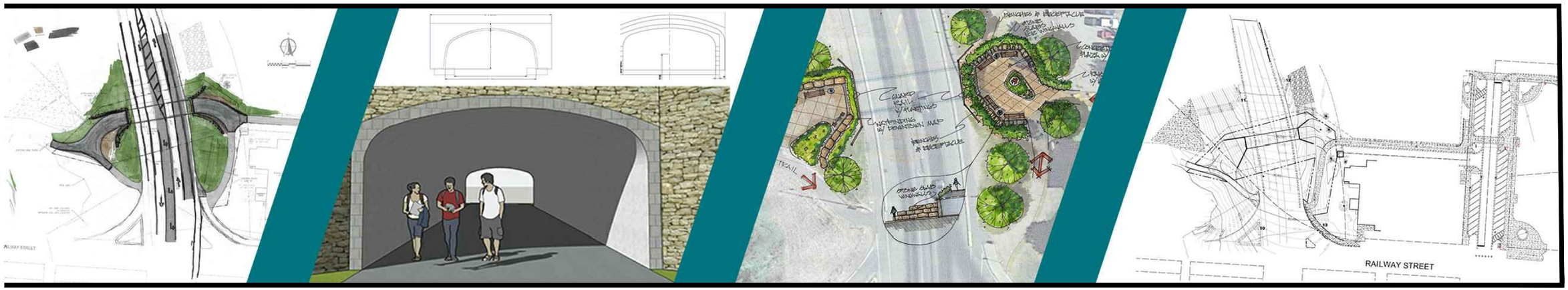
Craig Workman, P.E.
Director of Public Works

BAKER AVENUE PEDESTRIAN UNDERPASS

WHITEFISH, MONTANA

60% PLAN SET





PREPARED FOR:

City of Whitefish

BY:

WGMGROUP
Community Values. Inspired Futures.

ALPINE GEOTECHNICAL

TUKI STRUCTURES

MAZZETTI

VICINITY MAP

200 0 200 400
SCALE – FEET

PREPARED FOR:

City of Whitefish

SHEET INDEX

GENERAL

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G2	LEGEND AND GENERAL NOTES
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E3	ELECTRICAL DETAILS

LANDSCAPE

L1	LANDSCAPE PLAN

BEFORE YOU DIG
800-551-8344

CALL 2-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.

WGM GROUP, INC. ASSUMES NO RESPONSIBILITY FOR EXISTING UTILITY LOCATIONS (HORIZONTAL AND VERTICAL). THE EXISTING UTILITIES SHOWN ON THIS DRAWING HAVE BEEN PLOTTED FROM THE BEST AVAILABLE INFORMATION. IT IS, HOWEVER, THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/13/20

SHEET INDEX AND VICINITY MAP
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C1
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET G1

FILE: W:\Projects\19\1115\CAD Data\Design\191115CV2.dwg

LEGEND-EXISTING

- LOT LINE
- EXTERIOR BUILDING WALL
- CONCRETE SIDEWALK
- CONCRETE SIDEWALK UNDER CONSTRUC
- ASPHALT
- RIPRAP
- GRAVEL SURFACING
- EDGE OF ASPHALT
- CURB AND GUTTER
- CURB AND GUTTER W/LAYDOWN
- EDGE OF GRAVEL
- SD — STORM DRAIN LINE
- AP — AERIAL POWER LINE
- BE — BURIED ELECTRIC LINE
- FO — BURIED FIBER OPTIC
- G — GAS MAIN
- X — X — FENCE
- O — O — GUARD RAIL
- CULVERT
- CONTOUR (1 FOOT INTERVAL)
- DRAINAGE INLET
- DRAINAGE SUMP
- LIGHT POLE
- EVERGREEN TREE (SIZE AS NOTED)
- DECIDUOUS TREE (SIZE AS NOTED)
- TREE LINE/DRIP LINE
- SIGN
- GM — GAS METER

LEGEND-PROPOSED

- EDGE OF ASPHALT
- 4" THICK CONCRETE SIDEWALK
- ASPHALT
- BE — BURIED ELECTRIC LINE
- X — X — FENCE
- LIGHT POLE
- SIGN

GENERAL NOTES:

1) CONTRACTOR RESPONSIBLE FOR INSTALLING AND MAINTAINING ALL EROSION CONTROL MEASURES, AND PROTECTING HAUL OFF/DRAG ON ONTO ADJACENT PARKING AREAS AND PUBLIC RIGHTS OF WAY. CONTRACTOR RESPONSIBLE FOR CLEANING ANY MATERIAL HAULED OFF/DRUG ONTO ADJACENT PARKING AREAS OR PUBLIC RIGHTS OF WAY.
2) THIS PLAN IS TO BE USED TO ASSIST THE CONTRACTOR IN HORIZONTAL LOCATION DURING THE STAKING AND LAYOUT. IF THE CONTRACTOR DISCOVERS ANY DISCREPANCY BETWEEN THE GIVEN DATA AND THE INTENT SHOWED BY THE DRAWINGS, THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR CLARIFICATION.
3) GRADING AND SLOPE INFORMATION PRESENTED IN THIS PLAN SET IS BASED ON DESIGN GRADES AND BEST AVAILABLE MAPPING INFORMATION FROM SITE. SURVEY PROVIDED. EXISTING ELEVATIONS AT TIE IN POINTS AND AS-CONSTRUCTED FINISH FLOOR ELEVATIONS SHALL BE VERIFIED PRIOR TO INSTALLATION OF EXTERIOR IMPROVEMENTS. NOTIFY ENGINEER IF DIFFERENT CONDITIONS ARE FOUND. CONTRACTOR RESPONSIBLE FOR ENSURING POSITIVE DRAINAGE AND ADA COMPLIANCE FOR CONSTRUCTED IMPROVEMENTS.
4) CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE CITY AND UTILITY COMPANIES PRIOR TO STARTING WORK.
5) CONTRACTOR TO VERIFY EXISTING CONDITIONS PRIOR TO BIDDING PROJECT.
6) CONTRACTOR RESPONSIBLE FOR LOCATING EXISTING IRRIGATION SYSTEM AND REPAIRING ANY CONTRACTOR DAMAGE TO SYSTEM.
7) FIRE DEPARTMENT, RESIDENTS, AND BUSINESSES MUST BE PROVIDED ACCESS TO ALL BUILDINGS DURING CONSTRUCTION.
8) ALL SIDEWALKS ARE DESIGNED TO HAVE A 1.5% MAXIMUM CROSS SLOPE UNLESS OTHERWISE SHOWN ON THE PLANS.
9) ALL MATERIALS AND WORKMANSHIP OF IMPROVEMENTS SHALL MEET OR EXCEED ADA AS WELL AS STATE AND LOCAL REGULATIONS. WHERE THERE IS A CONFLICT BETWEEN THESE PLANS AND THE SPECIFICATIONS, OR ANY APPLICABLE STANDARD, THE HIGHER QUALITY STANDARD SHALL APPLY.
10) ALL WORK WITHIN MDT RIGHT-OF-WAY MUST MEET MDT "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", 2014 EDITION.

CITY OF WHITEFISH STANDARD NOTES:

1) ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
2) UTILITY LOCATIONS SHOWN REFLECT AVAILABLE RECORD DATA. THE CONTRACTOR SHALL TAKE PRECAUTIONARY MEASURES TO PROTECT ALL UTILITY LINES SHOWN AND OTHER UTILITY LINES OTHERWISE LOCATED. THE CONTRACTOR SHALL CONTACT THE "MONTANA ONE CALL CENTER / U-DIG" AT 800-551-8344 FOR UTILITY LOCATES GIVING A MINIMUM OF 2-FULL WORKING DAYS NOTICE PRIOR TO BEGINNING CONSTRUCTION." ONCE LOCATED IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN MARKINGS.
3) BEFORE WORK BEGINS, THE CONTRACTOR SHALL OBTAIN A PERMIT TO WORK IN THE RIGHT OF-WAY FROM THE CITY AND MUST NOTIFY THE CITY RIGHT-OF-WAY INSPECTION STAFF AT LEAST 24 HOURS IN ADVANCE OF COMMENCING CONSTRUCTION ACTIVITIES.
4) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN A COMPLETE AND APPROVED SET OF CONSTRUCTION PLANS. THESE DRAWINGS, AND ANY REQUIRED PERMITS, SHALL BE AVAILABLE AT THE PROJECT SITE AT ALL TIMES AND SHALL BE MADE AVAILABLE TO THE CITY STAFF UPON REQUEST.
5) ALL SURPLUS MATERIALS, TOOLS, AND TEMPORARY STRUCTURES, FURNISHED BY THE CONTRACTOR, SHALL BE REMOVED FROM THE PROJECT SITE BY THE CONTRACTOR. ALL DEBRIS AND RUBBISH CAUSED BY THE OPERATIONS OF THE CONTRACTOR SHALL BE REMOVED, AND THE AREA OCCUPIED DURING CONSTRUCTION ACTIVITIES SHALL BE RESTORED TO ITS ORIGINAL CONDITIONS, WITHIN 48 HOURS OF PROJECT COMPLETION, UNLESS OTHERWISE DIRECTED BY THE DIRECTOR OF PUBLIC WORKS.
6) THE CONTRACTOR IS REQUIRED TO PROVIDE AND MAINTAIN EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH THE APPROVED EROSION CONTROL PLAN. (ADDITIONAL EROSION CONTROL MEASURES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE PLANS DO NOT FUNCTION AS INTENDED.)
7) A PRE-CONSTRUCTION MEETING WITH THE CITY OF WHITEFISH IS REQUIRED PRIOR TO THE START OF CONSTRUCTION.

SURFACE RESTORATION NOTES:

1) RESTORE ALL DISTURBED AREAS WITH GRASS SEED. PROVIDE WESTLAND SEED KWIK FINE LAWN MIX: 60% KENTUCKY BLUEGRASS, 20% CREEPING RED FESCUE, 20% PERENNIAL RYEGRASS OR APPROVED EQUAL. BROADCAST SEED AT 5 LBS/1,000 SF. SEEDING TO OCCUR BETWEEN OCTOBER 15 AND MAY 15 TO ALLOW ESTABLISHMENT FROM NATURAL PRECIPITATION. PROVIDE A 4" DEPTH OF TOPSOIL FOR ALL AREAS TO RECEIVE SEED.

TRAFFIC CONTROL NOTES:

1) THE CONTRACTOR SHALL MAINTAIN AND COORDINATE LOCAL VEHICULAR AND ADA ACCESS TO ALL BUILDINGS DURING CONSTRUCTION.
2) THE CONTRACTOR IS REQUIRED TO SUBMIT A PEDESTRIAN AND VEHICULAR TRAFFIC CONTROL PLAN AND DETAILS FOR APPROVAL PRIOR TO WORK COMMENCING.
3) ALL TRAFFIC CONTROL IN MDT RIGHT-OF-WAY MUST BE APPROVED BY MDT.

DISPOSAL OF ASPHALT AND CONCRETE PAVEMENT

1) THE CONTRACTOR IS RESPONSIBLE FOR DISPOSING OF THE ASPHALT AND CONCRETE MATERIAL REMOVED BY EXCAVATION OPERATIONS. DISPOSAL OF THIS MATERIAL SHALL BE PER ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS. THE COST OF DISPOSING OF THE ASPHALT AND CONCRETE MATERIAL WILL BE CONSIDERED INCIDENTAL TO THE PAYMENT FOR EXCAVATION AND EMBANKMENT, UNLESS OTHERWISE NOTED ON THE PLANS.

EXISTING UTILITIES NOTES:

1) EXISTING UNDERGROUND INSTALLATIONS AND PRIVATE UTILITIES SHOWN ARE FROM THE BEST INFORMATION AVAILABLE AT THE TIME OF DESIGN. ACCURACY OF SUCH INFORMATION IS NOT GUARANTEED AND SHALL BE VERIFIED BY THE CONTRACTOR. SERVICE LINES (i.e.. WATER, POWER, SEWER, GAS, COMMUNICATIONS, DATA, IRRIGATION) MAY NOT BE BURIED AT EVEN DEPTHS OR AS INDICATED ON THE PLANS. THE CONTRACTOR SHALL NOTIFY EACH UTILITY COMPANY PRIOR TO EXCAVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL UTILITY LOCATES.THESE DRAWINGS MAY NOT SHOW ALL FACILITIES WITHIN THE PROJECT LIMITS.
2) ALL POWER. TELEPHONE. AND OTHER UTILITIES WHICH ARE NOT PLANNED TO BE RELOCATED, WHICH INTERFERE WITH THE CONSTRUCTION SHALL BE REMOVED OR RELOCATED BY THE UTILITY COMPANY. THE CONTRACTOR SHALL COORDINATE THE WORK WITH THE APPROPRIATE UTILITY COMPANY.
3) THE CONTRACTOR SHALL FIELD VERIFY LINE, GRADE, AND SIZE OF EXISTING CONNECTIONS WELL IN ADVANCE OF MAKING THE CONNECTION.
4) ALL EXISTING UTILITIES THAT ARE TO BE REMOVED OR ABANDONED SHALL BE PLUGGED AT THE TERMINATION POINTS, IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
5) CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES DURING CONSTRUCTION.

ABBREVIATIONS

ø	DIAMETER	DEPT	DEPARTMENT	G	GAS	N	NORTH	SECT	SECTION
@	AT	BLS	DRILL HOLE (SOIL BORING)	GA	GAUGE	N.I.C.	NOT IN CONTRACT	SF	SQUARE FOOT/FEET
AB	ANCHOR BOLT, AGGREGATE BASE	DI	DUCTILE IRON, DRAIN INLET	GALV	GALVANIZED	NO.	NUMBER	SS	SANITARY SEWER, STAINLESS STEEL
AC	ASBESTOS CEMENT	DIA	DIAMETER	GPM	GALLONS PER MINUTE	NPT	NATIONAL PIPE THREAD	STA	STATION
AFF	ABOVE FINISHED FLOOR	DIMJ	DUCTILE IRON MECHANICAL JOINT	GSP	GALVANIZED STEEL PIPE	NTS	NOT TO SCALE	STD	STANDARD
AL	ALUMINUM	DIP	DUCTILE IRON PIPE	GV	GATE VALVE			STL	STEEL, STEEL PIPE
ANC	ANCHOR	DR	DRAIN, DIMENSION RATIO			OAL	OVERALL LENGTH		
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	DWG	DRAWING	HD	HEAVY DUTY; HOT-DIPPED	OC	ON CENTER	T	TELEPHONE
APPROX	APPROXIMATELY			HDR	HEADER	OD	OUTSIDE DIAMETER	TBC	TOP OF BACK CURB
AWWA	AMERICAN WATER WORKS ASSOCIATION	EA	EACH	HDPE	HIGH DENSITY POLYETHYLENE PIPE	OF	OUTSIDE FACE, OVERFLOW	TBM	TEMPORARY BENCH MARK
		EFF	EFFLUENT	HGT	HEIGHT	OH	OVERHEAD POWER	TEMP	TEMPERATURE, TEMPORARY
BF	BLIND FLANGE	ELEV	ELEVATION	HT	HEIGHT			TOW	TOP OF WALL
BFF	BELOW FINISH FLOOR	EVC	END VERTICAL CURVE	HYD	FIRE HYDRANT	PC	POINT OF CURVATURE	TP	TEST PIT
BFV	BUTTERFLY VALVE	EW	EACH WAY			PE	PLAIN END	TV	CABLE TELEVISION
BLDG	BUILDING	EXT	EXTERIOR	IBC	INTERNATIONAL BUILDING CODE	PH	PHONE	TYP	TYPICAL
BM	BENCH MARK	EXIST	EXISTING	ID	INSIDE DIAMETER	PL	PROPERTY LINE, PLATE		
BOC	BACK OF CURB			IN	INCH	PI	POINT OF INTERSECTION	UG	UNDERGROUND
BV	BALL VALVE	FAB	FABRICATION	INFL	INFLUENT	PROP	PROPERTY, PROPOSED	UGP	UNDERGROUND POWER
BVC	BEGIN VERTICAL CURVE	FC	FLEXIBLE COUPLING	INT	INTERIOR, INTERSECTION	PSI	POUNDS PER SQUARE INCH	UPC	UNIFORM PLUMBING CODE
		FCA	FLANGED COUPLING ADAPTER	INV	INVERT	PT	POINT OF TANGENCY		
C	CHANNEL, CENTER	FDN	FOUNDATION			PVC	POLYVINYL CHLORIDE PLASTIC	V	VENT, VOLT, VALVE
CI	CAST IRON, CURB INLET	FETS	FLARED END TERMINAL SECTION	LB(S)	POUND(S)	PVI	POINT OF VERTICAL INTERSECTION	VERT	VERTICAL
CIP	CAST IRON PIPE, CAST-IN-PLACE	FF	FINISHED FLOOR	LF	LINEAL FOOT, LINEAR FEET			VLV	VALVE
CIPP	CURED-IN-PLACE PIPE	FG	FINISH GRADE	LT	LEFT	R	RADIUS		
℄, CL	CENTERLINE	FL	FLOOR, FLANGE, FLOW LINE			RCB	REINFORCED CONCRETE BOX	W	WATER, WEST
CLR	CLEAR	FM	FORCE MAIN	MAX	MAXIMUM	RCP	REINFORCED CONCRETE PIPE	W/	WITH
CMP	CORRUGATED METAL PIPE	FO	FIBER OPTIC	MC	MECHANICAL COUPLING	ROW	RIGHT-OF-WAY	w/o	WITHOUT
CO	CLEANOUT	FOC	FACE OF CURB, FACE OF CONCRETE	MDT	MONTANA DEPT. OF TRANSPORTATION	RT	RIGHT	WS	WATER SURFACE, WATER STOP
CP	CONTROL POINT	FPT	FEMALE PIPE THREAD	MECH	MECHANICAL	RW	RIGHT-OF-WAY. RACEWAY	wv	WATER VALVE
CPE	CORRUGATED POLYETHYLENE PIPE	FTG	FOOTING	MFR	MANUFACTURER	R/W	RIGHT-OF-WAY	WWF	WELDED WIRE FABRIC
CPLG	COUPLING	FT	FOOT, FEET	MH	MANHOLE				
CPVC	CHLORINATED POLYVINYL CHLORIDE			MIN	MINIMUM, MINUTE	S	SLOPE	X	USED AS A VARIABLE
CSP	CORRUGATED STEEL PIPE			MJ	MECHANICAL JOINT	SCH	SCHEDULE		
CV	CHECK VALVE			MPWSS	MONTANA PUBLIC WORKS STANDARD SPECIFICATIONS	SD	STORM DRAIN	YD	YARD
CY	CUBIC YARDS					SDR	STANDARD DIMENSION RATIO		

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/13/20

LEGEND AND GENERAL NOTES
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C2
SURVEYED: ...
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET G2

FILE: W:\Projects\191115\CAD Data\Design\191115CV2.dwg

NOTES:

1) CONSTRUCTION TRAFFIC (LOADED AND UNLOADED) SHALL ONLY USE THE APPROVED ROUTES SHOWN ABOVE. USE OF ANY OTHER ROUTES SHALL BE PROHIBITED, UNLESS OTHERWISE APPROVED BY THE ENGINEER AND CITY.

CITY ROUTES APPROVED FOR CONSTRUCTION TRAFFIC (ENTIRE PROJECT DURATION)

MDT ROUTES APPROVED FOR CONSTRUCTION TRAFFIC

N

100 0 100 200

SCALE – FEET

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PRELIMINARY

PLOTTED: 3/31/20
SAVED: 3/13/20

HAUL ROUTE PLAN
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: CX
SURVEYED: ---
DESIGN: JLG
DRAFT: CEG
APPROVE: JLG
DATE:

MARCH 2020

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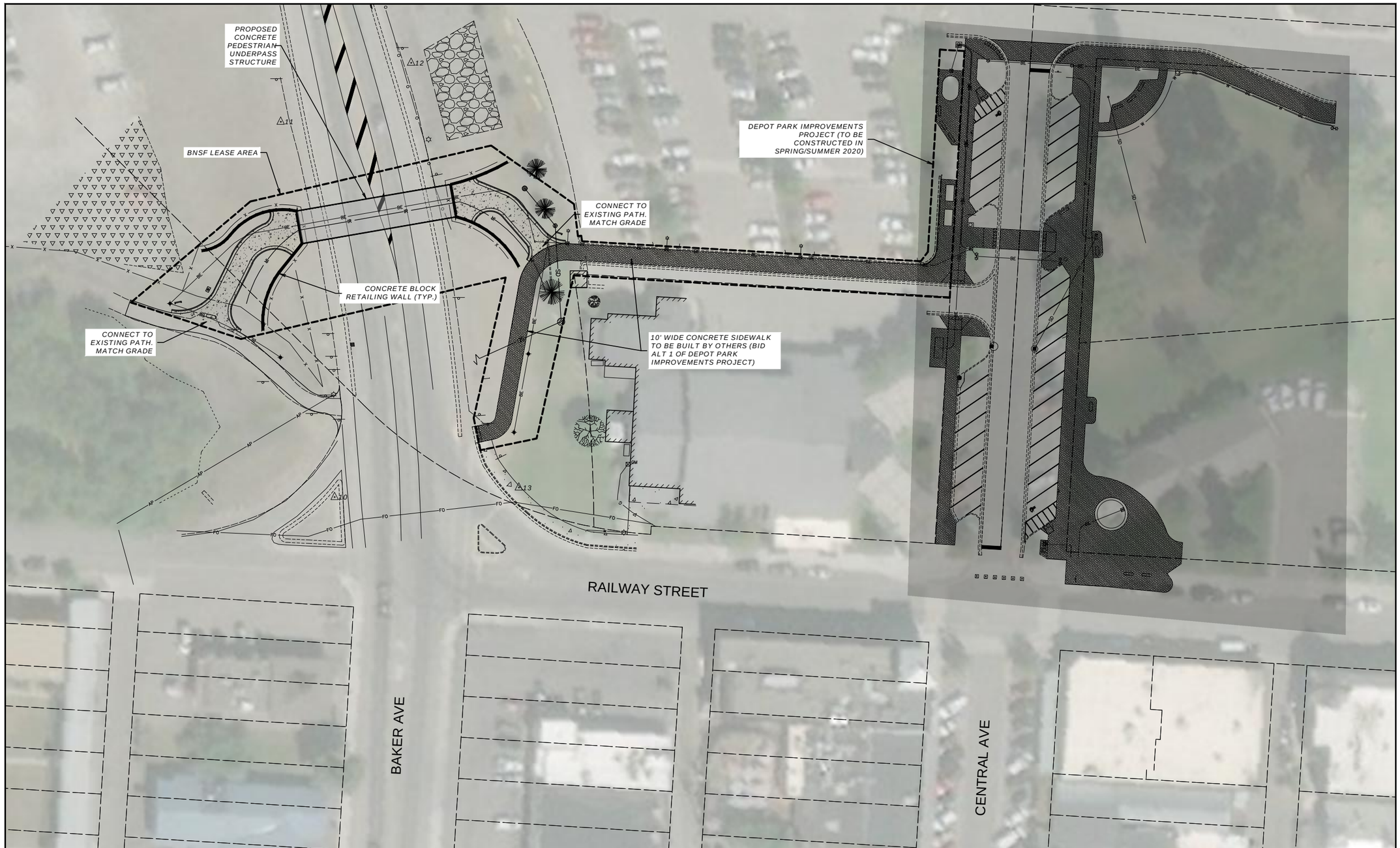
FILE: W:\Projects\191115\CAD Data\Design\191115HR.dwg



N

30 0 30 60

SCALE – FEET

CONTROL POINT COORDINATE TABLE

POINT	NORTHING	EASTING	ELEVATION	DESCRIPTION
10	1553836.33	794480.36	3037.42	MAG NAIL
11	1554064.09	794447.63	3053.30	WGM OPC
12	1554099.89	794526.84	3056.40	WGM OPC
13	1553842.14	794592.20	3038.82	MAG NAIL
14	1553792.04	794211.54	3023.21	MAG SPIKE

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PRELIMINARY

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SAVED: 3/13/20

PROJECT OVERVIEW
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

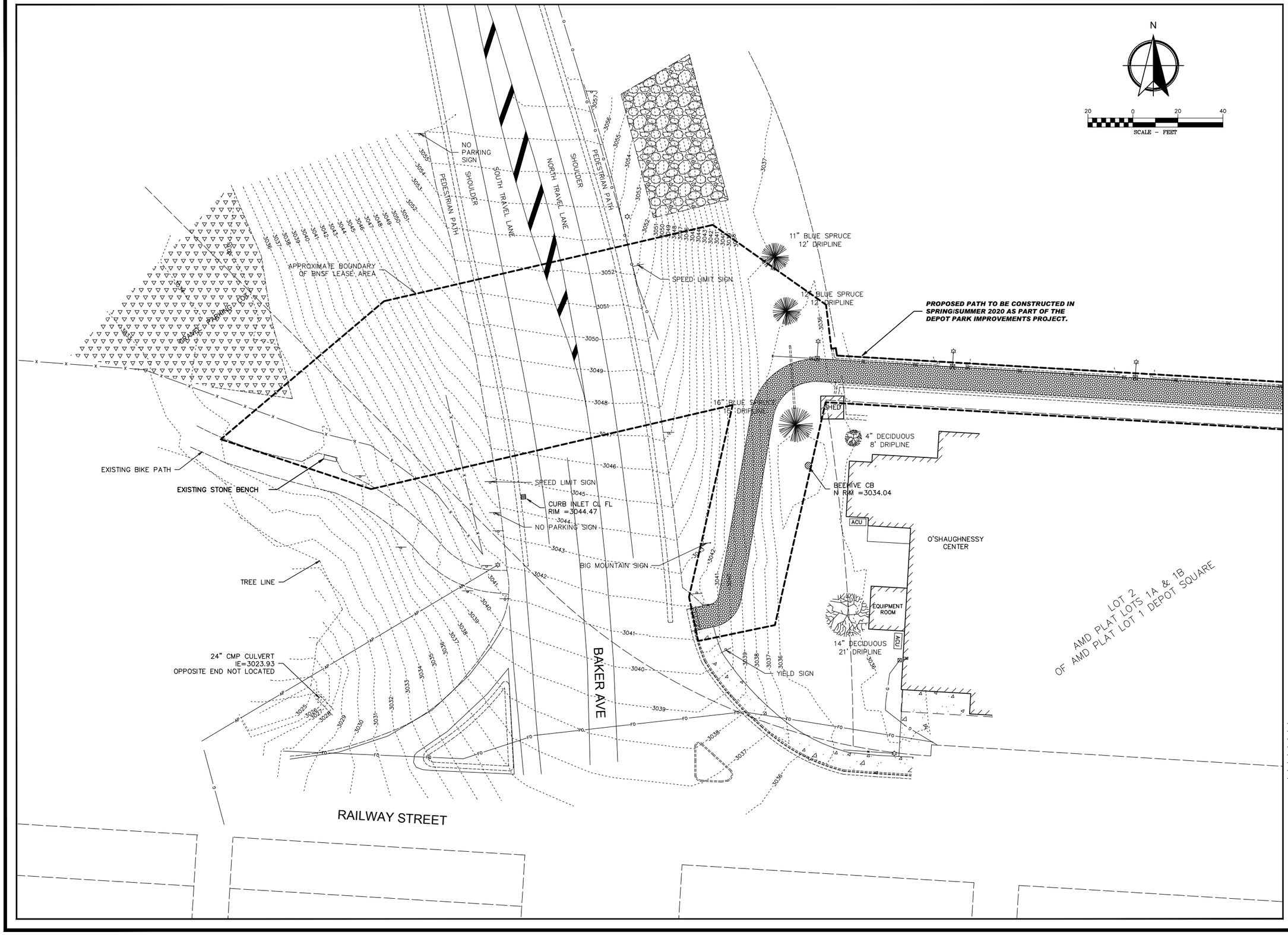
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C3
SURVEYED: ...
DESIGN: SM
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET C1

FILE: W:\Projects\191115\CAD Data\Design\191115CV2.dwg



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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/13/20

EXISTING CONDITIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

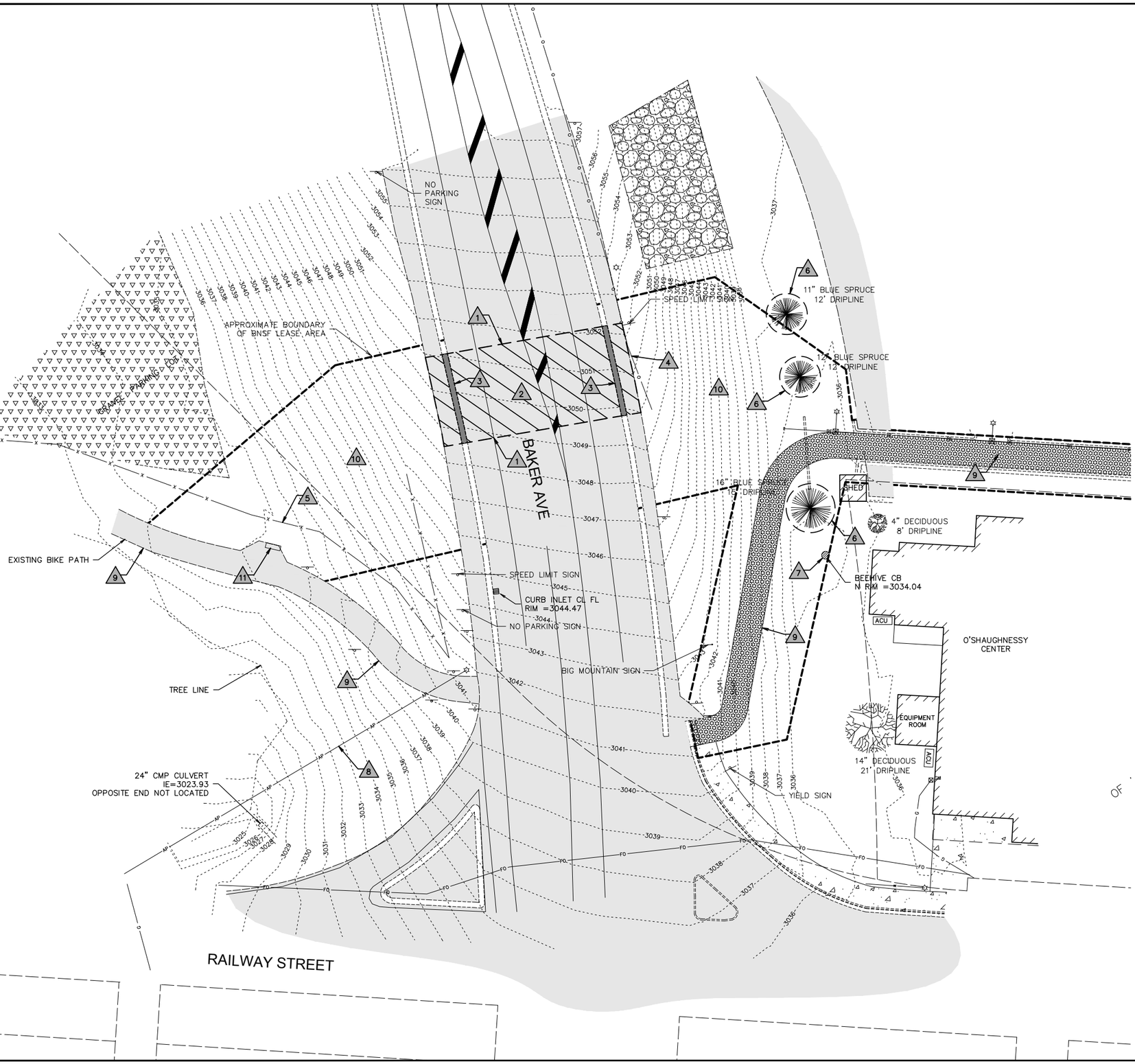
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C4
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET C2

FILE: W:\Projects\191115\CAD Data\Design\191115DM.dwg



LEGEND-DEMOLITION

1 — ASPHALT SAWCUT LINE/CONSTRUCTION LIMITS

2 — FULL DEPTH ASPHALT REMOVAL AREA

3 — CONCRETE REMOVAL AREA

GENERAL DEMOLITION NOTES:

1) NOT ALL EXISTING SITE CONSTRUCTION AND ELEMENTS ARE SHOWN ON DRAWING. CONTRACTOR TO VISIT SITE DURING BIDDING AND FAMILIARIZE THEMSELVES WITH NEW CONSTRUCTION PLANS AND INCLUDE THE COST FOR ALL REQUIRED DEMOLITION WITH HIS OR HER BID.

2) ALL DEMOLISHED/REMOVED MATERIAL AND EXCESS EXCAVATED MATERIAL NOT DESIGNATED FOR RE-USE OR SALVAGE SHALL BE DISPOSED OF OFF SITE BY CONTRACTOR.

DEMOLITION NOTES:

1. ASPHALT CUT LINE.
2. REMOVE EXISTING ASPHALT.
3. REMOVE EXISTING CONCRETE.
4. REMOVE APPROXIMATELY 50 FT. OF EXISTING GUARD RAIL. REINSTALL END SECTION SO IT IS NORTH OF NEW UNDERPASS STRUCTURE.
5. REMOVE EXISTING FENCE AND RESET AS SHOWN ON SITE PLAN.
6. REMOVE EXISTING TREE
7. PROTECT INLET IN PLACE.
8. PROTECT ALL UTILITIES IN PLACE. TEMPORARY RELOCATION OF IRRIGATION LINES AND LIGHT POLE FEEDS MAY BE REQUIRED TO MAINTAIN ACTIVE SYSTEM. ENSURE NO IMPACT TO SYSTEMS OUTSIDE OF CONSTRUCTION LIMITS.
9. PROTECT EXISTING SIDEWALK/PATH.
10. UNCLASSIFIED EXCAVATION
11. REMOVE EXISTING BENCH AND SALVAGE FOR THE CITY TO REUSE

N

20 0 20 40

SCALE - FEET

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

DEMOLITION PLAN
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

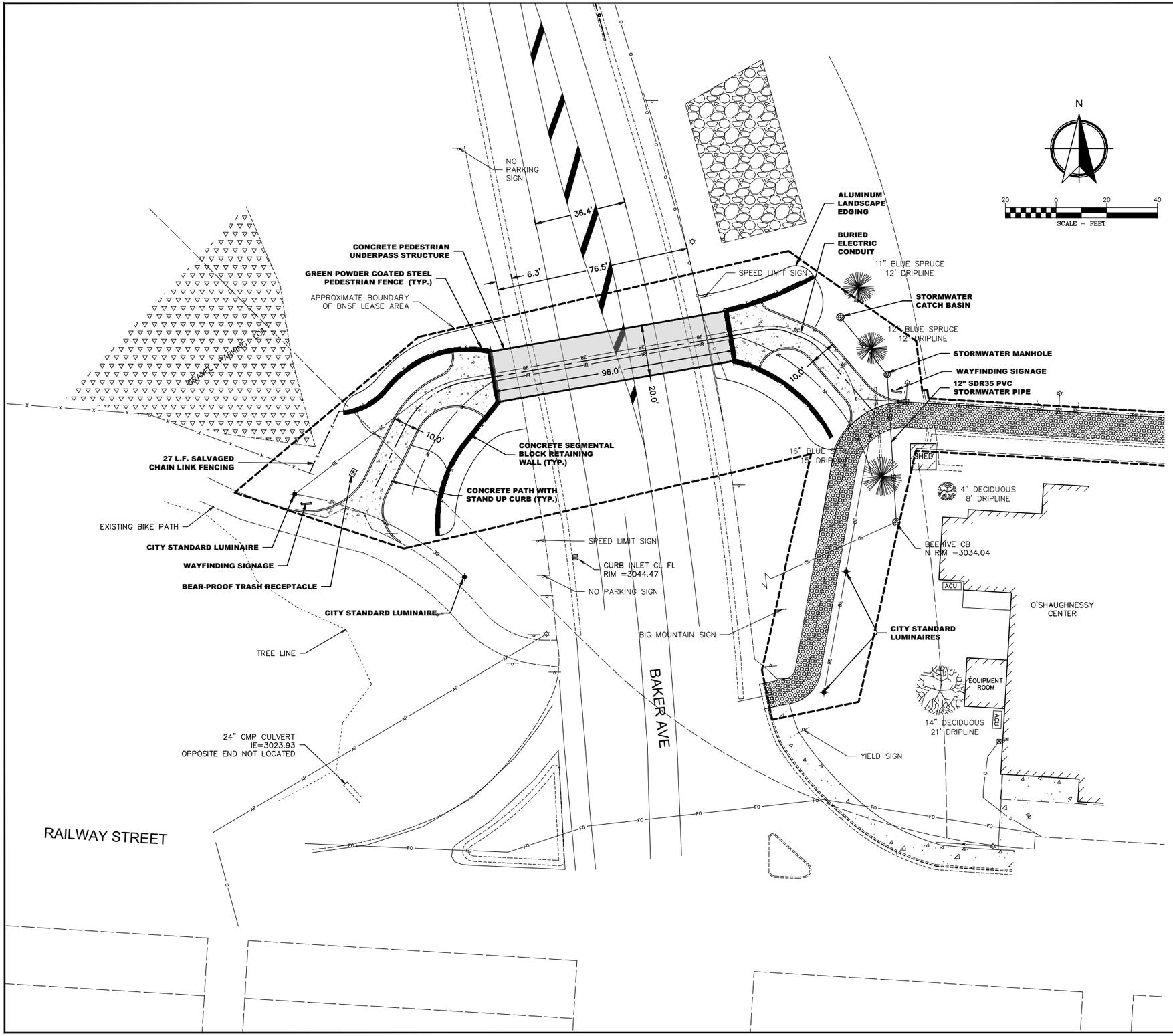
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C5
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET C3

FILE: W:\Projects\191115\CAD Data\Design\191115DM.dwg



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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

SITE PLAN
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C6
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET C4

FILE: W:\Projects\191115\CAD Data\Design\191115SP.dwg

N

20 0 20 40
SCALE – FEET

FLOW DIRECTION ARROW

APPROXIMATE BOUNDARY OF BNSF LEASE AREA

35.73 FG

35.73 FG

0.5%

0.5%

40.7%

11" BLUE SPRUCE 12' DRIPLINE

12" BLUE SPRUCE 12' DRIPLINE

16" BLUE SPRUCE 12' DRIPLINE

SHED

4" DECIDUOUS 8' DRIPLINE

BEEHIVE CB N RIM =3034.04

ACU

O'SHAUGHNESSY CENTER

EQUIPMENT ROOM

ADU

14" DECIDUOUS 21' DRIPLINE

LOT 2
AMD PLAT LOTS 1A & 1B
OF AMD PLAT LOT 1 DEPOT SQUARE

EXISTING BIKE PATH

CURB INLET CL FL
RIM =3044.47

BAKER AVE

TREE LINE

24" CMP CULVERT
IE=3023.93
OPPOSITE END NOT LOCATED

RAILWAY STREET

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

GRADING AND DRAINAGE PLAN - OVERALL
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

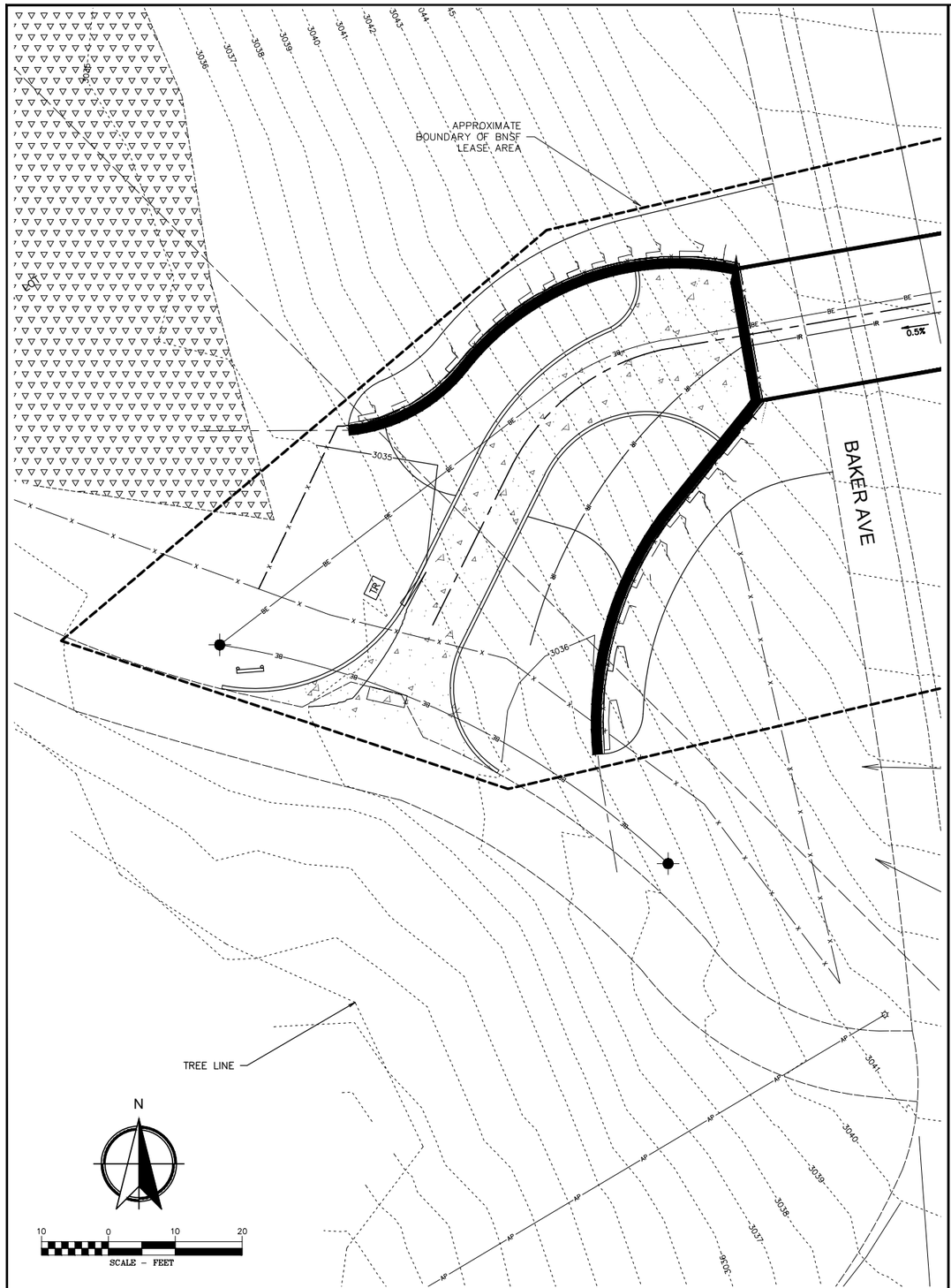
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C7
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

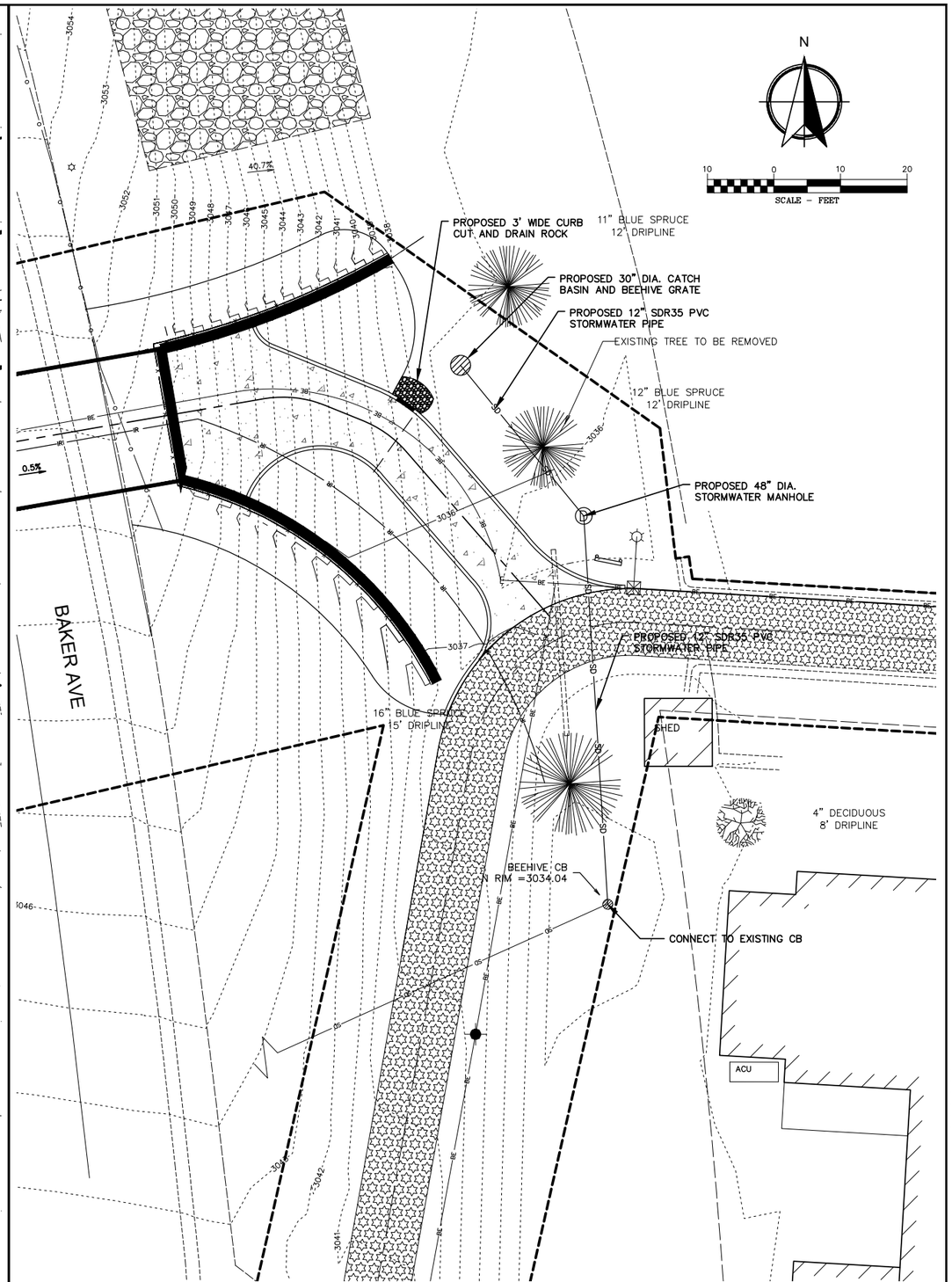
MARCH 2020

SHEET C5

FILE: W:\Projects\191115\CAD Data\Design\191115GP-BWS 3.27.20.dwg



WEST SIDE GRADING DETAIL



EAST SIDE GRADING DETAIL

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PRELIMINARY
PLOTTED: 3/31/20
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GRADING AND DRAINAGE PLAN - DETAIL
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

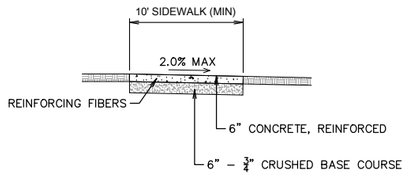
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C8
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET C6

FILE: W:\Projects\191115\CAD Data\Design\191115GP-BWS 3.27.20.dwg

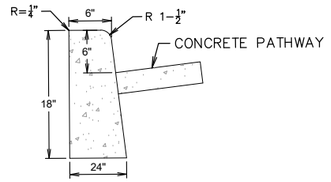


NOTES:

1. CONCRETE SHALL BE M–4000 WITH ¾" MAXIMUM AGGREGATE AND A 28–DAY STRENGTH OF 4000 PSI, 5% TO 8% AIR CONTENT WITH A MAXIMUM SLUMP OF FOUR (4) INCHES.
2. CONCRETE SHALL INCLUDE 0.75 POUNDS OF REINFORCING FIBERS PER CUBIC YARD.
3. CONTRACTION JOINTS SHALL BE SPACED THE SAME DIMENSION AS THE WIDTH BUT NOT EXCEED 6 FEET EACH WAY. CONTRACTION JOINTS SHALL BE CONSTRUCTED BY SAWING OR SCORING. A TOOL SHALL BE USED WHICH WILL LEAVE CORNERS ROUNDED AND DESTROY AGGREGATE INTERLOCK FOR THE SPECIFIED MINIMUM DEPTH. CONTRACTION JOINTS SHALL BE A MINIMUM OF ¼ OF THE TOTAL DEPTH OF THE CONCRETE.
4. ALL SIDEWALKS GREATER THAN SIX FEET IN WIDTH SHALL BE SAWCUT LENGTHWISE DOWN THE CENTER A MINIMUM OF ½ THE TOTAL DEPTH OF THE CONCRETE.
5. EXPANSION JOINTS, USING ½" MATERIAL SHALL BE SPACED AT INTERVALS OF 45' MAXIMUM.
6. ALL EDGES AND JOINTS SHALL BE ROUNDED WITH AN EDGING TOOL OF A MINIMUM ¼" RADIUS.
7. SIX INCHES OF BASE MATERIAL IS REQUIRED. BASE MATERIAL SHALL BE ¾" CRUSHED BASE COURSE COMPACTED TO 95% PER AASHTO, T–99, OR SAND THOROUGHLY COMPACTED IN PLACE.
8. GRADE, ALIGNMENT AND FORMS SHALL BE INSPECTED BY THE CITY OR THEIR DESIGNATED INSPECTOR PRIOR TO POURING.
9. ALL CONCRETE DRIVEWAY SECTIONS SHALL BE 6" THICK WITH REINFORCEMENT. (SEE DRIVEWAY APPROACH DETAIL SD–15)
10. ALL COLD JOINTS SHALL HAVE SMOOTH DOWEL BARS PLACED IN BOTTOM ½ OF CONCRETE AT 18" O.C. EACH WAY & 6" FROM EDGES, OR KEY WAYS INSTALLED TO PREVENT VERTICAL SEPARATION.

CONCRETE PATHWAY

NOT TO SCALE



NOTES:

1. ½" EXPANSION JOINT MATERIAL SHALL BE PLACED AT THE P.C.
2. CONTRACTION JOINT SHALL BE PLACED AT EVERY 15' OF CURB LENGTH AND SHALL HAVE A MINIMUM DEPTH OF ¾" AND MINIMUM WIDTH OF ⅛". CONTRACTION JOINTS SHALL BE CONSTRUCTED BY SAWING OR SCORING. A TOOL SHALL BE USED WHICH WILL LEAVE CORNERS ROUNDED AND DESTROY AGGREGATE INTERLOCK FOR THE SPECIFIED MINIMUM DEPTH.
3. GRADE, ALIGNMENT AND FORMS SHALL BE INSPECTED BY THE CITY PRIOR TO POURING.
4. CONCRETE SHALL BE M–4000 WITH ¾" MAXIMUM AGGREGATE AND A 28–DAY STRENGTH OF 4000 PSI, 5% TO 8% AIR CONTENT WITH A MAXIMUM SLUMP OF FOUR (4) INCHES.
5. INDIVIDUAL CONTRACTORS FORMS MAY VARY SLIGHTLY FROM THIS PATTERN. PATTERNS WHICH ACHIEVE ESSENTIALLY THE SAME RESULT AS THE ABOVE PATTERN MAY BE APPROVED BY THE CITY.
6. FOUR INCHES OF CRUSHED BASE COURSE MATERIAL IS REQUIRED. CRUSHED BASE COURSE MATERIAL SHALL BE ¾" CRUSHED GRAVEL COMPACTED TO 95% PER AASHTO T–99.
7. USE OF STRAIGHT CURB IS RESTRICTED TO SPECIFIC APPLICATION AND SHALL REQUIRE PRIOR APPROVAL FROM THE CITY ENGINEER.

STRAIGHT CURB

NOT TO SCALE

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PRELIMINARY

PLOTTED: 3/31/20
SAVED: 3/31/20

CIVIL DETAILS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

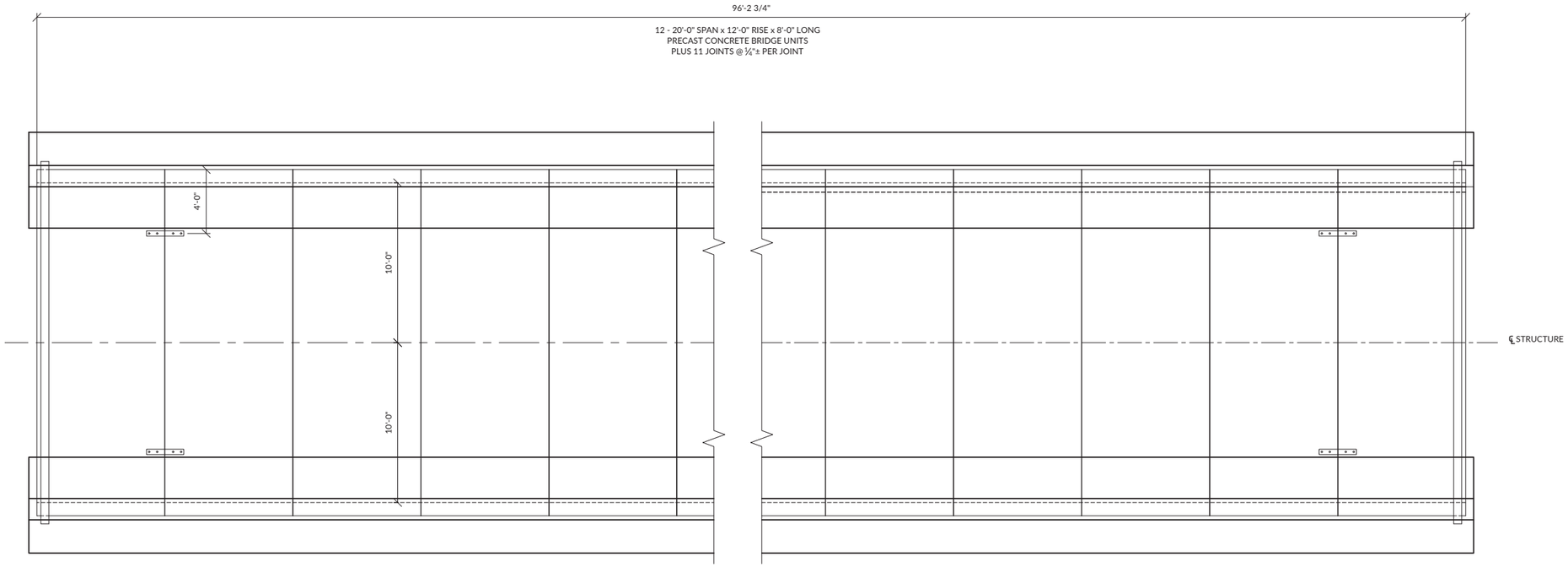
NO.	DESCRIPTION	DATE

PROJECT: 19–11–15
LAYOUT: C7
SURVEYED: ...
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

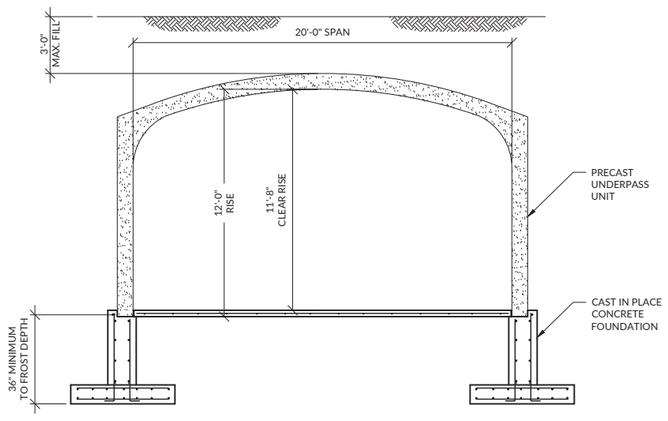
SHEET C7

FILE: W:\Projects\191115\CAD Data\Design\191115D1.dwg



UNDERPASS LAYOUT: PRECAST UNIT & FOUNDATION

SCALE: NTS



SECTION

SCALE: NTS

CONCEPTUAL DESIGN ONLY
NOT FOR CONSTRUCTION

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PRELIMINARY
PLOTTED: 3/13/20
SAVED: 3/13/20

UNDERPASS LAYOUT & FOUNDATION
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

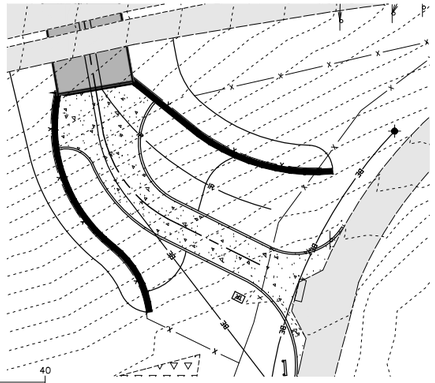
REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C11
SURVEYED: WGM GROUP
DESIGN: GJI
DRAFT: GJI
APPROVE: JLG
DATE:
MARCH 2020

SHEET S1

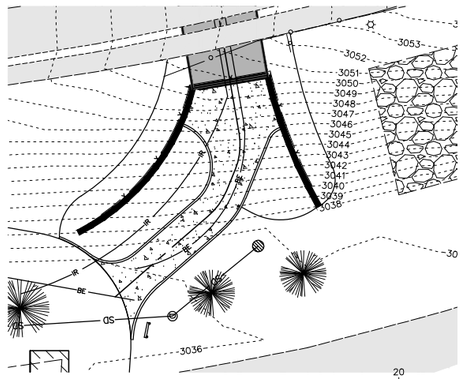
FILE: C:\Users\gji7\Desktop\Yuki\Projects - Structures\2020\20-104 Baker Avenue Ped Underpass\CAD\S Sheets.dwg



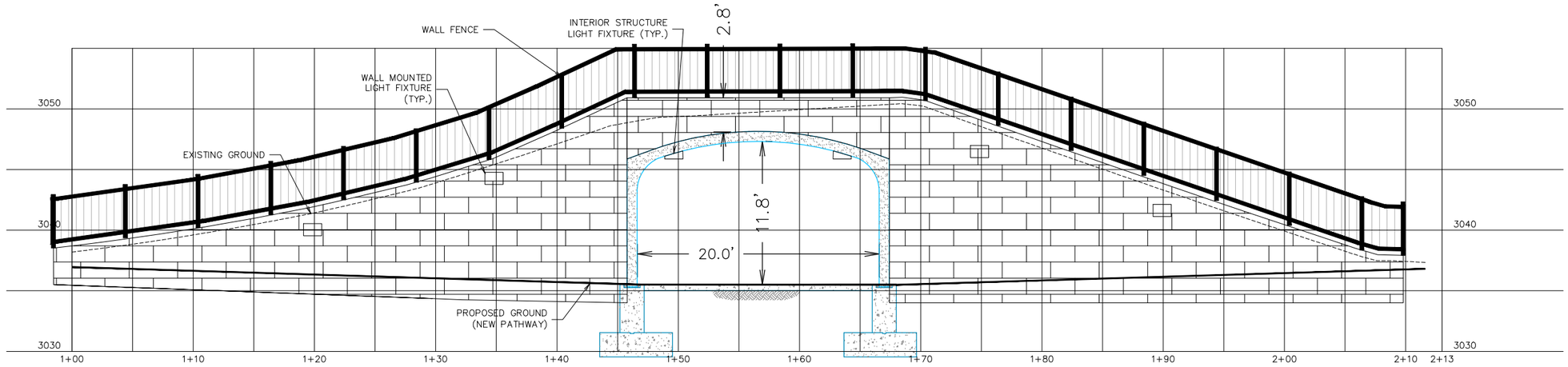
WEST SIDE PLAN VIEW

RETAINING WALL DETAIL
(REDI-ROCK LEDGESTONE FACE)

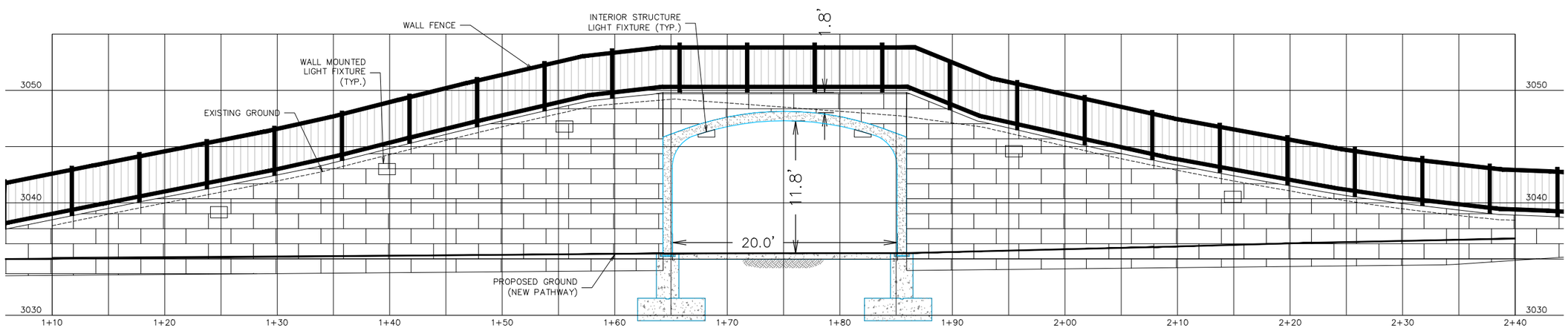
WALL FENCE DETAIL
(POWDER COATED STEEL)



EAST SIDE PLAN VIEW



EAST SIDE PROFILE VIEW



WEST SIDE PROFILE VIEW

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

WALL ELEVATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

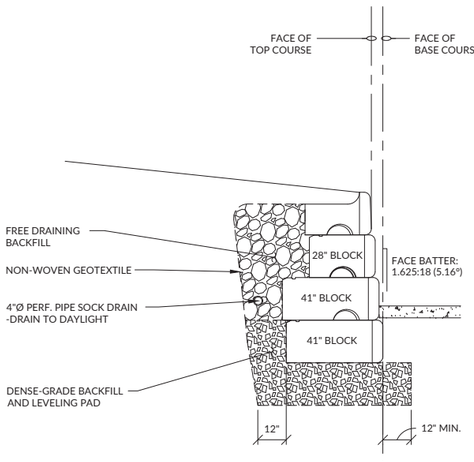
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C10
SURVEYED: ...
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

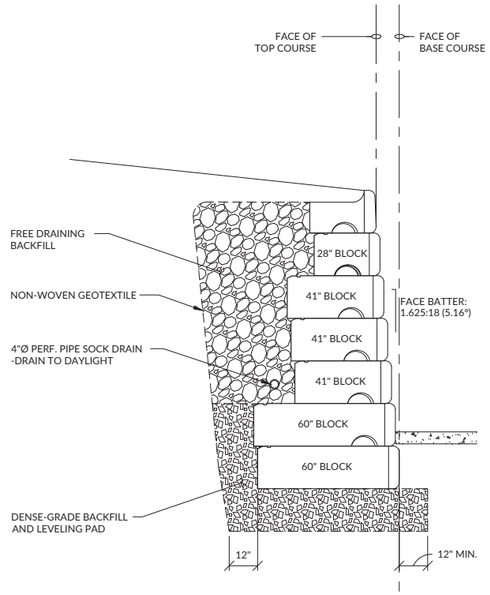
MARCH 2020

SHEET S2

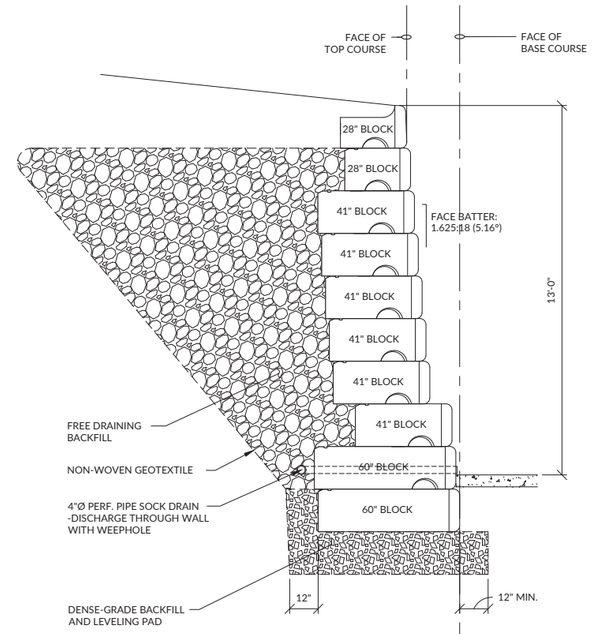
FILE: W:\Projects\191115\CAD Data\Design\191150-1.dwg



1 4 LEVEL SECTION
SCALE: 3/8" = 1'-0"



2 7 LEVEL SECTION
SCALE: 3/8" = 1'-0"



3 10 LEVEL SECTION
SCALE: 3/8" = 1'-0"

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PRELIMINARY
PLOTTED: 3/13/20
SAVED: 3/13/20

WALL SECTIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C11
SURVEYED: WGM GROUP
DESIGN: GJI
DRAFT: GJI
APPROVE: JLG
DATE:
MARCH 2020

SHEET S3

FILE: C:\Users\gji\Desktop\Tuki\Projects - Structures\2020\20-104 Baker Avenue Ped Underpass\CAD\S Sheets.dwg

NOTES

GENERAL NOTES:

1. THIS BRIDGE HAS BEEN DESIGNED FOR GENERAL SITE CONDITIONS. THE PROJECT ENGINEER SHALL BE RESPONSIBLE FOR THE STRUCTURE'S SUITABILITY TO THE EXISTING SITE CONDITIONS AND FOR THE HYDRAULIC EVALUATION -- INCLUDING SCOUR AND CONFIRMATION OF SOIL CONDITIONS.

2. PRIOR TO CONSTRUCTION, CONTRACTOR MUST VERIFY ALL ELEVATIONS SHOWN THROUGH THE ENGINEER.

3. ONLY CONTECH ENGINEERED SOLUTIONS LLC, THE CON/SPAN® APPROVED PRECASTER IN MONTANA MAY PROVIDE THE STRUCTURE DESIGNED IN ACCORDANCE WITH THESE PLANS.

4. THE USE OF ANOTHER PRECAST STRUCTURE WITH THE DESIGN ASSUMPTIONS USED FOR THE CON/SPAN® STRUCTURE MAY LEAD TO SERIOUS DESIGN ERRORS. USE OF ANY OTHER PRECAST STRUCTURE WITH THIS DESIGN AND DRAWINGS VOIDS ANY CERTIFICATION OF THIS DESIGN AND WARRANTY. CONTECH ASSUMES NO LIABILITY FOR DESIGN OF ANY ALTERNATE OR SIMILAR TYPE STRUCTURES.

5. ALTERNATE STRUCTURES MAY BE CONSIDERED, PROVIDED THAT DRAWINGS AND CALCULATIONS SIGNED AND SEALED BY A PROFESSIONAL ENGINEER, REGISTERED IN THE STATE OF MONTANA, EMPLOYED BY THE PRECAST CONCRETE BRIDGE SUPPLIER, ARE SUBMITTED TO THE ENGINEER 2 WEEKS PRIOR TO THE BID DATE FOR REVIEW AND APPROVAL.

6. ALTERNATE STRUCTURES MAY BE CONSIDERED, PROVIDED THAT THE ALTERNATE DESIGN DOES NOT REDUCE THE HYDRAULIC OPENING OF THE STRUCTURE AS SHOWN ON THE DRAWINGS. AT A MINIMUM THE ALTERNATE STRUCTURE MUST PROVIDE THE SAME OR LARGER SPAN AND RISE AS THE STRUCTURE SHOWN ON THE DRAWINGS.

7. THE PRECAST ARCH SUPPLIER MUST ATTEND THE PRE-BID MEETING, IF ONE IS HELD.

8. SUPPLIER OF PROPOSED ALTERNATES TO A CON/SPAN® BRIDGE SYSTEM MUST SUBMIT AT LEAST TWO (2) INDEPENDENTLY VERIFIED FULL SCALE LOAD TESTS THAT CONFIRM THE PROPOSED DESIGN METHODOLOGY OF THE THREE SIDED/ARCH STRUCTURE(S). THE PROPOSED ALTERNATE, UPON SATISFACTORY CONFIRMATION OF DESIGN METHODOLOGY, MAY BE CONSIDERED AN ACCEPTABLE ALTERNATE.

9. PROPOSED ALTERNATE STRUCTURES MAY BE CONSIDERED, PROVIDED THAT THE PRECAST CONCRETE BRIDGE STRUCTURES ARE PROVIDED BY A SUPPLIER THAT HAS A MINIMUM OF TWO (2) REGISTERED PROFESSIONAL ENGINEERS ON STAFF THAT ARE DEDICATED TO THE DESIGN OF THESE TYPES OF STRUCTURES. SUPPLIER MUST PROVIDE THESE NAMES, P.E. LICENSE NUMBERS AND DATES OF HIRE AT TIME OF ALTERNATE SUBMITTAL.

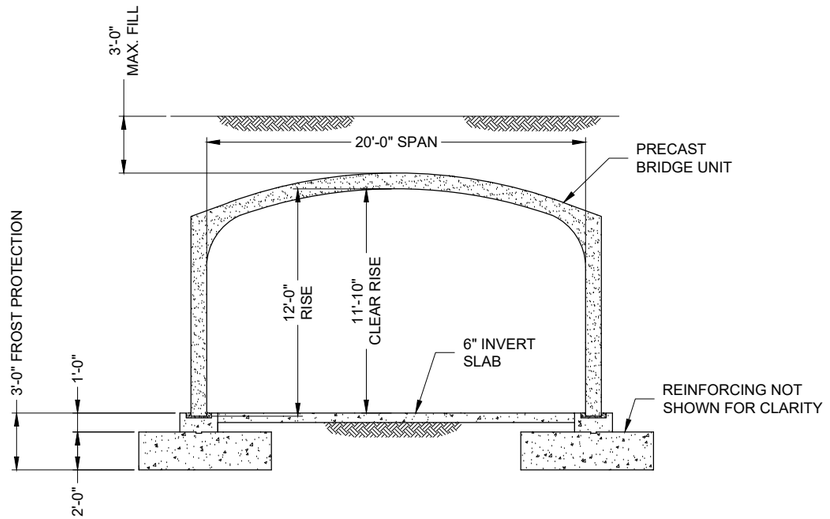
DESIGN DATA

DESIGN LOADING:
BRIDGE UNITS: HL-93
HEADWALLS: EARTH PRESSURE + LIVE LOAD SURCHARGE
DESIGN FILL HEIGHT: 1'-0" MIN. TO 3'-0" MAX.
FROM TOP OF CROWN TO TOP OF PAVEMENT.
DESIGN METHOD: LOAD RESISTANCE FACTOR DESIGN PER AASHTO LRFD SPECIFICATION
NET ALLOWABLE SOIL BEARING: 3,000 PSF
GROSS ALLOWABLE SOIL BERING: 3,000 PSF

*FOUNDATION EXCAVATION AND SUBGRADE PREPARATION SHALL BE IN ACCORDANCE WITH THE GEOTECHNICAL REPORT FOR THIS PROJECT PREPARED BY ALPINE GEOTECHNICAL PROJECT NO. 20-901 DATED MARCH 13, 2020

MATERIALS

PRECAST UNITS SHALL BE CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH CON/SPAN® SPECIFICATIONS. CONCRETE FOR FOOTINGS SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI. REINFORCING STEEL FOR FOOTINGS SHALL CONFORM TO ASTM A615 OR A996-GRADE 60.



CON/SPAN SERIES

SECTION X
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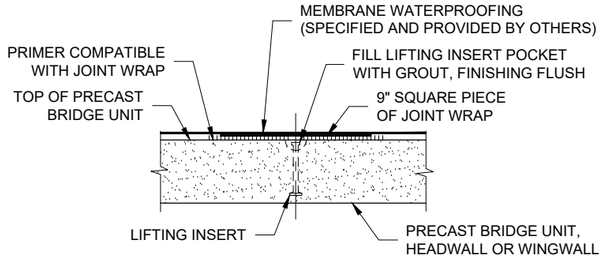
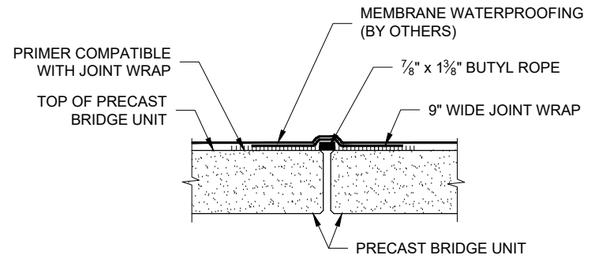


TYPICAL LIFT INSERT SEALING DETAIL

NOT TO SCALE



TYPICAL JOINT SEAL DETAIL

NOT TO SCALE

N

1 0 1 2
SCALE – FEET

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STRUCTURAL DETAILS AND SPECIFICATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

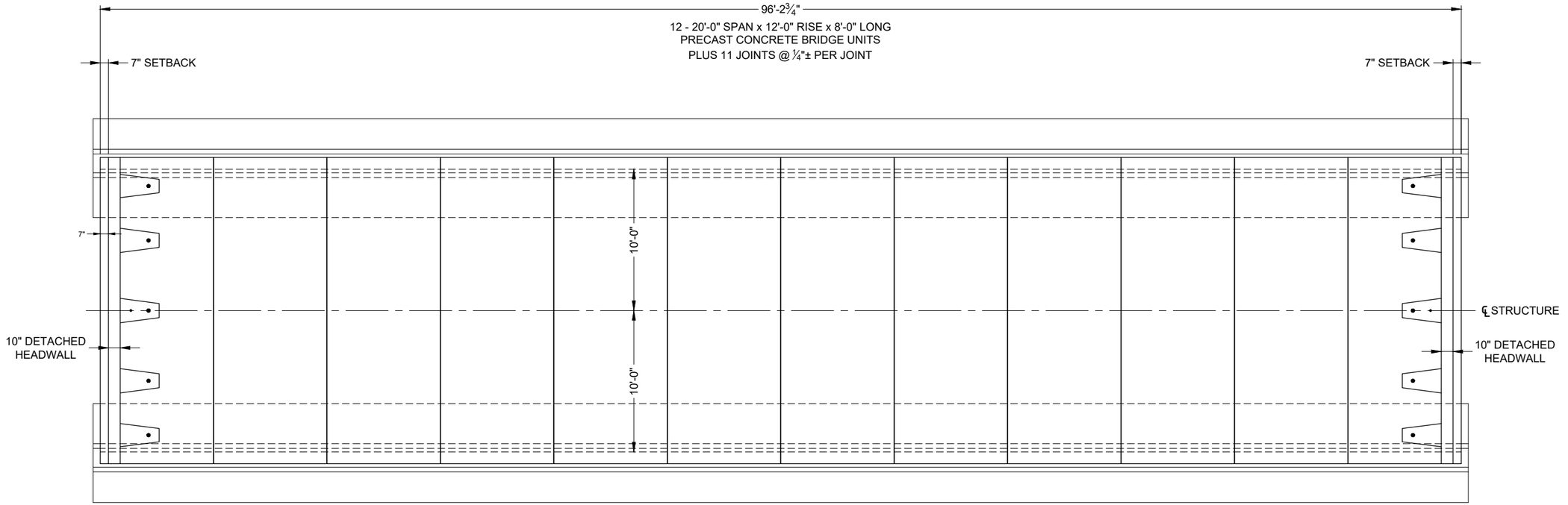
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: S4
SURVEYED: ...
DESIGN: JLG
DRAFT: BDS
APPROVE: JLG
DATE:

MARCH 2020

SHEET S4

FILE: W:\Projects\191115\CAD Data\Design\191115DT S4-S8.dwg



BRIDGE PLAN

0 2' 4' 8'

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STRUCTURAL DETAILS AND SPECIFICATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

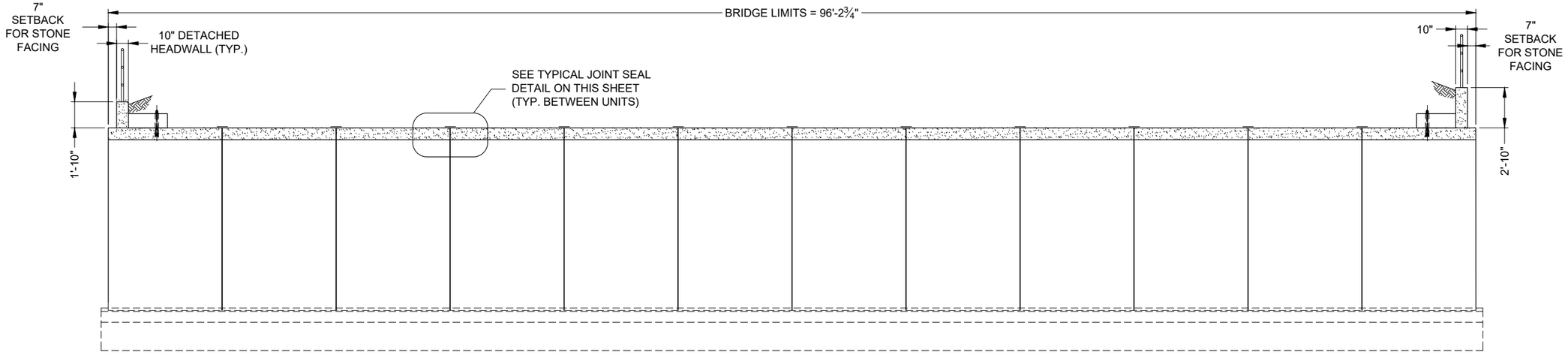
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: S5
SURVEYED: ...
DESIGN: JLG
DRAFT: BDS
APPROVE: JLG
DATE:

MARCH 2020

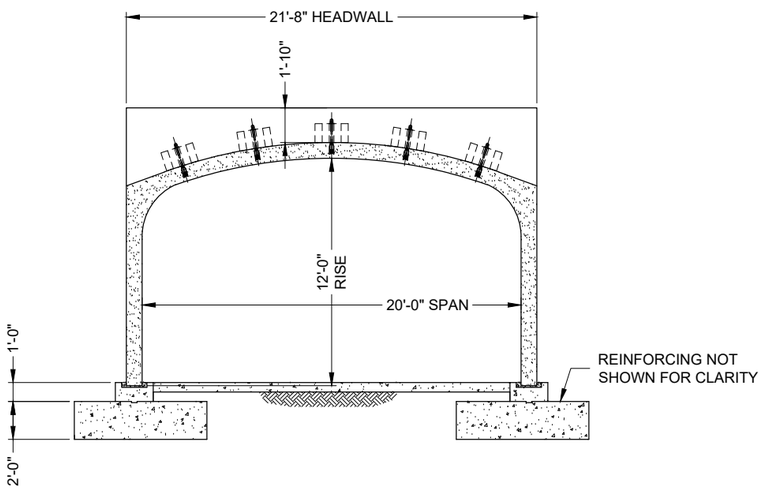
SHEET S5

FILE: W:\Projects\191115\CAD Data\Design\191115DT S4-S8.dwg

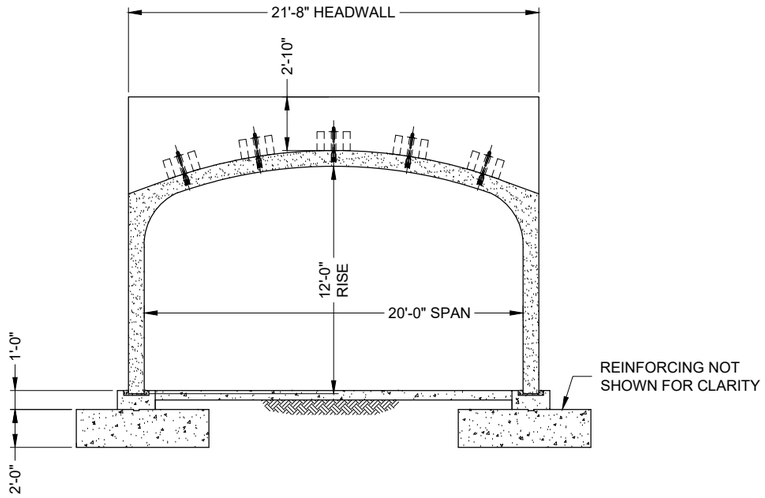


CON/SPAN SERIES SECTION X X

0 2' 4' 8'



WEST END ELEVATION



EAST END ELEVATION

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STRUCTURAL DETAILS AND SPECIFICATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: S6
SURVEYED: ...
DESIGN: JLG
DRAFT: BDS
APPROVE: JLG
DATE:

MARCH 2020

SHEET S6

FILE: W:\Projects\191115\CAD Data\Design\191115DT S4-S8.dwg

SPECIFICATIONS FOR MANUFACTURE AND INSTALLATION OF CON/SPAN® BRIDGE SYSTEMS

1. DESCRIPTION
   1.1. TYPE - THIS WORK SHALL CONSIST OF FURNISHING AND CONSTRUCTING A CON/SPAN® BRIDGE SYSTEM IN ACCORDANCE WITH THESE SPECIFICATIONS AND IN REASONABLY CLOSE CONFORMITY WITH THE LINES, GRADES, DESIGN AND DIMENSIONS SHOWN ON THE PLANS OR AS ESTABLISHED BY THE ENGINEER. IN SITUATIONS WHERE TWO OR MORE SPECIFICATIONS APPLY TO THIS WORK, THE MOST STRINGENT REQUIREMENTS SHALL GOVERN.
   1.2. DESIGNATION - PRECAST REINFORCED CONCRETE CON/SPAN® BRIDGE UNITS MANUFACTURED IN ACCORDANCE WITH THIS SPECIFICATION SHALL BE DESIGNATED BY SPAN AND RISE. PRECAST REINFORCED CONCRETE WINGWALLS AND HEADWALLS MANUFACTURED IN ACCORDANCE WITH THIS SPECIFICATION SHALL BE DESIGNATED BY LENGTH, HEIGHT, AND DEFLECTION ANGLE. PRECAST REINFORCED CONCRETE EXPRESS™ FOUNDATION UNITS MANUFACTURED IN ACCORDANCE WITH THIS SPECIFICATION SHALL BE DESIGNATED BY LENGTH, HEIGHT AND WIDTH.

2. DESIGN
   2.1. SPECIFICATIONS - THE PRECAST ELEMENTS ARE DESIGNED IN ACCORDANCE WITH THE "AASHTO LRFD BRIDGE SPECIFICATION" 7TH EDITION, ADOPTED BY THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS, 2015. A MINIMUM OF ONE FOOT OF COVER ABOVE THE CROWN OF THE BRIDGE UNITS IS REQUIRED IN THE INSTALLED CONDITION. (UNLESS NOTED OTHERWISE ON THE SHOP DRAWINGS AND DESIGNED ACCORDINGLY.)

3. MATERIALS
   3.1. CONCRETE - THE CONCRETE FOR THE PRECAST ELEMENTS SHALL BE AIR-ENTRAINED WHEN INSTALLED IN AREAS SUBJECT TO FREEZE-THAW CONDITIONS, COMPOSED OF PORTLAND CEMENT, FINE AND COARSE AGGREGATES, ADMIXTURES AND WATER. AIR-ENTRAINED CONCRETE SHALL CONTAIN 6 ± 2 PERCENT AIR. THE AIR- ENTRAINING ADMIXTURE SHALL CONFORM TO AASHTO M154. THE MINIMUM CONCRETE COMPRESSIVE STRENGTH SHALL BE AS SHOWN ON THE SHOP DRAWINGS.
      3.1.1. PORTLAND CEMENT - SHALL CONFORM TO THE REQUIREMENTS OF ASTM SPECIFICATIONS C150-TYPE I, TYPE II, OR TYPE III CEMENT.
      3.1.2. COARSE AGGREGATE - SHALL CONSIST OF STONE HAVING A MAXIMUM SIZE OF 1 INCH. AGGREGATE SHALL MEET REQUIREMENTS FOR ASTM C33.
      3.1.3. WATER REDUCING ADMIXTURE - THE MANUFACTURER MAY SUBMIT, FOR APPROVAL BY THE ENGINEER, A WATER-REDUCING ADMIXTURE FOR THE PURPOSE OF INCREASING WORKABILITY AND REDUCING THE WATER REQUIREMENT FOR THE CONCRETE.
      3.1.4. CALCIUM CHLORIDE - THE ADDITION TO THE MIX OF CALCIUM CHLORIDE OR ADMIXTURES CONTAINING CALCIUM CHLORIDE WILL NOT BE PERMITTED.
      3.1.5. MIXTURE - THE AGGREGATES, CEMENT AND WATER SHALL BE PROPORTIONED AND MIXED IN A BATCH MIXER TO PRODUCE A HOMOGENEOUS CONCRETE MEETING THE STRENGTH REQUIREMENTS OF THIS SPECIFICATION. THE PROPORTION OF PORTLAND CEMENT IN THE MIXTURE SHALL NOT BE LESS THAN 564 POUNDS (6 SACKS) PER CUBIC YARD OF CONCRETE.
   3.2. STEEL REINFORCEMENT
      3.2.1. THE MINIMUM STEEL YIELD STRENGTH SHALL BE 60,000 PSI, UNLESS OTHERWISE NOTED ON THE SHOP DRAWINGS.
      3.2.2. ALL REINFORCING STEEL FOR THE PRECAST ELEMENTS SHALL BE FABRICATED AND PLACED IN ACCORDANCE WITH THE DETAILED SHOP DRAWINGS SUBMITTED BY THE MANUFACTURER.
      3.2.3. REINFORCEMENT SHALL CONSIST OF WELDED WIRE REINFORCING CONFORMING TO ASTM SPECIFICATION A 1064, OR DEFORMED BILLET STEEL BARS CONFORMING TO ASTM SPECIFICATION A 615, GRADE 60. LONGITUDINAL DISTRIBUTION REINFORCEMENT MAY CONSIST OF WELDED WIRE FABRIC OR DEFORMED BILLET-STEEL BARS.
   3.3. STEEL HARDWARE
      3.3.1. BOLTS AND THREADED RODS FOR WINGWALL CONNECTIONS SHALL CONFORM TO ASTM A 307. NUTS SHALL CONFORM TO AASHTO M292 (ASTM A194) GRADE 2H. ALL BOLTS, THREADED RODS AND NUTS USED IN WINGWALL CONNECTIONS SHALL BE MECHANICALLY ZINC COATED IN ACCORDANCE WITH ASTM B695 CLASS 50.
      3.3.2. STRUCTURAL STEEL FOR WINGWALL CONNECTION PLATES AND PLATE WASHERS SHALL CONFORM TO AASHTO M 270 (ASTM A 709) GRADE 36 AND SHALL BE HOT DIP GALVANIZED AS PER AASHTO M111 (ASTM A123).
      3.3.3. INSERTS FOR WINGWALLS SHALL BE 1" DIAMETER TWO-BOLT PRESET WINGWALL ANCHORS AS MANUFACTURED BY DAYTON SUPERIOR CONCRETE ACCESSORIES, MIAMISBURG, OHIO, (800) 745-3700 AND SHALL BE MECHANICALLY ZINC COATED IN ACCORDANCE WITH ASTM B695 CLASS 50.
      3.3.4. FERRULE LOOP INSERTS SHALL BE F-64 FERRULE LOOP INSERTS AS MANUFACTURED BY DAYTON SUPERIOR CONCRETE ACCESSORIES, MIAMISBURG, OHIO, (800) 745-3700.
      3.3.5. HOOK BOLTS USED IN ATTACHED HEADWALL CONNECTIONS SHALL BE ASTM A307.
      3.3.6. INSERTS FOR DETACHED HEADWALL CONNECTIONS SHALL BE AISI TYPE 304 STAINLESS STEEL, EXPANDED COIL INSERTS AS MANUFACTURED BY DAYTON SUPERIOR CONCRETE ACCESSORIES, MIAMISBURG, OHIO, (800) 745-3700. COIL RODS AND NUTS USED IN HEADWALL CONNECTIONS SHALL BE AISI TYPE 304 STAINLESS STEEL. WASHERS USED IN HEADWALL CONNECTIONS SHALL BE EITHER AISI TYPE 304 STAINLESS STEEL PLATE WASHERS OR AASHTO M270 (ASTM A709) GRADE 36 PLATE WASHERS HOT DIP GALVANIZED AS PER AASHTO M111 (ASTM A123).
      3.3.7. MECHANICAL SPLICES OF REINFORCING BARS SHALL BE MADE USING THE DOWEL BAR SPLICER SYSTEM AS MANUFACTURED BY DAYTON SUPERIOR CONCRETE ACCESSORIES, MIAMISBURG, OHIO, (800) 745-3700, AND SHALL CONSIST OF THE DOWEL BAR SPLICER (DB-SAE) AND DOWEL-IN (DI).

4. MANUFACTURE OF PRECAST ELEMENTS - SUBJECT TO THE PROVISIONS OF SECTION 5, BELOW, THE PRECAST ELEMENT DIMENSION AND REINFORCEMENT DETAILS SHALL BE AS PRESCRIBED IN THE PLAN AND SHOP DRAWINGS PROVIDED BY THE MANUFACTURER.
   4.1. FORMS - THE FORMS USED IN MANUFACTURE SHALL BE SUFFICIENTLY RIGID AND ACCURATE TO MAINTAIN THE REQUIRED PRECAST ELEMENT DIMENSIONS WITHIN THE PERMISSIBLE VARIATIONS GIVEN IN SECTION 5 OF THESE SPECIFICATIONS. ALL CASTING SURFACES SHALL BE OF A SMOOTH MATERIAL.
   4.2. PLACEMENT OF REINFORCEMENT
      4.2.1. PLACEMENT OF REINFORCEMENT IN PRECAST BRIDGE UNITS - THE COVER OF CONCRETE OVER THE OUTSIDE CIRCUMFERENTIAL REINFORCEMENT SHALL BE 2" MINIMUM. THE COVER OF CONCRETE OVER THE INSIDE CIRCUMFERENTIAL REINFORCEMENT SHALL BE ½" MINIMUM, UNLESS OTHERWISE NOTED ON THE SHOP DRAWINGS. THE CLEAR DISTANCE OF THE END CIRCUMFERENTIAL WIRES SHALL NOT BE LESS THAN 1" NOR MORE THAN 2" FROM THE ENDS OF EACH SECTION. REINFORCEMENT SHALL BE ASSEMBLED UTILIZING SINGLE OR MULTIPLE LAYERS OF WELDED WIRE FABRIC (NOT TO EXCEED 3 LAYERS), SUPPLEMENTED WITH A SINGLE LAYER OF DEFORMED BILLET-STEEL BARS, WHEN NECESSARY. WELDED WIRE FABRIC SHALL BE COMPOSED OF CIRCUMFERENTIAL AND LONGITUDINAL WIRES MEETING THE SPACING REQUIREMENTS OF 4.3, BELOW, AND SHALL CONTAIN SUFFICIENT LONGITUDINAL WIRES EXTENDING THROUGH THE BRIDGE UNIT TO MAINTAIN THE SHAPE AND POSITION OF THE REINFORCEMENT. LONGITUDINAL DISTRIBUTION REINFORCEMENT MAY BE WELDED WIRE FABRIC OR DEFORMED BILLET-STEEL BARS AND SHALL MEET THE SPACING REQUIREMENTS OF 4.3, BELOW. THE ENDS OF THE LONGITUDINAL DISTRIBUTION REINFORCEMENT SHALL BE NOT MORE THAN 3" AND NOT LESS THAN ½" FROM THE ENDS OF THE BRIDGE UNIT.
      4.2.2. BENDING OF REINFORCEMENT FOR PRECAST BRIDGE UNITS - THE OUTSIDE AND INSIDE CIRCUMFERENTIAL REINFORCING STEEL FOR THE CORNERS OF THE BRIDGE SHALL BE BENT TO SUCH AN ANGLE THAT IS APPROXIMATELY EQUAL TO THE CONFIGURATION OF THE BRIDGE'S OUTSIDE CORNER.
      4.2.3. PLACEMENT OF REINFORCEMENT FOR PRECAST WINGWALLS AND HEADWALLS - THE COVER OF CONCRETE OVER THE LONGITUDINAL AND TRANSVERSE REINFORCEMENT SHALL BE 2" MINIMUM. THE CLEAR DISTANCE FROM THE END OF EACH PRECAST ELEMENT TO THE END OF REINFORCING STEEL SHALL NOT BE LESS THAN 1½" NOR MORE THAN 3". REINFORCEMENT SHALL BE ASSEMBLED UTILIZING A SINGLE LAYER OF WELDED WIRE FABRIC, OR A SINGLE LAYER OF DEFORMED BILLET-STEEL BARS. WELDED WIRE FABRIC SHALL BE COMPOSED OF TRANSVERSE AND LONGITUDINAL WIRES MEETING THE SPACING REQUIREMENTS OF 4.3, BELOW, AND SHALL CONTAIN SUFFICIENT LONGITUDINAL WIRES EXTENDING THROUGH THE ELEMENT TO MAINTAIN THE SHAPE AND POSITION OF THE REINFORCEMENT. LONGITUDINAL REINFORCEMENT MAY BE WELDED WIRE FABRIC OR DEFORMED BILLET-STEEL BARS AND SHALL MEET THE SPACING REQUIREMENTS OF 4.3, BELOW.
      4.2.4. PLACEMENT OF REINFORCMENT FOR PRECAST FOUNDATION UNITS - THE COVER OF CONCRETE OVER THE BOTTOM REINFORCEMENT SHALL BE 3 INCHES MINIMUM. THE COVER OF CONCRETE FOR ALL OTHER REINFORCEMENT SHALL BE 2 INCHES MINIMUM. THE CLEAR DISTANCE FROM THE END OF EACH PRECAST ELEMENT TO THE END OF REINFORCING STEEL SHALL NOT BE LESS THAN 2 INCHES NOR MORE THAN 3 INCHES. REINFORCEMENT SHALL BE ASSEMBLED UTILIZING A SINGLE LAYER OF WELDED WIRE FABRIC OR A SINGLE LAYER OF DEFOREMED BILLET-STEEL BARS. WELDED WIRE FABRIC SHALL BE COMPOSED OF TRANSVERSE AND LONGITUDINAL WIRES MEETING THE SPACING REQUIREMENTS OF 4.3, BELOW, AND SHALL CONTAIN SUFFICIENT LONGITUDINAL WIRES EXTENDING THROUGH THE ELEMENT TO MAINTAIN THE SHAPE AND POSITION OF THE REINFORCEMENT. LONGITUDINAL REINFORCEMENT MAY BE WELDED WIRE FABRIC OR DEFORMED BILLET-STEEL BARS AND SHALL MEET THE SPACING REQUIREMENTS OF 4.3, BELOW.
   4.3. LAPS, WELDS, SPACING
      4.3.1. LAPS, WELDS, AND SPACING FOR PRECAST BRIDGE UNITS - TENSION SPLICES IN THE CIRCUMFERENTIAL REINFORCEMENT SHALL BE MADE BY LAPPING. LAPS MAY BE TACK WELDED TOGETHER FOR ASSEMBLY PURPOSES. FOR SMOOTH WELDED WIRE FABRIC, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.5.2 AND 5.11.6.2. FOR DEFORMED WELDED WIRE FABRIC, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.5.1 AND 5.11.6.1. THE OVERLAP OF WELDED WIRE FABRIC SHALL BE MEASURED BETWEEN THE OUTER-MOST LONGITUDINAL WIRES OF EACH FABRIC SHEET. FOR DEFORMED BILLET-STEEL BARS, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.1 FOR SPLICES OTHER THAN TENSION SPLICES, THE OVERLAP SHALL BE A MINIMUM OF 1'-0" FOR WELDED WIRE FABRIC OR DEFORMED BILLET-STEEL BARS. THE SPACING CENTER TO CENTER OF THE CIRCUMFERENTIAL WIRES IN A WIRE FABRIC SHEET SHALL BE NOT LESS THAN 2" NOR MORE THAN 4". THE SPACING CENTER TO CENTER OF THE LONGITUDINAL WIRES SHALL NOT BE MORE THAN 8". THE SPACING CENTER TO CENTER OF THE LONGITUDINAL DISTRIBUTION STEEL FOR EITHER LINE OF REINFORCING IN THE TOP SLAB SHALL BE NOT MORE THAN 1'-4".
      4.3.2. LAPS, WELDS, AND SPACING FOR PRECAST WINGWALLS, HEADWALLS AND FOUNDATIONS - SPLICES IN THE REINFORCEMENT SHALL BE MADE BY LAPPING. LAPS MAY BE TACK WELDED TOGETHER FOR ASSEMBLY PURPOSES. FOR SMOOTH WELDED WIRE FABRIC, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.5.2 AND 5.11.6.2. FOR DEFORMED WELDED WIRE FABRIC, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.5.1 AND 5.11.6.1. FOR DEFORMED BILLET-STEEL BARS, THE OVERLAP SHALL MEET THE REQUIREMENTS OF AASHTO 5.11.2.1. THE SPACING CENTER-TO-CENTER OF THE WIRES IN A WIRE FABRIC SHEET SHALL BE NOT LESS THAN 2" NOR MORE THAN 8".
   4.4. CURING - THE PRECAST CONCRETE ELEMENTS SHALL BE CURED FOR A SUFFICIENT LENGTH OF TIME SO THAT THE CONCRETE WILL DEVELOP THE SPECIFIED COMPRESSIVE STRENGTH IN 28 DAYS OR LESS. ANY ONE OF THE FOLLOWING METHODS OF CURING OR COMBINATIONS THEREOF SHALL BE USED:
      4.4.1. STEAM CURING - THE PRECAST ELEMENTS MAY BE LOW-PRESSURE STEAM CURED BY A SYSTEM THAT WILL MAINTAIN A MOIST ATMOSPHERE.
      4.4.2. WATER CURING - THE PRECAST ELEMENTS MAY BE WATER CURED BY ANY METHOD THAT WILL KEEP THE SECTIONS MOIST.
      4.4.3. MEMBRANE CURING - A SEALING MEMBRANE CONFORMING TO THE REQUIREMENTS OF ASTM SPECIFICATION C309 MAY BE APPLIED AND SHALL BE LEFT INTACT UNTIL THE REQUIRED CONCRETE COMPRESSIVE STRENGTH IS ATTAINED. THE CONCRETE TEMPERATURE AT THE TIME OF APPLICATION SHALL BE WITHIN +/- 10 DEGREES F OF THE ATMOSPHERIC TEMPERATURE. ALL SURFACES SHALL BE KEPT MOIST PRIOR TO THE APPLICATION OF THE COMPOUNDS AND SHALL BE DAMP WHEN THE COMPOUND IS APPLIED.
   4.5. STORAGE, HANDLING & DELIVERY
      4.5.1. STORAGE - PRECAST CONCRETE BRIDGE ELEMENTS SHALL BE LIFTED AND STORED IN "AS-CAST" POSITION. PRECAST CONCRETE HEADWALL AND WINGWALL UNITS ARE CAST, STORED AND SHIPPED IN A FLAT POSITION. THE PRECAST ELEMENTS SHALL BE STORED IN SUCH A MANNER TO PREVENT CRACKING OR DAMAGE. STORE ELEMENTS USING TIMBER SUPPORTS AS APPROPRIATE, THE UNITS SHALL NOT BE MOVED UNTIL THE CONCRETE COMPRESSIVE STRENGTH HAS REACHED A MINIMUM OF 2500 PSI, AND THEY SHALL NOT BE STORED IN AN UPRIGHT POSITION.
      4.5.2. HANDLING - HANDLING DEVICES SHALL BE PERMITTED IN EACH PRECAST ELEMENT FOR THE PURPOSE OF HANDLING AND SETTING. SPREADER BEAMS MAY BE REQUIRED FOR THE LIFTING OF PRECAST CONCRETE BRIDGE ELEMENTS TO PRECLUDE DAMAGE FROM BENDING OR TORSION FORCES.
      4.5.3. DELIVERY - PRECAST CONCRETE ELEMENTS MUST NOT BE SHIPPED UNTIL THE CONCRETE HAS ATTAINED THE SPECIFIED DESIGN COMPRESSIVE STRENGTH, OR AS DIRECTED BY THE DESIGN ENGINEER. PRECAST CONCRETE ELEMENTS MAY BE UNLOADED AND PLACED ON THE GROUND AT THE SITE UNTIL INSTALLED. STORE ELEMENTS USING TIMBER SUPPORTS AS APPROPRIATE.
   4.6. QUALITY ASSURANCE - THE PRECASTER SHALL DEMONSTRATE ADHERENCE TO THE STANDARDS SET FORTH IN THE NPCA QUALITY CONTROL MANUAL. THE PRECASTER SHALL MEET EITHER SECTION 4.6.1 OR 4.6.2
      4.6.1. CERTIFICATION - THE PRECASTER SHALL BE CERTIFIED BY THE PRECAST/PRESTRESSED CONCRETE INSTITUTE PLANT CERTIFICATION PROGRAM OR THE NATIONAL PRECAST CONCRETE ASSOCIATION'S PLANT CERTIFICATION PROGRAM PRIOR TO AND DURING PRODUCTION OF THE PRODUCTS COVERED BY THIS SPECIFICATION.
      4.6.2. QUALIFICATIONS, TESTING AND INSPECTION
         4.6.2.1. THE PRECASTER SHALL HAVE BEEN IN THE BUSINESS OF PRODUCING PRECAST CONCRETE PRODUCTS SIMILAR TO THOSE SPECIFIED FOR A MINIMUM OF THREE YEARS. HE SHALL MAINTAIN A PERMANENT QUALITY CONTROL DEPARTMENT OR RETAIN AN INDEPENDENT TESTING AGENCY ON A CONTINUING BASIS. THE AGENCY SHALL ISSUE A REPORT, CERTIFIED BY A LICENSED ENGINEER, DETAILING THE ABILITY OF THE PRECASTER TO PRODUCE QUALITY PRODUCTS CONSISTENT WITH INDUSTRY STANDARDS.
         4.6.2.2. THE PRECASTER SHALL SHOW THAT THE FOLLOWING TESTS ARE PERFORMED IN ACCORDANCE WITH THE ASTM STANDARDS INDICATED. TESTS SHALL BE PERFORMED AS INDICATED IN SECTION 6 OF THESE SPECIFICATIONS.
            4.6.2.2.1. AIR CONTENT: C231 OR C173
            4.6.2.2.2. COMPRESSIVE STRENGTH: C31,C39,C497
         4.6.2.3. THE PRECASTER SHALL PROVIDE DOCUMENTATION DEMONSTRATING COMPLIANCE WITH THIS SECTION TO CONTECH® ENGINEERED SOLUTIONS AT REGULAR INTERVALS OR UPON REQUEST.
         4.6.2.4. THE OWNER MAY PLACE AN INSPECTOR IN THE PLANT WHEN THE PRODUCTS COVERED BY THIS SPECIFICATION ARE BEING MANUFACTURED.
      4.6.3. DOCUMENTATION - THE PRECASTER SHALL SUBMIT PRECAST PRODUCTION REPORTS TO CONTECH® ENGINEERED SOLUTIONS AS REQUIRED.

5. PERMISSIBLE VARIATIONS
   5.1. BRIDGE UNITS
      5.1.1. INTERNAL DIMENSIONS - THE INTERNAL DIMENSION SHALL VARY NOT MORE THAN 1% FROM THE DESIGN DIMENSIONS NOR MORE THAN ½" WHICHEVER IS LESS.
      5.1.2. SLAB AND WALL THICKNESS - THE SLAB AND WALL THICKNESS SHALL NOT BE LESS THAN THAT SHOWN IN THE DESIGN BY MORE THAN ¼". A THICKNESS MORE THAN THAT REQUIRED IN THE DESIGN SHALL NOT BE CAUSE FOR REJECTION.
      5.1.3. LENGTH OF OPPOSITE SURFACES - VARIATIONS IN LAYING LENGTHS OF TWO OPPOSITE SURFACES OF THE BRIDGE UNIT SHALL NOT BE MORE THAN ½" IN ANY SECTION, EXCEPT WHERE BEVELED ENDS FOR LAYING OF CURVES ARE SPECIFIED BY THE PURCHASER.
      5.1.4. LENGTH OF SECTION - THE UNDERRUN IN LENGTH OF A SECTION SHALL NOT BE MORE THAN ½" IN ANY BRIDGE UNIT.
      5.1.5. POSITION OF REINFORCEMENT - THE MAXIMUM VARIATION IN POSITION OF THE REINFORCEMENT SHALL BE ±½". IN NO CASE SHALL THE COVER OVER THE REINFORCEMENT BE LESS THAN 1½" FOR THE OUTSIDE CIRCUMFERENTIAL STEEL OR BE LESS THAN 1" FOR THE INSIDE CIRCUMFERENTIAL STEEL AS MEASURED TO THE EXTERNAL OR INTERNAL SURFACE OF THE BRIDGE. THESE TOLERANCES OR COVER REQUIREMENTS DO NOT APPLY TO MATING SURFACES OF THE JOINTS.
      5.1.6. AREA OF REINFORCEMENT - THE AREAS OF STEEL REINFORCEMENT SHALL BE THE DESIGN STEEL AREAS AS SHOWN IN THE MANUFACTURER'S SHOP DRAWINGS. STEEL AREAS GREATER THAN THOSE REQUIRED SHALL NOT BE CAUSE FOR REJECTION. THE PERMISSIBLE VARIATION IN DIAMETER OF ANY REINFORCEMENT SHALL CONFORM TO THE TOLERANCES PRESCRIBED IN THE ASTM SPECIFICATION FOR THAT TYPE OF REINFORCEMENT.
   5.2. WINGWALLS & HEADWALLS
      5.2.1. WALL THICKNESS - THE WALL THICKNESS SHALL NOT VARY FROM THAT SHOWN IN THE DESIGN BY MORE THAN ½".
      5.2.2. LENGTH/HEIGHT OF WALL SECTIONS - THE LENGTH AND HEIGHT OF THE WALL SHALL NOT VARY FROM THAT SHOWN IN THE DESIGN BY MORE THAN ½".
      5.2.3. POSITION OF REINFORCEMENT - THE MAXIMUM VARIATION IN THE POSITION OF THE REINFORCEMENT SHALL BE ±½". IN NO CASE SHALL THE COVER OVER THE REINFORCEMENT BE LESS THAN 1½".
      5.2.4. SIZE OF REINFORCEMENT - THE PERMISSIBLE VARIATION IN DIAMETER OF ANY REINFORCING SHALL CONFORM TO THE TOLERANCES PRESCRIBED IN THE ASTM SPECIFICATION FOR THAT TYPE OF REINFORCING. STEEL AREA GREATER THAN THAT REQUIRED SHALL NOT BE CAUSE FOR REJECTION.
   5.3. FOUNDATION UNITS
      5.3.1. WALL THICKNESS - THE WALL THICKNESS SHALL NOT VARY FROM THAT SHOWN IN THE DESIGN BY MORE THAN ½".
      5.3.2. LENGTH/ HEIGHT/WIDTH OF FOUNDATION SECTIONS - THE LENGTH, HEIGHT AND WIDTH OF THE FOUNDATION UNITS SHALL NOT VARY FROM THAT SHOWN IN THE DESIGN BY MORE THAN ½".
      5.3.3. POSITION OF REINFORCEMENT - THE MAXIMUM VARIATION IN THE POSITION OF THE REINFORCEMENT SHALL BE ± ½". IN NO CASE SHALL THE COVER OVER THE REINFORCEMENT BE LESS THAN 1½".
      5.3.4. SIZE OF REINFORCEMENT - THE PERMISSIBLE VARIATION IN DIAMETER OF ANY REINFORCING SHALL CONFORM TO THE TOLERANCES PRESCRIBED IN THE ASTM SPECIFICATION FOR THAT TYPE OF REINFORCING. STEEL AREA GREATER THAN THAT REQUIRED SHALL NOT BE CAUSE FOR REJECTION.

6. TESTING/ INSPECTION
   6.1. TESTING
      6.1.1. TYPE OF TEST SPECIMEN - CONCRETE COMPRESSIVE STRENGTH SHALL BE DETERMINED FROM COMPRESSION TESTS MADE ON CYLINDERS OR CORES. FOR CYLINDER TESTING, A MINIMUM OF 4 CYLINDERS SHALL BE TAKEN FOR EACH BRIDGE ELEMENT. EACH ELEMENT SHALL BE CONSIDERED SEPARATELY FOR THE PURPOSE OF TESTING AND ACCEPTANCE.
      6.1.2. COMPRESSION TESTING - CYLINDERS SHALL BE MADE AND TESTED AS PRESCRIBED BY THE ASTM C39 SPECIFICATION. CYLINDERS SHALL BE CURED IN THE SAME ENVIRONMENT AS THE BRIDGE ELEMENTS. CORES SHALL BE OBTAINED AND TESTED FOR COMPRESSIVE STRENGTH IN ACCORDANCE WITH THE PROVISIONS OF THE ASTM C42 SPECIFICATION.
      6.1.3. ACCEPTABILITY OF CYLINDER TESTS - WHEN THE AVERAGE COMPRESSIVE STRENGTH OF ALL CYLINDERS TESTED IS EQUAL TO OR GREATER THAN THE DESIGN COMPRESSIVE STRENGTH, AND NOT MORE THAN 10% OF THE CYLINDERS TESTED HAVE A COMPRESSIVE STRENGTH LESS THAN THE DESIGN CONCRETE STRENGTH, AND NO CYLINDER TESTED HAS A COMPRESSIVE STRENGTH LESS THAN 80% OF THE DESIGN COMPRESSIVE STRENGTH, THEN THE ELEMENT SHALL BE ACCEPTED. WHEN THE COMPRESSIVE STRENGTH OF THE CYLINDERS TESTED DOES NOT CONFORM TO THESE ACCEPTANCE CRITERIA, THE ACCEPTABILITY OF THE ELEMENT MAY BE DETERMINED AS DESCRIBED IN SECTION 6.1.4, BELOW.
      6.1.4. ACCEPTABILITY OF CORE TESTS - THE COMPRESSIVE STRENGTH OF THE CONCRETE IN A BRIDGE ELEMENT IS ACCEPTABLE WHEN THE AVERAGE CORE TEST STRENGTH IS EQUAL TO OR GREATER THAN THE DESIGN CONCRETE STRENGTH, WHEN THE COMPRESSIVE STRENGTH OF A CORE TESTED IS LESS THAN THE DESIGN CONCRETE STRENGTH, THE PRECAST ELEMENT FROM WHICH THAT CORE WAS TAKEN MAY BE RE-CORED. WHEN THE COMPRESSIVE STRENGTH OF THE RE-CORE IS EQUAL TO OR GREATER THAN THE DESIGN CONCRETE STRENGTH, THE COMPRESSIVE STRENGTH OF THE CONCRETE IN THAT BRIDGE ELEMENT IS ACCEPTABLE.
         6.1.4.1. WHEN THE COMPRESSIVE STRENGTH OF ANY RECORE IS LESS THAN THE DESIGN CONCRETE STRENGTH, THE PRECAST ELEMENT FROM WHICH THAT CORE WAS TAKEN SHALL BE REJECTED.
         6.1.4.2. PLUGGING CORE HOLES - THE CORE HOLES SHALL BE PLUGGED AND SEALED BY THE MANUFACTURER IN A MANNER SUCH THAT THE ELEMENTS WILL MEET ALL OF THE TEST REQUIREMENTS OF THIS SPECIFICATION. PRECAST ELEMENTS SO SEALED SHALL BE CONSIDERED SATISFACTORY FOR USE.
         6.1.4.3. TEST EQUIPMENT - EVERY MANUFACTURER FURNISHING PRECAST ELEMENTS UNDER THIS SPECIFICATION SHALL FURNISH ALL FACILITIES AND PERSONNEL NECESSARY TO CARRY OUT THE TEST REQUIRED.
   6.2. INSPECTION - THE QUALITY OF MATERIALS, THE PROCESS OF MANUFACTURE, AND THE FINISHED PRECAST ELEMENTS SHALL BE SUBJECT TO INSPECTION BY THE PURCHASER.

7. JOINTS
   THE BRIDGE UNITS SHALL BE PRODUCED WITH FLAT BUTT ENDS. THE ENDS OF THE BRIDGE UNITS SHALL BE SUCH THAT WHEN THE SECTIONS ARE LAID TOGETHER THEY WILL MAKE A CONTINUOUS LINE WITH A SMOOTH INTERIOR FREE OF APPRECIABLE IRREGULARITIES, ALL COMPATIBLE WITH THE PERMISSIBLE VARIATIONS IN SECTION 5, ABOVE. THE JOINT WIDTH BETWEEN ADJACENT PRECAST UNITS SHALL NOT EXCEED ¾".

8. WORKMANSHIP/ FINISH
   THE BRIDGE UNITS, WINGWALLS, HEADWALLS AND FOUNDATION UNITS SHALL BE SUBSTANTIALLY FREE OF FRACTURES, THE ENDS OF THE BRIDGE UNITS SHALL BE NORMAL TO THE WALLS AND CENTERLINE OF THE BRIDGE SECTION. WITHIN THE LIMITS OF THE VARIATIONS GIVEN IN SECTION 5, ABOVE, EXCEPT WHERE BEVELED ENDS ARE SPECIFIED, THE FACES OF THE WINGWALLS AND HEADWALLS SHALL BE PARALLEL TO EACH OTHER, WITHIN THE LIMITS OF VARIATIONS GIVEN IN SECTION 5, ABOVE. THE SURFACE OF THE PRECAST ELEMENTS SHALL BE A SMOOTH STEEL FORM OR TROWELED SURFACE. TRAPPED AIR POCKETS CAUSING SURFACE DEFECTS SHALL BE CONSIDERED AS PART OF A SMOOTH, STEEL FORM FINISH.

9. REPAIRS
   PRECAST ELEMENTS MAY BE REPAIRED, IF NECESSARY, BECAUSE OF IMPERFECTIONS IN MANUFACTURE OR HANDLING DAMAGE AND WILL BE ACCEPTABLE IF, IN THE OPINION OF THE PURCHASER, THE REPAIRS ARE SOUND, PROPERLY FINISHED AND CURED, AND THE REPAIRED SECTION CONFORMS TO THE REQUIREMENTS OF THIS SPECIFICATION.

10. REJECTION
    THE PRECAST ELEMENTS SHALL BE SUBJECT TO REJECTION ON ACCOUNT OF ANY OF THE SPECIFICATION REQUIREMENTS. INDIVIDUAL PRECAST ELEMENTS MAY BE REJECTED BECAUSE OF ANY OF THE FOLLOWING:
    10.1. FRACTURES OR CRACKS PASSING THROUGH THE WALL, EXCEPT FOR A SINGLE END CRACK THAT DOES NOT EXCEED ONE HALF THE THICKNESS OF THE WALL.
    10.2. DEFECTS THAT INDICATE PROPORTIONING, MIXING, AND MOLDING NOT IN COMPLIANCE WITH SECTION 4 OF THESE SPECIFICATIONS.
    10.3. HONEYCOMBED OR OPEN TEXTURE.
    10.4. DAMAGED ENDS, WHERE SUCH DAMAGE WOULD PREVENT MAKING A SATISFACTORY JOINT.

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STRUCTURAL DETAILS AND SPECIFICATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: S7
SURVEYED: ...
DESIGN: JLG
DRAFT: BDS
APPROVE: JLG
DATE:

MARCH 2020

SHEET S7

FILE: W:\Projects\191115\CAD Data\Design\191115DT S4-S8.dwg

SPECIFICATIONS FOR MANUFACTURE AND INSTALLATION OF CON/SPAN® BRIDGE SYSTEMS (CONT'D)

11. MARKING
EACH BRIDGE UNIT SHALL BE CLEARLY MARKED BY WATERPROOF PAINT, THE FOLLOWING SHALL BE SHOWN ON THE INSIDE OF THE VERTICAL LEG OF THE BRIDGE SECTION:
BRIDGE SPAN x BRIDGE RISE
DATE OF MANUFACTURE
NAME OR TRADEMARK OF THE MANUFACTURER

12. INSTALLATION PREPARATION
TO ENSURE CORRECT INSTALLATION OF THE PRECAST CONCRETE BRIDGE SYSTEM, CARE AND CAUTION MUST BE EXERCISED IN FORMING THE SUPPORT AREAS FOR BRIDGE UNITS, HEADWALL, AND WINGWALL ELEMENTS. EXERCISING SPECIAL CARE WILL FACILITATE THE RAPID INSTALLATION OF THE PRECAST COMPONENTS.

12.1. FOOTINGS
DO NOT OVER EXCAVATE FOUNDATIONS UNLESS DIRECTED BY SITE SOIL ENGINEER TO REMOVE UNSUITABLE SOIL.

THE SITE SOILS ENGINEER SHALL CERTIFY THAT THE BEARING CAPACITY MEETS OR EXCEEDS THE FOOTING DESIGN REQUIREMENTS, PRIOR TO THE CONTRACTOR POURING OF THE FOOTINGS.

THE BRIDGE UNITS AND WINGWALLS SHALL BE INSTALLED ON EITHER PRECAST OR CAST-IN-PLACE CONCRETE FOOTINGS. THE SIZE AND ELEVATION OF THE FOOTINGS SHALL BE AS DESIGNED BY THE ENGINEER. A KEYWAY SHALL BE FORMED IN THE TOP SURFACE OF THE BRIDGE FOOTING AS SPECIFIED ON THE PLANS. NO KEYWAY IS REQUIRED IN THE WINGWALL FOOTINGS, UNLESS OTHERWISE SPECIFIED ON THE PLANS.

THE FOOTINGS SHALL BE GIVEN A SMOOTH FLOAT FINISH AND SHALL REACH A COMPRESSIVE STRENGTH OF 2,000 PSI BEFORE PLACEMENT OF THE BRIDGE AND WINGWALL ELEMENTS. BACKFILLING SHALL NOT BEGIN UNTIL THE FOOTING HAS REACHED THE FULL DESIGN COMPRESSIVE STRENGTH.

THE FOOTING SURFACE SHALL BE CONSTRUCTED IN ACCORDANCE WITH GRADES SHOWN ON THE PLANS. WHEN TESTED WITH A 10'-0" STRAIGHT EDGE, THE SURFACE SHALL NOT VARY MORE THAN ¼" IN 10'-0".

IF A PRECAST CONCRETE FOOTING IS USED, THE CONTRACTOR SHALL PREPARE A 4" THICK BASE LAYER OF COMPACTED GRANULAR MATERIAL THE FULL WIDTH OF THE FOOTING PRIOR TO PLACING THE PRECAST FOOTING.

THE FOUNDATIONS FOR PRECAST CONCRETE BRIDGE ELEMENTS AND WINGWALLS MUST BE CONNECTED BY REINFORCEMENT TO FORM ONE MONOLITHIC BODY. EXPANSION JOINTS SHALL NOT BE USED.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF THE FOUNDATIONS PER THE PLANS AND SPECIFICATIONS.

13. INSTALLATION

13.1. GENERAL - THE INSTALLATION OF THE PRECAST CONCRETE ELEMENTS SHALL BE AS EXPLAINED IN THE PUBLICATION CON/SPAN BRIDGE SYSTEMS INSTALLATION HANDBOOK.

13.1.1. LIFTING - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT A CRANE OF THE CORRECT LIFTING CAPACITY IS AVAILABLE TO HANDLE THE PRECAST CONCRETE UNITS. THIS CAN BE ACCOMPLISHED BY USING THE WEIGHTS GIVEN FOR THE PRECAST CONCRETE COMPONENTS AND BY DETERMINING THE LIFTING REACH FOR EACH CRANE UNIT. SITE CONDITIONS MUST BE CHECKED WELL IN ADVANCE OF SHIPPING TO ENSURE PROPER CRANE LOCATION AND TO AVOID ANY LIFTING RESTRICTIONS. THE LIFT ANCHORS OR HOLES PROVIDED IN EACH UNIT ARE THE ONLY MEANS TO BE USED TO LIFT THE ELEMENTS. THE PRECAST CONCRETE ELEMENTS MUST NOT BE SUPPORTED OR RAISED BY OTHER MEANS THAN THOSE GIVEN IN THE MANUALS AND DRAWINGS WITHOUT WRITTEN APPROVAL FROM CONTECH® ENGINEERED SOLUTIONS.

13.1.2. CONSTRUCTION EQUIPMENT WEIGHT RESTRICTIONS - IN NO CASE SHALL EQUIPMENT OPERATING IN EXCESS OF THE DESIGN LOAD (HL-93) BE PERMITTED OVER THE BRIDGE UNITS UNLESS APPROVED BY CONTECH® ENGINEERED SOLUTIONS.

13.1.2.1. IN THE IMMEDIATE AREA OF THE BRIDGE UNITS, THE FOLLOWING RESTRICTIONS FOR THE USE OF HEAVY CONSTRUCTION MACHINERY DURING BACKFILLING OPERATIONS APPLY:
NO CONSTRUCTION EQUIPMENT SHALL CROSS THE BARE PRECAST CONCRETE BRIDGE UNIT.
AFTER THE COMPACTED FILL LEVEL HAS REACHED A MINIMUM OF 4" OVER THE CROWN OF THE BRIDGE, CONSTRUCTION EQUIPMENT WITH A WEIGHT OF LESS THAN 10 TONS MAY CROSS THE BRIDGE.
AFTER THE COMPACTED FILL LEVEL HAS REACHED A MINIMUM OF 1'-0" OVER THE CROWN OF THE BRIDGE, CONSTRUCTION EQUIPMENT WITH A WEIGHT OF LESS THAN 30 TONS MAY CROSS THE BRIDGE.
AFTER THE COMPACTED FILL LEVEL HAS REACHED THE DESIGN COVER, OR 2'-0" MINIMUM, OVER THE CROWN OF THE PRECAST CONCRETE BRIDGE, CONSTRUCTION EQUIPMENT WITHIN THE DESIGN LOAD LIMITS FOR THE ROAD MAY CROSS THE PRECAST CONCRETE BRIDGE.

13.2. LEVELING PAD/SHIMS - THE BRIDGE UNITS AND WINGWALLS SHALL BE SET ON HARDBOARD SHIMS CONFORMING TO ASTM D1037 OR PLASTIC SHIMS (DAYTON SUPERIOR P-80, P-81 OR APPROVED EQUAL) MEASURING 5" x 5", MINIMUM, UNLESS SHOWN OTHERWISE ON THE PLANS. A MINIMUM GAP OF ½" SHALL BE PROVIDED BETWEEN THE FOOTING AND THE BOTTOM OF THE BRIDGE'S VERTICAL LEGS OR THE BOTTOM OF THE WINGWALL. ALSO, A SUPPLY OF ¼", ½" AND ½" THICK HARDBOARD OR PLASTIC SHIMS FOR VARIOUS SHIMMING PURPOSES SHALL BE ON SITE.

13.3. PLACEMENT OF BRIDGE UNITS - THE BRIDGE UNITS SHALL BE PLACED AS SHOWN ON THE ENGINEER'S PLAN DRAWINGS. SPECIAL CARE SHALL BE TAKEN IN SETTING THE ELEMENTS TO THE TRUE LINE AND GRADE. THE JOINT WIDTH BETWEEN ADJACENT PRECAST UNITS SHALL NOT EXCEED ¾".

13.4. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE STRUCTURE SPAN DURING ALL PHASES OF INSTALLATION. DUE TO THE ARCH SHAPE, BRIDGE ELEMENTS WILL TEND TO SPREAD UNDER SELF-WEIGHT. IT IS IMPERATIVE THAT ANY LATERAL SPREADING OF THE BRIDGE ELEMENTS BE AVOIDED DURING AND AFTER THEIR PLACEMENT. GENERALLY, HORIZONTAL CABLE TIES OR TIE RODS ARE SHIPPED IN THE LARGER BRIDGE ELEMENTS TO ASSIST IN PREVENTING THIS SPREADING. CABLE TIES/TIE RODS SHALL NOT BE REMOVED UNTILL BRIDGE UNITS ARE GROUTED AND GROUT HAS CURED. IT IS RECOMMENDED THAT TEMPORARY HARDWOOD BLOCKS BE USED IN CONJUNCTION WITH THE CABLE TIES/TIE RODS TO MAINTAIN SPAN. IF, HOWEVER, DUE TO SITE RESTRICTIONS, THESE CABLE TIES/TIE RODS MUST BE REMOVED PRIOR TO PLACEMENT OF THE BRIDGE ELEMANTS, THE CONTRACTOR MUST NOTIFY CONTECH (MANUFACTURER) AND REQUEST A SUGGESTED INSTALLATION PROCEDURE.

IN ADDITION, IF THE CABLE TIES/TIE RODS MUST BE REMOVED PRIOR TO SETTING ARCH UNITS, THE FOLLOWING QUALITY CONTROL PROCEDURE MUST BE FOLLOWED:
1) FIND "MEASURED SPAN" UPON ARCH UNIT'S DELIVERY TO SITE, PRIOR TO LIFTING FROM TRUCK AND REMOVING CABLE TIES/TIE RODS. "MEASURED SPAN" SHALL BE THE AVERAGE OF (3) SPAN MEASUREMENTS ALONG THE LAY LENGTH OF THE ARCH UNIT.
2) AFTER SETTING OF BRIDGE UNIT ON THE FOUNDATION, VERIFY THE SPAN. THIS "INSTALLED SPAN MEASUREMENT" SHALL NOT EXCEED THE MAXIMUM OF:
A) THE NOMINAL SPAN +½" OR
B) THE "MEASURED SPAN"
IF THE "INSTALLED SPAN MEASUREMENT" EXCEEDS THIS AMOUNT, THE ARCH UNIT SHALL BE LIFTED AND RE-SET UNTIL THE "INSTALLED SPAN MEASUREMENT" MEETS THE LIMITS.

13.5. PLACEMENT OF WINGWALLS, HEADWALLS AND FOUNDATION UNITS - THE WINGWALLS, HEADWALLS AND FOUNDATIONS SHALL BE PLACED AS SHOWN ON THE PLAN DRAWINGS. SPECIAL CARE SHALL BE TAKEN IN SETTING THE ELEMENTS TO THE TRUE LINE AND GRADE.

13.6. WATERPROOFING/JOINT PROTECTION AND SUBSURFACE DRAINAGE

13.6.1. EXTERNAL PROTECTION OF JOINTS - THE BUTT JOINT MADE BY TWO ADJOINING BRIDGE UNITS SHALL BE COVERED WITH A ⅛" x 13" PREFORMED BITUMINOUS JOINT SEALANT AND A MINIMUM OF A 9" WIDE JOINT WRAP. THE SURFACE SHALL BE FREE OF DIRT BEFORE APPLYING THE JOINT MATERIAL. A PRIMER COMPATIBLE WITH THE JOINT WRAP TO BE USED SHALL BE APPLIED FOR A MINIMUM WIDTH OF 9" ON EACH SIDE OF THE JOINT. THE EXTERNAL WRAP SHALL BE CS212 BY CONCRETE SEALANTS INC., EZ-WRAP RUBBER BY PRESS-SEAL GASKET CORPORATION, SEAL WRAP BY MAR MAC MANUFACTURING CO. INC. OR APPROVED EQUAL. THE JOINT SHALL BE COVERED CONTINUOUSLY FROM THE BOTTOM OF ONE BRIDGE SECTION LEG, ACROSS THE TOP OF THE BRIDGE AND TO THE OPPOSITE BRIDGE SECTION LEG, ANY LAPS THAT RESULT IN THE JOINT WRAP SHALL BE A MINIMUM OF 6" LONG WITH THE OVERLAP RUNNING DOWNHILL.

13.6.2. IN ADDITION TO THE JOINTS BETWEEN BRIDGE UNITS, THE JOINT BETWEEN THE END BRIDGE UNIT AND THE HEADWALL SHALL ALSO BE SEALED AS DESCRIBED ABOVE. IF PRECAST WINGWALLS ARE USED, THE JOINT BETWEEN THE END BRIDGE UNIT AND THE WINGWALL SHALL BE SEALED WITH A 2'-0" STRIP OF FILTER FABRIC. ALSO, IF LIFT HOLES ARE FORMED IN THE BRIDGE UNITS, THEY SHALL BE PRIMED AND COVERED WITH A 9" x 9" SQUARE OF JOINT WRAP.

13.6.3. DURING THE BACKFILLING OPERATION, CARE SHALL BE TAKEN TO KEEP THE JOINT WRAP IN ITS PROPER LOCATION OVER THE JOINT.

13.6.4. SUBSOIL DRAINAGE SHALL BE AS DIRECTED BY THE ENGINEER.

13.7. GROUTING

13.7.1. GROUTING SHALL NOT BE PERFORMED WHEN TEMPERATURES ARE EXPECTED TO GO BELOW 35° FOR A PERIOD OF 72 HOURS. GROUTING SHOULD BE COMPLETED AS SOON AS PRACTICAL AFTER PRECAST ARCHES HAVE BEEN INSTALLED. FILL THE BRIDGE-FOUNDATION KEYWAY WITH CEMENT GROUT (PORTLAND CEMENT AND WATER OR CEMENT MORTAR COMPOSED OF PORTLAND CEMENT, SAND AND WATER) WITH A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 3000 PSI. VIBRATE AS REQUIRED TO ENSURE THAT THE ENTIRE KEY AROUND THE BRIDGE ELEMENT IS COMPLETELY FILLED. IF BRIDGE ELEMENTS HAVE BEEN SET WITH TEMPORARY TIES (CABLES, BARS, ETC.) GROUT MUST ATTAIN A MINIMUM COMPRESSIVE STRENGTH OF 1500 PSI BEFORE TIES MAY BE REMOVED.

13.7.2. ALL GROUT SHALL HAVE A MAXIMUM AGGREGATE SIZE OF ¼".

13.7.3. LIFTING AND ERECTION ANCHOR RECESSES SHALL BE FILLED WITH GROUT.

13.7.4. AFTER GROUT HAS REACHED ITS DESIGN STRENGTH THE TEMPORARY HARDWOOD WEDGES SHALL BE REMOVED AND THEIR HOLES FILLED WITH GROUT.

13.8. BACKFILL

13.8.1. DO NOT PERFORM BACKFILLING DURING WET OR FREEZING WEATHER.

13.8.2. NO BACKFILL SHALL BE PLACED AGAINST ANY STRUCTURAL ELEMENTS UNTIL THEY HAVE BEEN APPROVED BY THE ENGINEER.

13.8.3. BACKFILL SHALL BE CONSIDERED AS ALL REPLACED EXCAVATION AND NEW EMBANKMENT ADJACENT TO THE PRECAST CONCRETE ELEMENTS. THE PROJECT CONSTRUCTION AND MATERIAL SPECIFICATIONS, WHICH INCLUDE THE SPECIFICATIONS FOR EXCAVATION FOR STRUCTURES AND ROADWAY EXCAVATION AND EMBANKMENT CONSTRUCTION, SHALL APPLY EXCEPT AS MODIFIED IN THIS SECTION.

13.8.4. BACKFILL ZONES:
IN-SITU SOIL
ZONE A: CONSTRUCTED EMBANKMENT OR OVERFILL.
ZONE B: FILL THAT IS DIRECTLY ASSOCIATED WITH PRECAST CONCRETE BRIDGE INSTALLATION.
ZONE C: ROAD STRUCTURE.

13.8.5. REQUIRED BACKFILL PROPERTIES

13.8.5.1. IN-SITU SOIL - NATURAL GROUND IS TO BE SUFFICIENTLY STABLE TO ALLOW EFFECTIVE SUPPORT TO THE PRECAST CONCRETE BRIDGE UNITS. AS A GUIDE, THE EXISTING NATURAL GROUND SHOULD BE OF SIMILAR QUALITY AND DENSITY TO ZONE B MATERIAL FOR MINIMUM LATERAL DIMENSION OF ONE BRIDGE SPAN OUTSIDE OF THE BRIDGE FOOTING.

13.8.5.2. ZONE A - ZONE A REQUIRES FILL MATERIAL WITH SPECIFICATIONS AND COMPACTING PROCEDURES EQUAL TO THAT FOR NORMAL ROAD EMBANKMENTS.

13.8.5.3. ZONE B - GENERALLY, SOILS SHALL BE REASONABLY FREE OF ORGANIC MATTER, AND, NEAR CONCRETE SURFACES, FREE OF STONES LARGER THAN 3" IN DIAMETER. SEE CHARTS FOR DETAILED DESCRIPTIONS OF ACCEPTABLE SOILS.

13.8.5.4. ZONE C - ZONE C IS THE ROAD SECTION OF GRAVEL, ASPHALT OR CONCRETE BUILT IN COMPLIANCE WITH LOCAL ENGINEERING PRACTICES.

13.8.5.5. GEOTECHNICAL ENGINEER SHALL REVIEW GRADATIONS OF ALL INTERFACING MATERIALS AND, IF NECESSARY, RECOMMEND GEOTEXTILE FILTER FABRIC (PROVIDED BY CONTRACTOR)

13.8.6. PLACING AND COMPACTING BACKFILL
DUMPING FOR BACKFILLING IS NOT ALLOWED ANY NEARER THAN 3'-0" FROM THE BRIDGE LEG.

THE FILL MUST BE PLACED AND COMPACTED IN LAYERS NOT EXCEEDING 8". THE MAXIMUM DIFFERENCE IN THE SURFACE LEVELS OF THE FILL ON OPPOSITE SIDES OF THE BRIDGE MUST NOT EXCEED 2'-0".

THE FILL BEHIND WINGWALLS MUST BE PLACED AT THE SAME TIME AS THAT OF THE BRIDGE FILL. IT MUST BE PLACED IN PROGRESSIVELY PLACED HORIZONTAL LAYERS NOT EXCEEDING 8" PER LAYER.

THE BACKFILL OF ZONE B SHALL BE COMPACTED TO A MINIMUM DENSITY OF 95% OF THE STANDARD PROCTOR, AS REQUIRED BY AASHTO T-99.

SOIL WITHIN 1'-0" OF CONCRETE SURFACES SHALL BE HAND-COMPACTED. ELSEWHERE, USE OF ROLLERS IS ACCEPTABLE. IF VIBRATING ROLLER-COMPACTORS ARE USED, THEY SHALL NOT BE STARTED OR STOPPED WITHIN ZONE B AND THE VIBRATION FREQUENCY SHOULD BE AT LEAST 30 REVOLUTIONS PER SECOND.

THE BACKFILL MATERIAL AND COMPACTING BEHIND WINGWALLS SHALL SATISFY THE CRITERIA FOR THE BRIDGE BACKFILL, ZONE B.

BACKFILL AGAINST A WATERPROOFED SURFACE SHALL BE PLACED CAREFULLY TO AVOID DAMAGE TO THE WATERPROOFING MATERIAL.

13.8.7. BRIDGE UNITS
FOR FILL HEIGHTS OVER 12 FEET (AS MEASURED FROM TOP CROWN OF BRIDGE TO FINISHED GRADE), NO BACKFILLING MAY BEGIN UNTIL A BACKFILL COMPACTION TESTING PLAN HAS BEEN COORDINATED WITH AND APPROVED BY CONTECH® ENGINEERED SOLUTIONS.

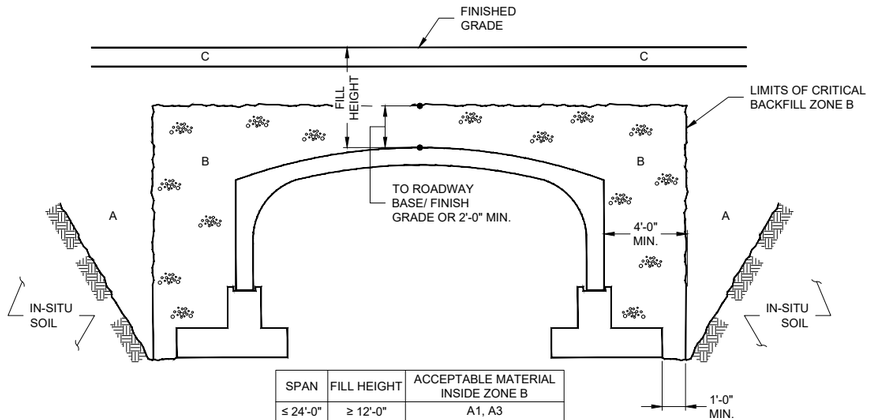
13.8.8. WINGWALLS
BACKFILL IN FRONT OF WINGWALLS SHALL BE CARRIED TO GROUND LINES SHOWN IN THE PLANS.

13.8.9. MONITORING
THE CONTRACTOR SHALL CHECK SETTLEMENTS AND HORIZONTAL DISPLACEMENT OF FOUNDATION TO ENSURE THAT THEY ARE WITHIN THE ALLOWABLE LIMIT PROVIDED BY THE ENGINEER. THESE MEASUREMENTS SHOULD GIVE AN INDICATION OF THE SETTLEMENTS AND DEFORMATIONS ALONG THE LENGTH OF THE FOUNDATIONS.

THE FIRST MEASUREMENT SHOULD TAKE PLACE AFTER THE ERECTION OF ALL PRECAST BRIDGE SYSTEM ELEMENTS, A SECOND AFTER COMPLETION OF BACKFILLING, AND A THIRD BEFORE OPENING OF THE BRIDGE TO TRAFFIC. FURTHER MEASUREMENTS MAY BE MADE ACCORDING TO LOCAL CONDITIONS.

ACCEPTABLE SOILS FOR USE IN ZONE B BACKFILL

TYPICAL USCS MATERIALS	AASHTO GROUP	AASHTO SUBGROUP	PERCENT PASSING US SIEVE NO.			CHARACTER OF FRACTION PASSING NO. 40 SIEVE		SOIL DESRIPTION
			#10	#40	#200	LIQUID LIMIT	PLASTICITY INDEX	
GW, GP, SP	A1	A-1a	50 MAX	30 MAX	15 MAX		6 MAX	LARGELY GRAVEL BUT CAN INCLUDE SAND AND FINES
GM, SW, SP, SM		A-1b		50 MAX	25 MAX		6 MAX	GRAVELLY SAND OR GRADED SAND, MAY INCLUDE FINES
GM, SM, ML, SP, GP	A2	A-2-4			35 MAX	40 MAX	10 MAX	SANDS, GRAVELS WITH LOW-PLASTICITY SILT FINES
SC, GC, GM		A-2-5			35 MAX	41 MIN	10 MAX	SANDS, GRAVELS WITH PLASTIC SILT FINES
SP, SM, SW	A3			51 MIN	10 MAX		NON-PLASTIC	FINE SANDS
ML, SM, SC	A4				36 MIN	40 MAX	10 MAX	LOW-COMPRESSIBILTY SILTS



SPAN	FILL HEIGHT	ACCEPTABLE MATERIAL INSIDE ZONE B
≤ 24'-0"	≥ 12'-0"	A1, A3
≤ 24'-0"	< 12'-0"	A1, A2, A3, A4
> 24'-0"	ALL	A1, A3

BACKFILL REQUIREMENTS

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CONTECH ENGINEERED SOLUTIONS LLC
www.ContechES.com

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STRUCTURAL DETAILS AND SPECIFICATIONS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: S8
SURVEYED: ...
DESIGN: JLG
DRAFT: BDS
APPROVE: JLG
DATE:

MARCH 2020

SHEET S8

FILE: W:\Projects\191115\CAD Data\Design\191115DT S4-S8.dwg

NOTE:
INTERIOR LIGHTING FOR TUNNEL TO BE UPLIGHTING AT EACH WALL ENTRANCE AND FACE OF WALLS TO BE LIT WITH LED LIGHTING

N

20 0 20 40
SCALE – FEET

INTERIOR OF UNDERPASS TO INCLUDE ARCHITECTURAL LED LIGHTING

APPROXIMATE BOUNDARY OF BNSF LEASE AREA

GRAVEL PARKING LOT

LED WALL LIGHTS SPACED 20' APART ON WINGWALLS (TYP.)

PROPOSED CITY STANDARD LUMINARE AND POLE (TYP.)

EXISTING BIKE PATH

CURB INLET CL FL
RIM =3044.47

BAKER AVE

TREE LINE

24" CMP CULVERT
IE=3023.93
OPPOSITE END NOT LOCATED

RAILWAY STREET

11" BLUE SPRUCE
12' DRIPLINE

12" BLUE SPRUCE
12' DRIPLINE

CONNECT TO EXISTING ELECTRICAL SERVICE LINE TO BE INSTALLED BY OTHERS

16" BLUE SPRUCE
15' DRIPLINE

SHED

4" DECIDUOUS
8' DRIPLINE

PROPOSED CITY STANDARD LUMINARE AND POLE (TYP.)

BEEHIVE CB
N RIM =3034.04

ACU

O'SHAUGHNESSY CENTER

EQUIPMENT ROOM

14" DECIDUOUS
21' DRIPLINE

LOT 2
AMD PLAT LOTS 1A & 1B
OF AMD PLAT LOT 1 DEPOT SQUARE

WGM GROUP
WWW.WGMGROUP.COM

PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

ELECTRICAL PLAN
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

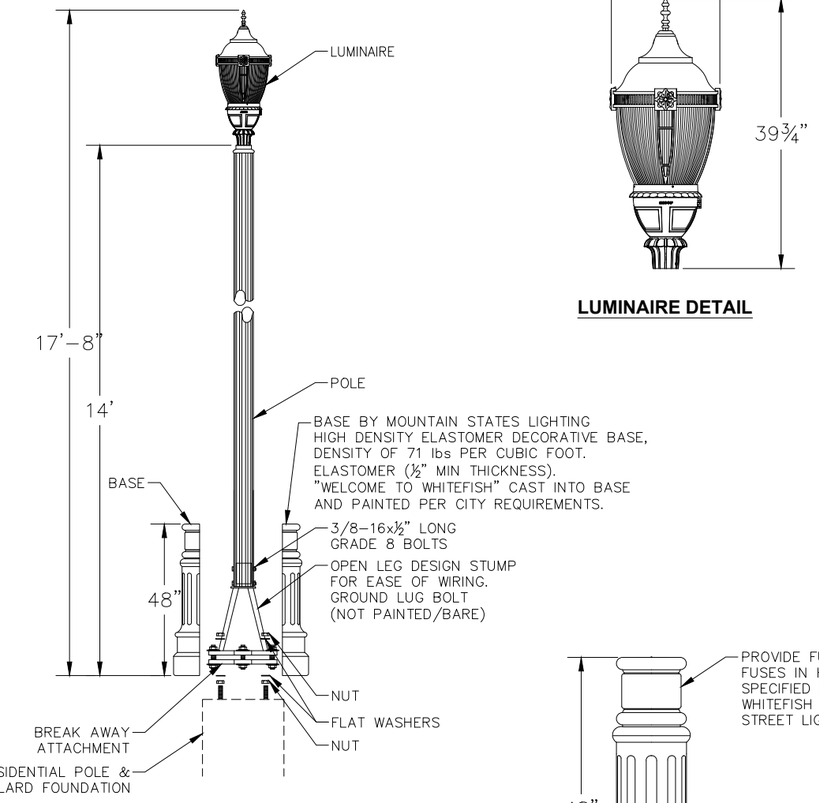
PROJECT: 19-11-15
LAYOUT: C12
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

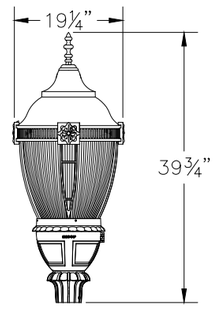
MARCH 2020

SHEET E1

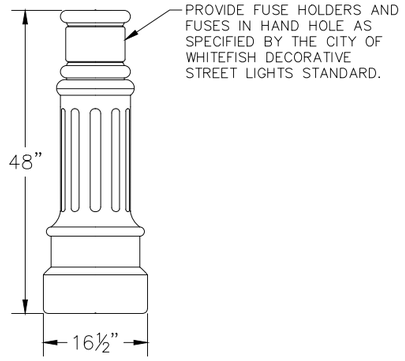
FILE: W:\Projects\191115\CAD Data\Design\191115EL.dwg

LUMINAIRE: CYCLONE #AG10T4D-VS3AR-3MHS-34W-2200K-120-277-F30-PT-SD-GM-SM-CP5493
POLE: MSL #14EFA-5-TT/3x3-16.5WF(NAME)-LEG-J (GREEN)
BASE: MSL #WF-16.5"Wx48"H-5OD-HDEB-J (GREEN)
COLOR: "J" GREEN





LUMINAIRE DETAIL

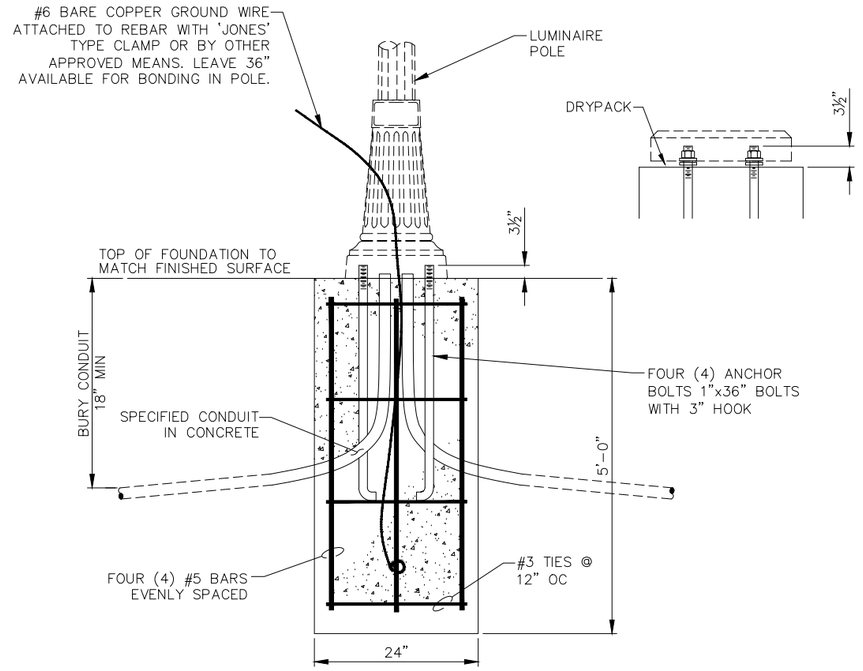


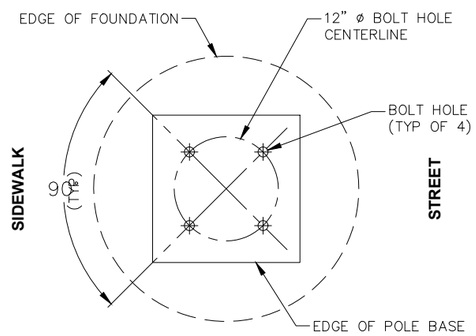
BASE DETAIL

LUMINAIRE AND POLE DETAIL

NOTES:

1. GROUND LIGHT POLE BASES PER MANUFACTURER'S RECOMMENDATIONS.
2. SET ANCHOR BOLTS WITH 3½" OF THREADS EXPOSED.
3. LIGHT POLE FOUNDATION SHALL BE BACKFILLED USING SUITABLE ON-SITE MATERIAL. BACKFILL TO BE COMPACTED TO 95% OF ASTM D-698.
4. ALL LIGHT POLE FOUNDATIONS SHALL BE CAST IN PLACE. PRECAST LIGHT POLE FOUNDATION SHALL NOT BE USED.
5. TOP OF FOUNDATION SHALL BE PLUMB SO THAT BASE SITS FLAT ON FOUNDATION.
6. IRRIGATION CONDUITS SHALL BE PROVIDED. (NOT SHOWN FOR CLARITY)





ANCHOR BOLT TEMPLATE

LUMINAIRE POLE FOUNDATION

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

ELECTRICAL DETAILS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

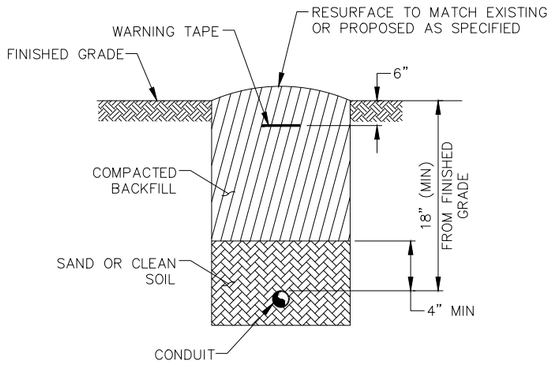
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C13
SURVEYED: ...
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET E2

FILE: W:\Projects\191115\CAD Data\Design\191115D1.dwg



(SEE ELECTRICAL PLANS FOR CONDUIT SIZES)

CONDUIT BEDDING AND BACKFILL

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

ELECTRICAL DETAILS
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

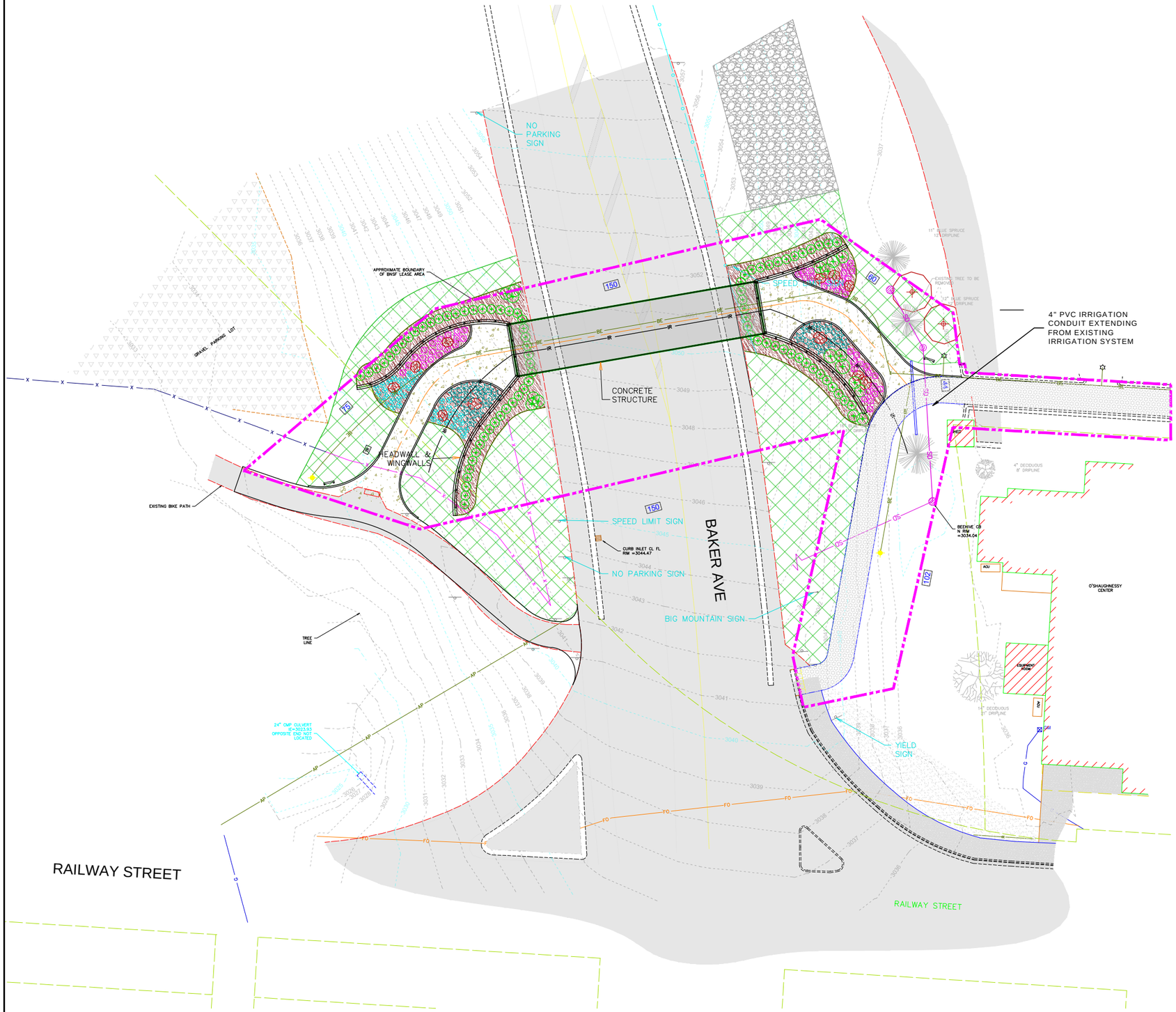
NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C14
SURVEYED: ...
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET E3

FILE: W:\Projects\191115\CAD Data\Design\191115DT.dwg



N

20 0 20 40

SCALE – FEET

Symbol Key

- 3PFP — Plant Quantity; Plant Type / Plant Symbol
- Rough Fescue Seed (Festuca campestris)
- Fibrous Mulch Bed
- Small Native Flowering Tree
- Kinnikinnick
- Native Shrub
- Native Perennial
- Elijah Blue Fescue (Festuca ovina 'glauca')
- Aluminum Landscape Edging
- Landscape Boulder 1/2 to1 Ton

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PRELIMINARY
PLOTTED: 3/31/20
SAVED: 3/31/20

LANDSCAPE PLAN
BAKER AVENUE PEDESTRIAN UNDERPASS
WHITEFISH, MONTANA

REVISIONS:

NO.	DESCRIPTION	DATE

PROJECT: 19-11-15
LAYOUT: C9
SURVEYED: WGM GROUP
DESIGN: JLG
DRAFT: EDI
APPROVE: JLG
DATE:

MARCH 2020

SHEET L1

FILE: W:\Projects\191115\CAD Data\Design\191115LS-NEW.dwg

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CITY MANAGER'S REPORT

March 31, 2020

COVID-19 PANDEMC UPDATE

During the past few weeks, the City has been taking strong action to slow the spread of COVID-19 and implement new policies and directives from federal, state, and local authorities. We continue to provide frequent updates to those signed up for email notifications and we have seen 108 additional sign ups since our first outreach on March 17th. With such frequent changes over that past two weeks here is a timeline of actions and outreach that has been completed to date of this report:

March 15th – "Governor Bullock Directs the Closure of Public K-12 Schools for Two Weeks; Strongly Recommends Social Distancing Measures to Slow the Spread of COVID-19."

Marth 15th – City Administrative Policies for employees issued covering Travel Restrictions, Telecommuting/Remote work, and accrued leave use during school closures due to COVID-19.

March 16th – Emergency Ordinance adopted by City Council cancelling all non-essential meetings, waiving resort tax late fees, waiving late fees and shut-offs for utilities, closing public restrooms, approving two weeks of paid emergency sick leave for employees who are directed by the Flathead City-County Health Department or a licensed physician to be isolated or quarantined due to COVID-19, and authorizing City Hall to be closed to the public.

March 17th – Letters to residents and businesses from the City Manager and a letter to the community from Mayor Muhlfeld were emailed to the City's notification list and posted on the City's website.

March 17th – Park Board closed park facilities, restrooms, and playgrounds.

March 18th – City Hall officially closed to the public through March 27h.

March 18th – Letter to residents regarding certain park closures emailed to the City's notification list and posted on the City's website.

March 18th – Community update video series started with an update from Mayor Muhlfeld.

March 18th – City Administrative Policy issued for emergency paid sick leave adopted by City Council.

March 18th – Families First Coronavirus Response Act (FFCRA) became law and required updates to the Emergency Paid Sick Leave Policy. FFCRA also expanded FMLA benefits to employees who cannot work due to having children out of school or daycare due to COVID-19 and provides for 2/3 of the rate of pay for the 10 weeks after the two unpaid weeks.

March 19th – Declaration of a State of Emergency by Mayor Muhlfeld.

March 19th – Flathead City-County Health Officer ordered closure of restaurants, bars, gyms, casinos, cinemas, etc. through March 30th.

March 19th – City assisted Flathead County by sending a request to hotels/motels meeting specific criteria to respond to a survey for potential identification as overflow sites if the need arises.

March 20th – "Governor Bullock Announces Closure of Dine-In Food Service and Alcoholic Beverage Businesses, and Other Activities that Pose Enhanced Risks to Curtail Spread of COVID-19."

March 22nd – Community update video from City Manager.

March 23rd – City Administrative Policies issued to align previously issued Emergency Paid Sick Leave Policy with new FFCRA and to expand FMLA coverage.

March 24th – Governor extended school closures and mandates social distancing.

March 24th – Community update video from Mayor Muhlfeld.

March 24th – City Hall closure to the public extended to April 10th.

March 25th – Community update with Whitefish Community Foundation highlighting available resources.

March 26th – Governor Bullock issued the Stay-at-Home Directive through April 10th.

March 26th – Flathead City-County Health Officer ordered additional closures for salons, body art establishments, and massage services through April 10th.

March 26th – Community update video from City Manager.

March 27th – All park facilities are closed with the exception of open space parks. Signs were placed at all parks regarding closures. Signs were also placed on trash receptacles requesting people to "pack in, pack out" to lessen the risk to employees and the frequency needed to haul trash while the City is operating essential services only.

March 27th – Community tourism update from Whitefish Convention and Visitors Bureau.

March 27th – Glacier National Park closed to all visitors until further notice. State and Federal public lands started closures of campsites and restrictions for day-use only.

March 29th – Community update from Mayor Muhlfeld.

March 30th – City began operating at essential service levels to follow the Governor's Stay-at-Home Directive. Most employees in City Hall are working remotely unless their position requires duties to be completed in the office. Public Works Department crews operating out of the Water Treatment Plant, Wastewater Treatment Plant, and the Public Works Shop have been reduced by about 50% and are alternating paid days off under the emergency sick leave. Building inspectors continue to operate as normal and will adjust with demand. Parks and Recreation staff operating out of the Parks Shop are primarily on paid leave under the emergency paid sick leave through April 10th with some minor remote work and garbage service as needed. The Library is closed and those with remote work are doing so. Police, Court, and Fire are operating with normal staffing levels and taking extra precautions for safety.

March 30th – Governor Bullock issued directive for mandatory quarantine for those traveling into Montana from out of State. Montana National Guard will assist in checking temperatures at airports and rail stations.

March 30th/31st – Letter emailed and mailed to all licensed short-term rental and lodging properties in Whitefish requesting the businesses to voluntarily refrain from booking stays for visitors traveling for non-essential purposes through April 30th as supported by the new federal guidelines.

March 31st – Governor Bullock's new directive temporarily stops evictions, foreclosures, and cancellations of utilities. Late fees and penalties are also prohibited through April 10th.

While we are working hard to help slow the spread of COVID-19, there is also another looming issue. Our local businesses are seeing extraordinary financial impacts from the numerous closures. While the City is prepared to weather another recession, these immediate impacts will prove to be challenging. There are three main areas we are monitoring right now including Resort Tax, Parks and Recreation Program Revenues, and Water and Sewer Charges for Services.

Resort Tax collections are expected to decrease during April and May when businesses report for March and April. If all businesses were to only report ½ of typical March revenue and ¼ of April revenue we can expect a shortage of about $265,000. This I believe is a conservative estimate based on certain businesses still operating. However, if the closures extend into the peak months, the impacts will be much greater. Resort Tax does not fund any salaries and we will have adequate funds to complete State Park Road. The next street priority project may be delayed helping cover any shortages in revenue. Currently we are meeting our bond requirements for the Haskill Basin Conservation Easement debt service, but this could be an issue with extended losses. The Water Fund would be required to make up any shortage for debt payments and we do have adequate funds to do so.

With the Parks & Recreation Department closing the before and after school program, cancelling certain adult programs, and delaying the opening of City Beach, we will see a decrease in revenues. Most of the employees that operate these programs are seasonal employees and have either been laid off temporarily or their start dates have been delayed. Depending on the duration of these closures, certain spending may need to be restricted to ensure staffing costs are covered.

While we are not writing-off amounts owed for water and sewer service, we are not turning off service or charging late fees. This provides for a delay in payment, which we do have adequate cash reserves to cover temporarily. Depending on the severity of the economic impacts and delay in receiving payments, we may need to consider bonding more for the Water Treatment Plant Expansion Project to continue having adequate cash reserves available.

Overall, the revenue losses we hope will be temporary and not impact the City to the extremes our local businesses are experiencing. The Tax Increment District sunsetting resulting in the General Fund revenues increasing in FY21 will help us significantly too. However, we also do not know the potential costs needed to respond to this pandemic. We could very well see increased overtime, additional costs to provide housing for employees who are quarantined due to exposure while on duty, increased supply needs for personal protective equipment, and additional costs to support remote work and City Council meetings. We are tracking all expenses related to our response so that we can request any funding that may come available including FEMA. Most costs will require the City-County Health Department's approval since they are the designated Incident Command Team for our area's response to this pandemic.

CONSTRUCTION PROJECT UPDATES FROM PUBLIC WORKS DIRECTOR WORKMAN

Wastewater Plant: The biggest issue right now is getting the plant out of the ground. It was discovered last week during foundation drilling that there is considerably more clay above the stable sand layer than expected. Boreholes that were conducted during design showed the sand at 40'-50', however it appears the sand dives down and can be found as deep as 80' below ground. The contractor is installing the "rigid inclusion piers" in the areas where their equipment can reach the sand, however a deeper foundation system will need to be designed for a portion of the project.

Work to date includes the following: Biosolids Basin Mixing Discharge Pipe Support Slabs were formed. Rebar for these forms will be delivered next week. The Treated Water Outfall Line and manholes were tested and accepted. Embankment on the Biosolids Basin and Berm was completed for now. The 3" section of the Non-Potable Water was installed to Station 11+50. LHC plans to directionally drill the

remaining portion. Fiber optic conduit was installed from the top of the hill down to the Existing Screening Building. Test Piers were tested with acceptable results and Keller has continued with production pier installation bringing their total completed to 155. Swank will continue to prep concrete forms in the coming weeks and continue to provide support for Keller during the installation of Rigid Inclusions. The Biosolids Basin Pads will be poured, and Swank will begin to form the Side stream Lift Station. LHC plans to install the new diffuser in the river in early April.

Water Plant: The project is currently on track with regards to both budget and schedule. Plans were submitted to DEQ on March 5, 2020 and Morrison-Maierle will incorporate DEQ review comments along with final City of Whitefish review comments to finalize construction documents for bidding and construction. Bidding is currently scheduled for May or June and construction is anticipated to begin in September 2020.

Depot Park Phase III – The contract has been executed by all parties and a preconstruction meeting has been scheduled for April 13th. Knife River is expected to begin work later that week and the project will be completed by July 1st.

State Park Phase II – The contract has been executed by all parties and a preconstruction meeting will be scheduled with LHC soon. In lieu of a final public meeting, a detailed newsletter will be sent to residents and property owners letting them know what to expect during construction. The project will be completed in the fall of 2020.

REMINDERS AND OTHER INFORMATION

City Hall is closed to the public through April 10th. It is likely that this closure will be extended through April 30th. We continue to offer most of our services and will continue to have someone available to help answer your questions or direct your call through our main line at 406-863-2400, Monday thru Friday, 8 a.m. to 5 p.m., excluding holidays.

City Hall will be closed on April 10th for Good Friday, a City holiday.

NEXT COUNCIL MEETING

The next City Council meeting will be held remotely on Monday, April 20th. There will be no work sessions through the month of April. If these conditions continue past April 30th, we may consider holding work sessions remotely too.

Respectfully submitted,

Dana

Dana M. Smith, CPA
City Manager

Staff Report

To: Mayor Muhlfeld and City Councilors

From: Dana Smith, City Manager

Date: March 31, 2020

Re: Resolution 20-12 Relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), Consisting of $350,000 Subordinate Lien Taxable Series 2020A, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions Thereof.

Introduction/History

The Wastewater Treatment Plant Improvement Project entails complete reconstruction of the City's sewage treatment facility, which is required by the Montana Department of Environmental Quality in order to bring the WWTP into compliance with updated requirements for removal of ammonia, nitrogen and phosphorous. The project involves the replacement of the current lagoon system with a Sequencing Batch Reactor (SBR) Plant. This is an innovative type of wastewater treatment technology where multiple unit processes are contained within the same concrete basin, saving both space and cost. The equipment for the SBR was bid in the fall of 2018 and the City selected the AquaNereda (Nereda®) system. This technology will allow us to build smaller basins which are less than ⅓ the size of more traditional SBR basins, allowing for construction savings, reduced energy consumption, and more effective use of the land at the treatment plant site. Once the equipment procurement process was complete, the City was able to proceed with the final design for the wastewater plant improvements. Ultimately, plans were completed, and final approval was received from DEQ on October 16, 2019.

At the December 16, 2019 City Council meeting, the City Council awarded Swank Enterprises the construction contract for $20,370,000 after the project was publicly bid. Construction began shortly after in January 2020. The substantial completion date is August 6, 2021 with a final completion date of September 16, 2021. We anticipate final payments to be completed no later than December 31, 2021.

The project will be paid through five different funding sources. In addition to the anticipated financing of the project through the State's Revolving Fund Loan Program (SRF) and the cash contributions of about $4 million, the City was awarded three grants to help fund a portion of this project. The grants include $625,000 from the Treasure State Endowment Program (TSEP) and $125,000 from the Renewable Resource Grant and Loan Program (RRGL), and $270,000 from the Water Resources Development Act (WRDA).

Current Report

The Wastewater Treatment Plant Upgrade Project is currently underway. To work towards finalizing the financing portion of the project, staff has worked with the City's bond counsel, Dorsey & Whitney, on Resolution No. 20-12. We anticipate an initial draw and closing date of May 6, 2020, for the 2020A and 2020B Bonds. The final 2021C Bond is expected to be closed in early 2021 or when funding is needed. Other grant funding will be utilized first to limit the amount of interest due.

Financial Requirement

The maximum committed loan amount for the sewer revenue bond is $19,925,000. The loan will bear a total interest and surcharge rate of 2.50% payable over 20 years. The first payment date will be January 1, 2017, which is included in the FY2017 budget.

Net Revenues (annual operating revenues minus annual operating costs) currently meet the 110% coverage requirement. Therefore, no additional rate increases are needed to pay for this bond or project. Also, please be aware that the taxing powers of the City may not be used to pay principal of or interest on the bonds and no funds or property of the City other than the Net Revenues may be required to be used to pay principal of or interest on the bonds.

Recommendation

Staff respectfully recommends that the City Council approve Resolution No. 20-12 a resolution relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), Consisting of $350,000 Subordinate Lien Taxable Series 2020A, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions Thereof.

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Whitefish, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. 20-12, entitled: "RESOLUTION RELATING TO $19,925,000 SEWER SYSTEM REVENUE BONDS (DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM), CONSISTING OF $350,000 SUBORDINATE LIEN TAXABLE SERIES 2020A BOND, $10,000,000 SERIES 2020B BOND, AND $9,575,000 SERIES C BOND; AUTHORIZING THE ISSUANCE AND FIXING THE TERMS AND CONDITIONS THEREOF" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Council of the City at its regular meeting on April 6, 2020, and that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council members voted in favor thereof: _____ _____; voted against the same: _____ _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand officially this _____ day of April, 2020.

_____
Michelle Howke
City Clerk

SUPPLEMENTAL RESOLUTION

Relating to

$19,925,000
SEWER SYSTEM REVENUE BONDS
(DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM)
CONSISTING OF
$350,000 SUBORDINATE LIEN TAXABLE SERIES 2020A BOND,
$10,000,000 SERIES 2020B BOND, AND $9,575,000 SERIES C BOND

CITY OF WHITEFISH, MONTANA

Adopted: April 6, 2020

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(For convenience only, not a part of this Supplemental Resolution)

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RESOLUTION NO. _____

RESOLUTION RELATING TO $19,925,000 SEWER SYSTEM REVENUE BONDS (DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM), CONSISTING OF $350,000 SUBORDINATE LIEN TAXABLE SERIES 2020A BOND, $10,000,000 SERIES 2020B BOND, AND $9,575,000 SERIES C BOND; AUTHORIZING THE ISSUANCE AND FIXING THE TERMS AND CONDITIONS THEREOF

RECITALS:

WHEREAS, pursuant to the Water Pollution Control State Revolving Fund Act, Montana Code Annotated, Title 75, Chapter 5, Part 11, as amended (the "Act"), the State of Montana (the "State") has established a revolving loan program (the "Program") to be administered by the Department of Natural Resources and Conservation of the State of Montana, an agency of the State (the "DNRC"), and by the Department of Environmental Quality of the State of Montana, an agency of the State (the "DEQ"), and has provided that a water pollution control state revolving fund (the "Revolving Fund") be created within the state treasury and all federal, state and other funds for use in the Program be deposited into the Revolving Fund, including, but not limited to, all federal grants for capitalization of a state water pollution control revolving fund under the Federal Water Pollution Control Act (the "Clean Water Act"), all repayments of assistance awarded from the Revolving Fund, interest on investments made on money in the Revolving Fund and payments of principal of and interest on loans made from the Revolving Fund; and

WHEREAS, the Act provides that funds from the Program shall be disbursed and administered for the purposes set forth in the Clean Water Act and according to rules adopted by the DEQ and the DNRC; and

WHEREAS, the current EPA Capitalization Grant (as hereinafter defined) requires that loans under the Program funded in whole or in part by such grant in the aggregate and not on a loan-by-loan basis be structured in such a way that a percentage of the total proceeds of such grant be subject to loan forgiveness; and

WHEREAS, the City of Whitefish, Montana (the "Borrower") has applied to the DNRC for the WTPP ABC Loans (as hereinafter defined) from the Revolving Fund to enable the Borrower to finance, refinance or reimburse itself for the costs of the Wastewater Treatment Plant Project (as hereinafter defined), which will carry out the purposes of the Clean Water Act, to fund the Reserve Account to the Reserve Requirement, and to pay costs of issuance of the WTPP ABC Bonds (as hereinafter defined); and

WHEREAS, the DNRC offered to make loans in the total principal amount of $19,925,000 available to the Borrower, with one loan in the amount of $350,000 contemplated to be forgiven in the event the Borrower satisfies certain conditions; and

WHEREAS, the Borrower contemplates issuing bonds in three series, one a Series 2020A Bond in the maximum principal amount of $350,000 (the "Series 2020A Bond"), one a Series 2020B Bond in the maximum principal amount of $10,000,000 (the "Series 2020B Bond"), and

the third a Series C Bond in the maximum principal amount of $9,575,000 (the "Series C Bond"); and

WHEREAS, provided that the Borrower complies with certain conditions for principal forgiveness, the Borrower's obligation to repay the Series 2020A Bond will be forgiven; and

WHEREAS, the Borrower is authorized under applicable laws, ordinances and regulations to adopt this Supplemental Resolution and to issue the WTPP ABC Bonds (as hereinafter defined) to evidence the WTPP ABC Loans (as hereinafter defined) for the purposes set forth herein; and

WHEREAS, the DNRC will fund: (i) the 2020A Loan (as hereinafter defined) entirely from proceeds of the EPA Capitalization Grant, and (ii) the 2020B Loan and 2021C Loan (each, as hereinafter defined) in part, directly or indirectly, from proceeds of the EPA Capitalization Grant, in part, directly or indirectly, with proceeds of the State's General Obligation Bonds (Water Pollution Control State Revolving Fund Program), and in part, directly or indirectly, with Recycled Money (as hereinafter defined).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, AS FOLLOWS:

ARTICLE I

DEFINITIONS, RULES OF CONSTRUCTION AND APPENDICES

Section 1.1 Definitions. In this Supplemental Resolution, unless a different meaning clearly appears from the context, the following terms shall have the following meanings:

"Accountant" or "Accountants" means an independent certified public accountant or a firm of independent certified public accountants satisfactory to the DNRC.

"Acquisition and Construction Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.2 of the Original Resolution.

"Act" means Montana Code Annotated, Title 75, Chapter 5, Part 11, as amended from time to time.

"Administrative Expense Surcharge" means, (i) in respect of the 2020B Loan and the 2021C Loan, in any event, and (ii) in respect of the 2020A Loan, upon the delivery of a Noncompliance Statement as provided by this Supplemental Resolution, a surcharge equal to twenty-five hundredths of one percent (0.25%) per annum on the outstanding principal amount of the WTPP ABC Loans from the date of each advance thereof, payable by the Borrower on a Payment Date.

"Authorized DNRC Officer" means the Director of the DNRC or his or her designee.

"Bond Counsel" means any Counsel nationally recognized as experienced in matters relating to the issuance by states or political subdivisions of tax-exempt obligations selected by the Borrower and acceptable to the DNRC.

"Bonds" means the Series 2002 Bond, the Series 2008A Bond, the Series 2008B Bond, the Series 2010B Bond, the Series 2011B Bond, the Series 2011C Bond, the Series 2014 Bond, the Series 2014A Bond, the Series 2015 Bond, the Series 2016 Bond, the Series 2020B Bond, the Series C Bond, and any additional Bonds to be issued on a parity therewith pursuant to Article X of the Original Resolution, excluding Section 10.4 thereof. "Bonds" does not include the Series 2020A Bond.

"Borrower" means the City.

"Business Day" means any day which is not a Saturday or Sunday, a legal holiday in the State or a day on which banks in the State are authorized or required by law to close.

"City" means the City of Whitefish, Montana and its permitted successors or assigns hereunder.

"Clean Water Act" means the Federal Water Pollution Control Act, 33 U.S.C. §§ 1251-1387, as amended, and all regulations, rules and interpretations issued by the EPA thereunder.

"Closing" or "Closings" means the date of delivery of each of the Series 2020A Bond, the Series 2020B Bond and the Series C Bond to the DNRC. The City expects to deliver the Series 2020A Bond and Series 2020B Bond on the same Closing date, and to deliver the Series C Bond at a later Closing date, following the advance of the full principal amount of the 2020A Loan and the 2020B Loan.

"Code" means the Internal Revenue Code of 1986, as amended.

"Collateral Documents" means any security agreement, guaranty or other document or agreement delivered to the DNRC securing the obligations of the Borrower under this Supplemental Resolution and the WTPP ABC Bonds. If no Collateral Documents secure such obligations, any reference to Collateral Documents in this Supplemental Resolution shall be without effect.

"Council" means the City Council of the City of Whitefish, Montana.

"Committed Amount" means the aggregate amount of the WTPP ABC Loans committed to be lent by the DNRC to the Borrower pursuant to Section 4.1 of this Supplemental Resolution, as such amount may be reduced pursuant to Sections 3.2 and 3.4 of this Supplemental Resolution.

"Compliance Certificate and Request" means the certificate and request substantially in the form of the attached Appendix D delivered by the DNRC to the Borrower following the final advance of principal of the 2020A Loan, to be completed, executed and delivered by the Borrower to the DNRC pursuant to Section 5.1.2 of this Supplemental Resolution.

"Consultant" means a nationally recognized consultant or firm of consultants, or an independent engineer or firm of independent engineers, or an Accountant, which in any case is qualified and has skill and experience in the preparation of financial feasibility studies or projections for facilities similar to the System or the applicable Project, selected by the Borrower and satisfactory to the DNRC.

"Counsel" means an attorney duly admitted to practice law before the highest court of any state and satisfactory to the DNRC.

"Debt" means, without duplication, in respect of the System, (1) indebtedness of the Borrower for borrowed money or for the deferred purchase price of property or services; (2) the obligation of the Borrower as lessee under leases which should be recorded as capital leases under generally accepted accounting principles; and (3) obligations of the Borrower under direct or indirect guarantees in respect of, and obligations (contingent or otherwise) to purchase or otherwise acquire, or otherwise to assure a creditor against loss in respect of, indebtedness or obligations of others of the kinds referred to in clause (1) or (2) above.

"DEQ" means the Department of Environmental Quality of the State of Montana, an agency of the State, or any successor to its powers, duties and obligations under the Act or the EPA Agreements.

"Determination Statement" means a Forgiveness Statement or a Noncompliance Statement.

"DNRC" means the Department of Natural Resources and Conservation of the State of Montana, an agency of the State, and any successor to its powers, duties and obligations under the State Act.

"Enabling Act" means Montana Code Annotated, Title 7, Chapter 7, Parts 44 and 45, as heretofore and hereafter amended or supplemented.

"EPA" means the Environmental Protection Agency, an agency of the United States of America, and any successor to its functions under the Clean Water Act.

"EPA Agreements" means all capitalization grant agreements and other written agreements between the DEQ, the DNRC and the EPA concerning the Program.

"EPA Capitalization Grant" means a grant of funds to the State by the EPA under Title VI of the Clean Water Act and any grant made available by the EPA for deposit in the Revolving Fund pursuant to Section 205(m) of the Clean Water Act.

"Estimated Completion Date" means December 31, 2021 the date by which it is estimated by the Borrower that the Wastewater Treatment Plant Project will be substantially completed.

"Forgiveness Statement" means a written statement delivered to the Borrower by the DNRC in response to a Compliance Certificate and Request that the Borrower's obligation to repay the principal of the Series 2020A Bond is forgiven.

"Fund" means the Sewer System Fund established pursuant to Section 11.1 of the Original Resolution.

"Governmental Unit" means governmental unit as such term is used in Section 145(a) of the Code.

"Indenture" means the Indenture of Trust, dated as of June 1, 1991, between the Board of Examiners of the State and the Trustee, as such may be supplemented or amended from time to time in accordance with the provisions thereof, pursuant to which, among other things, the State Bonds are to be or have been issued.

"Loan Loss Reserve Surcharge" means, (i) in respect of the 2020B Loan and 2021C Loan, in any event, and (ii) in respect of the 2020A Loan, upon the delivery of a Noncompliance Statement as provided by this Supplemental Resolution, a surcharge equal to twenty-five hundredths of one percent (0.25%) per annum on the outstanding principal amount of the WTPP ABC Loans from the date of each advance thereof, payable by the Borrower on a Payment Date.

"Loan Repayments" means periodic installments of principal and interest by Borrower in repayment of the Series 2020B Bond and Series C Bond, and, if the DNRC delivers a Noncompliance Statement, of the Series 2020A Bond, at the rates and times specified in Article V.

"Net Revenues" means the entire amount of the gross revenues of the System (as described in Section 11.1 of the Original Resolution) remaining upon each such monthly apportionment, after crediting to the Operating Account the amount required by the Resolution, including sums required to maintain the Operating Reserve in the minimum amount required by Section 11.3 of the Original Resolution.

"Noncompliance Statement" means a written statement delivered to the Borrower by the DNRC that the Borrower's obligation to repay the principal of the Series 2020A Bond is not forgiven.

"Operating Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.3 of the Original Resolution.

"Opinion of Bond Counsel" means a written opinion of Bond Counsel.

"Original Resolution" means Resolution No. 02-52, adopted by the Council on October 7, 2002.

"Payment Date" means, with respect the 2020B Loan and the 2021C Loan, each January 1 and July 1 during the term of the 2020B Loan and the 2021C Loan on which a payment of interest or principal and interest is due, as determined under this Supplemental Resolution, and, if a Noncompliance Statement is delivered with respect to the 2020A Loan, each January 1 and July 1 during the term of the 2020A Loan on which a payment of interest or principal and interest is due, as determined under this Supplemental Resolution.

"Person" means any Private Person or Public Entity.

"Private Person" means an individual, corporation, partnership, association, joint venture, joint stock company or unincorporated organization, except a Public Entity.

"Program" means the Water Pollution Control State Revolving Fund Program established by the State Act.

"Project" means an improvement, betterment, reconstruction or extension of the System, including the Wastewater Treatment Plant Project.

"Public Entity" means a State agency, city, town, county, irrigation district, drainage district, county water and sewer district, a soil conservation district, political or administrative subdivision of State government or other public body established by State law or an Indian tribe that has a federally recognized governing body carrying out substantial governmental duties and powers over any area.

"Recycled Money" means payments and prepayments of principal of loans made under the Program, and any other amounts transferred to the Principal Subaccount in the Revenue Subaccount in the State Allocation Account (as such terms are defined in the Indenture).

"Registrar" means, with respect to the WTPP ABC Bonds, the City Finance Director or any successor appointed pursuant to this Supplemental Resolution, and, with respect to any other series of Bonds, the Person or Persons designated by or pursuant to the Resolution or a Supplemental Resolution to receive and disburse the principal of, premium, if any, and interest on the Bonds on behalf of the Borrower and to hold and maintain the Bond Register.

"Regulations" means the Treasury Department, Income Tax Regulations, as amended or any successor regulation thereto, promulgated under the Code or otherwise applicable to the WTPP ABC Bonds.

"Replacement and Depreciation Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.6 of the Original Resolution.

"Reserve Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.5 of the Original Resolution.

"Reserve Requirement" means, as of the date of calculation, an amount equal to one-half the sum of the highest amount of principal and interest payable on all outstanding Bonds in any one future fiscal year (giving effect to mandatory sinking fund redemption, if any).

"Resolution" means the Original Resolution, as amended and supplemented by Resolution Nos. 08-59, 10-01, 11-20, 12-37, 14-04, 14-53, 15-51 and 16-25, adopted by the Council on December 1, 2008, January 4, 2010, April 4, 2011, November 5, 2012, February 18, 2014, November 3, 2014, December 7, 2015 and June 20, 2016, respectively; as further amended and supplemented by this Supplemental Resolution; and as it may be further amended and supplemented.

"Revenue Bond Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.4 of the Original Resolution.

"Revolving Fund" shall have the meaning set forth in the recitals hereof.

"Series 2002 Bond" means the Borrower's First Amended and Restated Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2002, issued to the DNRC pursuant to the Original Resolution.

"Series 2008A Bond" means the Borrower's First Amended and Restated Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2008A, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2008B Bond" means the Borrower's First Amended and Restated Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2008B, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2010B Bond" means the Borrower's Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2010B, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2011B Bond" means the Borrower's First Amended and Restated Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2011B, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2011C Bond" means the Borrower's First Amended and Restated Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2011C, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2014 Bond" means the Borrower's Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2014, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2014A Bond" means the Borrower's Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2014A, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2015 Bond" means the Borrower's Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2015, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2016 Bond" means the Borrower's Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Taxable Series 2016, issued to the DNRC pursuant to the Resolution as then in effect.

"Series 2020A Bond" means the $350,000 Subordinate Lien Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Taxable Series 2020A, issued to the DNRC to evidence the 2020A Loan.

"Series 2020B Bond" means the $10,000,000 Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2020B, issued to the DNRC to evidence the 2020B Loan.

"Series C Bond" means the $9,575,000 Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 20__C, to be issued to the DNRC to evidence the 2021C Loan. The series designation for the Series C Bond shall be completed with the calendar year in which the Series C Bond is issued, expected to be 2021.

"Sewer System Fund" means the fund created by Section 11.1 of the Original Resolution.

"State" means the State of Montana.

"State Bonds" means the State's General Obligation Bonds (Water Pollution Control State Revolving Fund Program), issued or to be issued pursuant to the Indenture.

"Subordinate Obligations" means the Series 2020A Bond and any other subordinate obligations issued under Section 10.4 of the Original Resolution.

"Supplemental Resolution" means this Resolution No. 20-12 of the Borrower adopted on April 6, 2020.

"Surplus Account" means the account created in the Sewer System Fund established pursuant to Sections 11.1 and 11.7 of the Original Resolution.

"Surplus Net Revenues" means that portion of the Net Revenues in excess of the current requirements of the Operating Account, the Revenue Bond Account and the Reserve Account.

"System" means the existing sewer system of the Borrower and all extensions, improvements and betterments thereof hereafter constructed and acquired, including, without limitation, the Wastewater Treatment Plant Project.

"Trustee" means U.S. Bank National Association, in Seattle, Washington, or any successor trustee under the Indenture.

"2020A Committed Amount" means the amount of the 2020A Loan committed to be lent by the DNRC to the Borrower pursuant to Section 4.1 of this Supplemental Resolution, as such amount may be reduced pursuant to Section 3.2 and Section 3.4 of this Supplemental Resolution.

"2020A Loan" means the loan made to the Borrower by the DNRC pursuant to the Program in the maximum amount of the 2020A Committed Amount to provide funds to pay a portion of the costs of the Wastewater Treatment Plant Project payable under the Program.

"2020B Committed Amount" means the amount of the 2020B Loan committed to be lent by the DNRC to the Borrower pursuant to Section 4.1 of this Supplemental Resolution, as such amount may be reduced pursuant to Section 3.2 and Section 3.4 of this Supplemental Resolution.

"2020B First Advance" means the first advance of funds of the WTPP ABC Loans from the proceeds of the 2020B Loan by the DNRC to the Borrower in an amount of at least $50,001.

"2020B Loan" means the loan made to the Borrower by the DNRC pursuant to the Program in the maximum amount of the 2020B Committed Amount to provide funds to pay a portion of the costs of the Wastewater Treatment Plant Project payable under the Program, to fund deposits to the Reserve Account, and to pay a portion of the costs of issuance of the WTPP ABC Bonds.

"2021C Committed Amount" means the amount of the 2021C Loan committed to be lent by the DNRC to the Borrower pursuant to Section 4.1 of this Supplemental Resolution, as such amount may be reduced pursuant to Section 3.2 and Section 3.4 of this Supplemental Resolution.

"2021C First Advance" means the first advance of funds of the 2021C Loan by the DNRC to the Borrower in an amount of at least $50,001, to occur simultaneously with Closing on the Series C Bond.

"2021C Loan" means the loan made to the Borrower by the DNRC pursuant to the Program in the maximum amount of the 2021C Committed Amount to provide funds to pay a portion of the costs of the Wastewater Treatment Plant Project payable under the Program, to fund deposits to the Reserve Account, and to pay a portion of the costs of issuance of the WTPP ABC Bonds.

"Undisbursed Committed Amount" means any undisbursed Committed Amount which is not required to pay costs of the Wastewater Treatment Plant Project as provided in Section 3.4 of this Supplemental Resolution.

"Wastewater Treatment Plant Project" means the designing, engineering, and construction of the facilities, improvements and activities financed, refinanced or the cost of which is being financed by or reimbursed to the Borrower with proceeds of the WTPP ABC Loans, described in Appendix A hereto.

"WTPP ABC Bonds" means, collectively, the Series 2020A Bond, the Series 2020B Bond, and the Series C Bond.

"WTPP ABC Loans" or "Loan" means, collectively, the 2020A Loan, 2020B Loan, and the 2021C Loan made to the Borrower by the DNRC pursuant to the Program in the maximum amount of the Committed Amount to provide funds to pay a portion of the costs of the Wastewater Treatment Plant Project, to fund the Reserve Account to the Reserve Requirement, and to pay costs of issuance of the WTPP ABC Bonds.

Section 1.2 Other Rules of Construction. For all purposes of this Supplemental Resolution, except where the context clearly indicates otherwise:

(a) All accounting terms not otherwise defined herein have the meanings assigned to them in accordance with generally accepted government accounting standards.

(b) Terms in the singular include the plural and vice versa.

(c) All references to time shall refer to Helena, Montana time, unless otherwise provided herein.

(d) All references to mail shall refer to first-class mail postage prepaid.

(e) Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders.

(f) "Or" is not exclusive, but is intended to permit or encompass one, more or all of the alternatives conjoined.

Section 1.3 Appendices. Attached to this Supplemental Resolution and hereby made a part hereof are the following Appendices:

Appendix A: a description of the Wastewater Treatment Plant Project and estimated budget for the Wastewater Treatment Plant Project;

Appendix B-1: the form of the Series 2020A Bond;

Appendix B-2: the form of the Series 2020B Bond;

Appendix B-3: the form of the Series C Bond;

Appendix C: additional agreements and representations of the Borrower; and

Appendix D: Compliance Certificate and Request.

ARTICLE II

AUTHORIZATION, FINDINGS, REPRESENTATIONS AND COVENANTS

Section 2.1 Authorization and Findings.

(a) Authorization. Under the provisions of the Enabling Act, the Borrower is authorized to issue and sell its revenue bonds payable during a term not exceeding forty years from their date of issue, to provide funds for the reconstruction, improvement, betterment and extension of the System or to refund its revenue bonds issued for such purpose; provided that the bonds and the interest thereon are to be payable solely out of the net income and revenues to be derived from rates, fees and charges for the services, facilities and commodities furnished by the undertaking, and are not to create any obligation for the payment of which taxes may be levied except to pay for services provided by the undertaking to the Borrower.

(b) The System. The Borrower, pursuant to the Enabling Act and other laws of the State, has established and presently owns and operates the System.

(c) The Wastewater Treatment Plant Project. After investigation of the facts and as authorized by the Enabling Act, this Council has determined it to be necessary and desirable and

in the best interests of the Borrower to acquire and construct the Wastewater Treatment Plant Project.

(d) Outstanding Bonds. Pursuant to the Enabling Act and the Resolution, the Borrower has issued and has outstanding its Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond and Series 2016 Bond, each of which is a Bond payable from Net Revenues of the System. No other bonds or indebtedness are outstanding that are payable from or secured by revenues of the System.

(e) Additional Bonds. The Borrower reserved the right under Section 10.3 of the Original Resolution, as amended, to issue additional Bonds payable from the Revenue Bond Account of the Fund on a parity as to both principal and interest with the outstanding Bonds, if the Net Revenues of the System for the last complete fiscal year preceding the date of issuance of such additional Bonds have equaled at least 110% of the maximum amount of principal and interest payable from the Revenue Bond Account in any subsequent fiscal year during the term of the outstanding Bonds, on all Bonds then outstanding and on the additional Bonds proposed to be issued. For the purpose of the foregoing computation, the Net Revenues for the fiscal year preceding the issuance of the additional Bonds shall be those shown by the financial reports caused to be prepared by the Borrower pursuant to the Original Resolution, except that if the rates and charges for services provided by the System or finally authorized to go into effect within 60 days after the issuance of the additional Bonds have been changed since the beginning of such preceding fiscal year, then the rates and charges in effect at the time of issuance of the additional Bonds shall be applied to the quantities of service actually rendered and made available during such preceding fiscal year to ascertain the gross revenues, from which there shall be deducted to determine the Net Revenues, the actual operation and maintenance cost plus any additional annual costs of operation and maintenance the Consultant estimates will be incurred because of the improvement or extension of the System to be constructed from the proceeds of the additional Bonds proposed to be issued. In no event shall any additional Bonds be issued and made payable from the Revenue Bond Account if the Borrower is then in default in any payment of principal of or interest on any outstanding Bonds payable therefrom, or if there then exists any deficiency in the balances required by the Original Resolution to be maintained in any of the accounts of the Fund, which will not be cured or restored upon the issuance of the additional Bonds. It is hereby determined that the Borrower is authorized to issue $19,575,000 in aggregate principal amount of additional Bonds pursuant to Section 10.3 of the Original Resolution, as amended, payable from and secured by the Net Revenues on a parity with the outstanding Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond and Series 2016 Bond, and the Mayor, City Manager and City Clerk are authorized and directed to sign a certificate confirming such determination.

For purposes of the foregoing computations, principal of and interest on the 2020A Loan are disregarded. The Borrower acknowledges and agrees that if a Noncompliance Certificate is delivered, then principal and interest and surcharges will become due and owing on the Series 2020A Bond as provided in Section 5.1 of this Supplemental Resolution, and the Borrower shall thereupon, and in any event no later than three (3) months after delivery of a Noncompliance Statement, to the extent required by Section 6.7 of the Original Resolution, as amended, adjust its

schedule of fees, rates, and charges applicable to the System to cause Net Revenues and Surplus Net Revenues to be produced in an amount at least equal to that required by this Supplemental Resolution.

Section 2.2 Representations. The Borrower represents as follows:

(a) Organization and Authority. The Borrower:

(1) is duly organized and validly existing as a municipal corporation and political subdivision of the State;

(2) has all requisite power and authority and all necessary licenses and permits required as of the date hereof to own and operate the System and to carry on its current activities with respect to the System, to adopt this Supplemental Resolution and to enter into the Collateral Documents and to issue the WTPP ABC Bonds and to carry out and consummate all transactions contemplated by this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents;

(3) is a Governmental Unit and a Public Entity; and

(4) has taken all proper action to authorize the execution, delivery and performance of its obligations under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents and the incurrence of the Debt evidenced by the WTPP ABC Bonds in the maximum amount of the Committed Amount.

(b) Litigation. There is no litigation or proceeding pending, or to the knowledge of the Borrower threatened, against or affecting the Borrower in any court or before or by any governmental authority or arbitration board or tribunal that, if adversely determined, would materially and adversely affect the existence, corporate or otherwise, of the Borrower, or the ability of the Borrower to make all payments and otherwise perform its obligations under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents, or the financial condition of the Borrower, or the transactions contemplated by this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents or the validity and enforceability of this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents. No referendum petition has been filed with respect to any resolution or other action of the Borrower relating to the Wastewater Treatment Plant Project, the WTPP ABC Bonds or any Collateral Documents and the period for filing any such petition will have expired before issuance of the WTPP ABC Bonds.

(c) Borrowing Legal and Authorized. The adoption of this Supplemental Resolution, the execution and delivery of the WTPP ABC Bonds and the Collateral Documents and the consummation of the transactions provided for in this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents and compliance by the Borrower with the provisions of this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents:

(1) are within the powers of the Borrower and have been duly authorized by all necessary action on the part of the Borrower; and

(2) do not and will not result in any breach of any of the terms, conditions or provisions of, or constitute a default under, or result in the creation or imposition of any lien, charge or encumbrance upon any property or assets of the Borrower pursuant to any ordinance, resolution, indenture, loan agreement or other agreement or instrument (other than this Supplemental Resolution and any Collateral Documents) to which the Borrower is a party or by which the Borrower or its property may be bound, nor will such action result in any violation of the provisions of any charter or similar document, if applicable, any laws, ordinances, governmental rules or regulations or court or other governmental orders to which the Borrower, its properties or operations are subject.

(d) No Defaults. No event has occurred and no condition exists that, upon execution and delivery of the WTPP ABC Bonds and the Collateral Documents, would constitute a default under this Supplemental Resolution or the Collateral Documents. The Borrower is not in violation of any term of any agreement, bond resolution, trust indenture, charter or other instrument to which it is a party or by which it or its property may be bound which violation would materially and adversely affect the transactions contemplated hereby or the compliance by the Borrower with the terms hereof or of the WTPP ABC Bonds and the Collateral Documents.

(e) Governmental Consent. The Borrower has obtained or made all permits, findings and approvals required to the date of adoption of this Supplemental Resolution by any governmental body or officer for the making and performance by the Borrower of its obligations under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents (including any necessary sewer rate increase) or for the Wastewater Treatment Plant Project, the financing or refinancing thereof or the reimbursement of the Borrower for costs thereof. No consent, approval or authorization of, or filing, registration or qualification with, any governmental authority (other than those, if any, already obtained) is required on the part of the Borrower as a condition to adopting this Supplemental Resolution, issuing the WTPP ABC Bonds or entering into the Collateral Documents and the performance of the Borrower's obligations hereunder and thereunder.

(f) Binding Obligation. This Supplemental Resolution, the WTPP ABC Bonds and any Collateral Documents to which the Borrower is a party are the valid and binding special, limited obligations and agreements of the Borrower, enforceable against the Borrower in accordance with their terms, except to the extent that the enforceability thereof may be limited by laws relating to bankruptcy, moratorium, reorganization, insolvency or similar laws affecting creditors' rights and general principles of equity.

(g) The Wastewater Treatment Plant Project. The Wastewater Treatment Plant Project consists and will consist of the facilities, improvements and activities described in Appendix A, as such Appendix A may be amended from time to time in accordance with Article III of this Supplemental Resolution.

(h) Full Disclosure. There is no fact that the Borrower has not specifically disclosed in writing to the DNRC that materially and adversely affects or (so far as the Borrower can now foresee), except for pending or proposed legislation or regulations that are a matter of general public information, that will materially and adversely affect the properties, operations and finances of the System, the Borrower's status as a Public Entity and Governmental Unit, its ability to own

and operate the System in the manner currently operated or the Borrower's ability to perform its obligations under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents and to pledge any revenues or other property pledged to the payment of the WTPP ABC Bonds.

(i) Compliance With Law. The Borrower:

(1) is in compliance with all laws, ordinances, governmental rules and regulations and court or other governmental orders, judgments and decrees to which it is subject and which are material to the properties, operations and finances of the System or its status as a Public Entity and Governmental Unit; and

(2) has obtained all licenses, permits, franchises or other governmental authorizations necessary to the ownership of the System and the operation thereof and agrees to obtain all such licenses, permits, franchises or other governmental authorizations as may be required in the future for the System and the operation thereof, which failure to obtain might materially and adversely affect the ability of the Borrower to conduct the operation of the System as presently conducted or the condition (financial or otherwise) of the System or the Borrower's ability to perform its obligations under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents.

Section 2.3 Covenants.

(a) Insurance. In addition to the requirements of Section 2.2 of the Original Resolution, the Borrower at all times shall keep and maintain with respect to the System property and casualty insurance and liability insurance with financially sound and reputable insurers, or self-insurance as authorized by State law, against such risks and in such amounts, and with such deductible provisions, as are customary in the State in the case of entities of the same size and type as the Borrower and similarly situated and shall carry and maintain, or cause to be carried and maintained, and pay or cause to be paid timely the premiums for all such insurance. All such insurance policies shall name the DNRC as an additional insured to the extent permitted under the policy or program of insurance of the Borrower. Each policy must provide that it cannot be cancelled by the insurer without giving the Borrower and the DNRC 30 days' prior written notice. The Borrower shall give the DNRC prompt notice of each insurance policy it obtains or maintains to comply with this Section 2.3(a) and of each renewal, replacement, change in coverage or deductible under or amount of or cancellation of each such insurance policy and the amount and coverage and deductibles and carrier of each new or replacement policy. Such notice shall specifically note any adverse change as being an adverse change. The Borrower shall deliver to the DNRC at Closing a certificate providing the information required by this Section 2.3(a).

(b) Right of Inspection and Notice of Change of Location. The DNRC, the DEQ and the EPA and their designated agents shall have the right at all reasonable times during normal business hours and upon reasonable notice to enter into and upon the property of the Borrower for the purpose of inspecting the System or any or all books and records of the Borrower relating to the System.

(c) Further Assurance. The Borrower shall execute and deliver to the DNRC all such documents and instruments and do all such other acts and things as may be necessary or required by the DNRC to enable the DNRC to exercise and enforce its rights under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents and to realize thereon, and record and file and re-record and refile all such documents and instruments, at such time or times, in such manner and at such place or places, all as may be necessary or required by the DNRC to validate, preserve and protect the position of the DNRC under this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents.

(d) Maintenance of Security, if Any; Recordation of Interest.

(1) The Borrower shall, at its expense, take all necessary action to maintain and preserve the lien and security interest of this Supplemental Resolution and the Collateral Documents so long as any amount is owing under this Supplemental Resolution or the WTPP ABC Bonds;

(2) The Borrower shall forthwith, after the execution and delivery of the WTPP ABC Bonds and thereafter from time to time, cause this Supplemental Resolution and any Collateral Documents granting a security interest in revenues or real or personal property and any financing statements or other notices or documents relating thereto to be filed, registered and recorded in such manner and in such places as may be required by law in order to perfect and protect fully the lien and security interest hereof and thereof and the security interest in them granted by this Supplemental Resolution and, from time to time, shall perform or cause to be performed any other act required by law, including executing or causing to be executed any and all required continuation statements and shall execute or cause to be executed any further instruments that may be requested by the DNRC for such perfection and protection; and

(3) Except to the extent it is exempt therefrom, the Borrower shall pay or cause to be paid all filing, registration and recording fees incident to such filing, registration and recording, and all expenses incident to the preparation, execution and acknowledgment of the documents described in subparagraph (2), and all federal or state fees and other similar fees, duties, imposts, assessments and charges arising out of or in connection with the execution and delivery of the WTPP ABC Bonds and the Collateral Documents and the documents described in subparagraph (2).

(e) Additional Agreements. The Borrower covenants to comply with all representations, covenants, conditions and agreements, if any, set forth in Appendix C hereto.

(f) Financial Information. This Section 2.3(f) supplements, and is not intended to limit, the requirements in Section 2.2(f) of the Original Resolution, as amended. The Borrower agrees that for each fiscal year it shall furnish to the DNRC and the DEQ, promptly when available:

(1) the preliminary budget for the System, with items for the Wastewater Treatment Plant Project shown separately; and

(2) when adopted, the final budget for the System, with items for the Wastewater Treatment Plant Project shown separately.

(g) Project Accounts. The Borrower shall maintain Wastewater Treatment Plant Project accounts in accordance with generally accepted government accounting standards, and as separate accounts, as required by Section 602(b)(9) of the Clean Water Act.

(h) Records. After reasonable notice from the EPA or the DNRC, the Borrower shall make available to the EPA or the DNRC such records as the EPA or the DNRC reasonably requires to review and determine compliance with the Clean Water Act, as provided in Section 606(e) of the Clean Water Act.

(i) Compliance with Clean Water Act. The Borrower has complied and shall comply with all conditions and requirements of the Clean Water Act pertaining to the WTPP ABC Loans and the Wastewater Treatment Plant Project.

(j) Program Covenant. The Borrower agrees that neither it nor any "related person" to the Borrower (within the meaning of Section 147(a)(2) of the Code) shall, whether pursuant to a formal or informal arrangement, acquire bonds issued by the State under the Indenture in an amount related to the amount of the WTPP ABC Bonds.

Section 2.4 Covenants Relating to the Tax-Exempt Status of the State Bonds.

(a) The Borrower covenants and agrees that it will not use or permit to be used any of the proceeds of the WTPP ABC Bonds or any other funds of the Borrower in respect of the Wastewater Treatment Plant Project or the WTPP ABC Bonds, directly or indirectly, in a manner that would cause, or take any other action that would cause, any State Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code or would otherwise cause the interest on the State Bonds to be included in gross income for purposes of federal income taxation.

(b) The Borrower agrees that it will not enter into, or allow any "related person" (as defined in Section 147(a)(2) of the Code) to enter into, any arrangement, formal or informal, for the purchase of the State Bonds or any other obligations of the DNRC in an amount related to the amount of the WTPP ABC Loans or the portion of the WTPP ABC Loans derived directly or indirectly from proceeds of the State Bonds or that would otherwise cause any State Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code.

(c) The Borrower shall not use or permit the use of the Wastewater Treatment Plant Project directly or indirectly in any trade or business carried on by any Person who is not a Governmental Unit. For the purpose of this subparagraph, use as a member of the general public (within the meaning of the Regulations) shall not be taken into account and any activity carried on by a Person other than a natural person shall be treated as a trade or business.

(d) Any portion of the Wastewater Treatment Plant Project being refinanced or the cost of which is being reimbursed was acquired by and is now and shall, during the term of the WTPP ABC Loans, be owned by the Borrower and not by any other Person. Any portion of the Wastewater Treatment Plant Project being financed shall be acquired by and shall, during the term

of the WTPP ABC Loans, be owned by the Borrower and not by any other Person. Notwithstanding the previous two sentences, the Borrower may transfer the Wastewater Treatment Plant Project or a portion thereof to another Governmental Unit which is also a Public Entity if such transfer is otherwise permitted under the Resolution and if such organization agrees with the DNRC to comply with Section 2.3(h), Section 2.3(i) and Section 2.4 of this Supplemental Resolution and if the DNRC receives an Opinion of Bond Counsel that such transfer will not violate the Act or the Clean Water Act or adversely affect the exclusion of interest on the State Bonds from gross income or purposes of federal income taxation. In addition, except as otherwise provided in the Resolution or in any Collateral Documents, the Borrower may sell or otherwise dispose of any portion of the Wastewater Treatment Plant Project which has become obsolete or outmoded or is being replaced or for other reasons is not needed by the Borrower or beneficial to the general public or necessary to carry out the purposes of the Clean Water Act.

(e) At the Closing of the WTPP ABC Loans, the DNRC will, if necessary to obtain the Opinion of Bond Counsel described in Section 7.05(a) of the Indenture, deliver to the Borrower instructions concerning compliance by the Borrower with the arbitrage rebate requirements of Section 148 of the Code (the "Arbitrage Rebate Instructions"). The Borrower shall comply with the Arbitrage Rebate Instructions, if any, delivered to it by the DNRC at Closing, as such Instructions may be amended or replaced by the DNRC from time to time. The Arbitrage Rebate Instructions may be amended or replaced by new Arbitrage Rebate Instructions delivered by the DNRC and accompanied by an Opinion of Bond Counsel to the effect that the use of said amended or new Arbitrage Rebate Instructions will not adversely affect the excludability of interest on the State Bonds or any Additional State Bonds (except State Bonds the interest on which the State did not intend to be excluded from gross income for federal income tax purposes) from gross income of the recipients thereof for federal income tax purposes.

(f) The Borrower agrees that during the term of the WTPP ABC Loans it will not contract with or permit any Private Person to manage the Wastewater Treatment Plant Project or any portion thereof except according to a written management contract and upon delivery to the DNRC of an Opinion of Bond Counsel to the effect that the execution and delivery of such management contract will not violate the Act or the Clean Water Act or adversely affect the exclusion of interest on State Bonds from gross income or purposes of federal income taxation.

(g) The Borrower may not lease the Wastewater Treatment Plant Project or any portion thereof to any Person other than a Nonexempt Person which agrees in writing with the Borrower and the State not to cause any default to occur under the Resolution; provided the Borrower may lease all or any portion of the Wastewater Treatment Plant Project to a Nonexempt Person pursuant to a lease which in the Opinion of Bond Counsel delivered to the DNRC will not cause the interest on the State Bonds to be included in gross income for purposes of federal income taxation.

(h) The Borrower shall not change the use or nature of the Wastewater Treatment Plant Project if (i) such change will violate the Clean Water Act, or (ii) so long as the State Bonds are outstanding unless, in the Opinion of Bond Counsel delivered to the DNRC, such change will not result in the inclusion in gross income of interest on the State Bonds for federal income tax purposes.

(i) In the event the State Bonds are refunded by bonds which are not State Bonds, all references in this Supplemental Resolution to State Bonds shall be deemed to refer to such refunding bonds (together, the "Refunding Bonds") or, in the case of a crossover refunding, to the State Bonds and the Refunding Bonds. In the event the State Bonds are refunded by an issue of Additional State Bonds, all references in the Resolution to the State Bonds shall be deemed to refer to such Additional State Bonds or, in the case of a crossover refunding, both the State Bonds and such Additional State Bonds.

Section 2.5 Maintenance of System; Liens. The Borrower shall maintain the System, including the Wastewater Treatment Plant Project, in good condition and make all necessary renewals, replacements, additions, betterments and improvements thereto. The Borrower shall not grant or permit to exist any lien on the Wastewater Treatment Plant Project or any other property making up part of the System, other than liens securing Debt where a parity or senior lien secures the WTPP ABC Bonds; provided that this Section 2.5 shall not be deemed to be violated if a mechanic's or contractor's lien is filed against any such property so long as the Borrower uses its best efforts to obtain the discharge of such lien and promptly reports to the DNRC the filing of such lien and the steps it plans to take and does take to discharge of such lien.

Section 2.6 Maintenance of Existence; Merger, Consolidation, Etc.; Disposition of Assets. The Borrower shall maintain its corporate existence, except that it may consolidate with or merge into another Governmental Unit or permit one or more Governmental Units to consolidate with or merge into it or may transfer all or substantially all of its assets to another Governmental Unit and then dissolve if the surviving, resulting or transferee entity (if other than the Borrower) (i) is a Public Entity and (ii) assumes in writing all of the obligations of the Borrower under the Resolution, the WTPP ABC Bonds and the Collateral Documents, and (a) such action does not result in any default in the performance or observance of any of the terms, covenants or agreements of the Borrower under the Resolution, the WTPP ABC Bonds and the Collateral Documents, (b) such action does not violate the Act or the Clean Water Act and does not adversely affect the exclusion of interest on the WTPP ABC Bonds or the State Bonds from gross income for federal income tax purposes and (c) the Borrower delivers to the DNRC on the date of such action an Opinion of Bond Counsel that such action complies with this Section 2.6.

Other than pursuant to the preceding paragraph, the Borrower shall not transfer the System or any portion thereof to any other Person, except for property which is obsolete, outmoded, worn out, is being replaced or otherwise is not needed for the operation of the System, unless the provisions of (a) and (b) of the preceding paragraph are satisfied and the Borrower delivers to the DNRC an Opinion of Bond Counsel to that effect and, in addition, the DNRC consents to such transfer.

ARTICLE III

USE OF PROCEEDS; THE WASTEWATER TREATMENT PLANT PROJECT

Section 3.1 Use of Proceeds. The Borrower shall apply the proceeds of the WTPP ABC Loans from the DNRC solely as follows:

(a) The Borrower shall apply the proceeds of the WTPP ABC Loans solely to the financing, refinancing or reimbursement of costs of the Wastewater Treatment Plant Project, to fund deposits to the Reserve Account, and to pay costs of issuance of the WTPP ABC Bonds as set forth in Appendix A hereto and this Section 3.1. The WTPP ABC Loans will be disbursed in accordance with ARTICLE IV hereof and Article VII of the Indenture. If the Wastewater Treatment Plant Project has not been completed prior to Closing, the Borrower shall, as quickly as reasonably possible, complete the Wastewater Treatment Plant Project and expend proceeds of the WTPP ABC Loans to pay costs of completing the Wastewater Treatment Plant Project.

(b) No portion of the proceeds of the WTPP ABC Loans shall be used to reimburse the Borrower for costs paid prior to the date of adoption of this Supplemental Resolution of a Project the construction or acquisition of which occurred or began earlier than March 7, 1985. In addition, if any proceeds of the WTPP ABC Loans are to be used to reimburse the Borrower for costs of the Wastewater Treatment Plant Project paid prior to the date of adoption of this Supplemental Resolution, the Borrower shall have complied with Section 1.150-2 of the Regulations in respect of such costs.

(c) Any Debt to be refinanced with proceeds of the WTPP ABC Loans was incurred after March 7, 1985, or with respect to a Project the construction or acquisition of which began after March 7, 1985. No proceeds of the WTPP ABC Loans shall be used for the purpose of refinancing an obligation the interest on which is exempt from federal income tax or excludable from gross income for purposes of federal income taxation unless the DNRC has received an Opinion of Bond Counsel, satisfactory to it, to the effect that such refinancing will not adversely affect the exclusion of interest on the State Bonds from gross income for purposes of federal income taxation.

Section 3.2 The Wastewater Treatment Plant Project. Set forth in Appendix A to this Supplemental Resolution is a description of the Wastewater Treatment Plant Project, which describes the property which has been or is to be acquired, installed, constructed or improved and the other activities, if any to be funded from the WTPP ABC Loans (the Wastewater Treatment Plant Project may consist of more than one facility or activity), and an estimated budget relating to the Wastewater Treatment Plant Project. The Wastewater Treatment Plant Project may be changed and the description thereof in Appendix A may be amended from time to time by the Borrower but only after delivery to the DNRC of the following:

(a) A certificate of the Borrower setting forth the amendment to Appendix A and stating the reason therefor, including statements as to whether the amendment would cause an increase or decrease in the cost of the Wastewater Treatment Plant Project or an increase or decrease in the amount of proceeds of the WTPP ABC Loans which will be required to complete the Wastewater Treatment Plant Project and whether the change will materially accelerate or delay the construction schedule for the Wastewater Treatment Plant Project;

(b) A written consent to such change in the Wastewater Treatment Plant Project by an Authorized DNRC Officer; and

(c) An Opinion of Bond Counsel stating that the Wastewater Treatment Plant Project, as constituted after such amendment, is, and was at the time the State Bonds were issued, eligible

for financing under the Act and is, and was at the time the WTPP ABC Bonds were issued, eligible for financing under the Enabling Act, such amendment will not violate the Act or the Enabling Act and such amendment will not adversely affect the exclusion of interest on the State Bonds or the WTPP ABC Bonds from gross income for purposes of federal income taxation. Such an Opinion of Bond Counsel shall not be required for amendments which do not affect the type of facility to be constructed or activity to be financed.

The Borrower acknowledges and agrees that an increase in the principal amount of the WTPP ABC Loans may be made only upon an application to the DEQ, the DNRC and the Trustee, in such form as the DEQ shall specify, which is approved by the DEQ and the DNRC, in their sole and absolute discretion, and adoption by the governing body of the Borrower of a Supplemental Resolution authorizing the additional loan and delivery of written certifications by officers of the Borrower to the DEQ, the DNRC and the Trustee to the effect that all representations and covenants contained in this Supplemental Resolution as it may be so amended or supplemented are true as of the date of closing of the additional loan and compliance with applicable tests for the incurrence of such debt. No assurance can be given that any additional loan funds will be available under the Program at the time of any such application. The Borrower acknowledges and agrees that neither the DEQ, the DNRC, the Trustee nor any of their agents, employees or representatives shall have any liability to the Borrower and have made no representations to the Borrower as to the sufficiency of the WTPP ABC Loans to pay costs of the Wastewater Treatment Plant Project or as to the availability of additional funds under the Program to increase the principal amount of the WTPP ABC Loans.

Section 3.3 Wastewater Treatment Plant Project Representations and Covenants. The Borrower hereby represents to and covenants with the DNRC that:

(a) all construction of the Wastewater Treatment Plant Project has complied and will comply with all federal and state standards, including, without limitation, EPA regulations;

(b) all future construction of the Wastewater Treatment Plant Project will be done only pursuant to fixed price construction contracts. The Borrower shall obtain a performance and payment bond from the contractor for each construction contract in the amount of 100% of the construction price and ensure that such bond is maintained until construction is completed to the Borrower's, the DNRC's and the DEQ's satisfaction;

(c) all future construction of the Wastewater Treatment Plant Project will be done in accordance with plans and specifications on file with the DNRC and the DEQ, provided that changes may be made in such plans and specifications with the written consent of an Authorized DNRC Officer and the DEQ;

(d) all laborers and mechanics employed by contractors and subcontractors on the Wastewater Treatment Plant Project have been and will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the United States Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code;

(e) the iron and steel products used in the Wastewater Treatment Plant Project comply with the "American Iron and Steel" requirements of Section 436 of the Consolidated

Appropriations Act of 2014 (P.L. 113-76), as those requirements are further interpreted by applicable EPA guidance;

(f) the Wastewater Treatment Plant Project are a project of the type permitted to be financed under the Enabling Act, the Act and the Program and Title VI of the Clean Water Act; and

(g) the Borrower has commenced construction on the Wastewater Treatment Plant Project and will cause the Wastewater Treatment Plant Project to be completed as promptly as practicable with all reasonable dispatch, except only as completion may be delayed by a cause or event not reasonably within the control of the Borrower; it is estimated by the Borrower that the Wastewater Treatment Plant Project will be substantially completed by the Estimated Completion Date.

Section 3.4 Completion or Cancellation or Reduction of Costs of the Wastewater Treatment Plant Project.

(a) Upon completion of the Wastewater Treatment Plant Project, the Borrower shall deliver to the DNRC a certificate stating that the Wastewater Treatment Plant Project is complete and stating the amount, if any, of the Undisbursed Committed Amount. If Appendix A describes two or more separate projects as making up the Wastewater Treatment Plant Project, a separate completion certificate shall be delivered for each.

(b) If all or any portion of the Wastewater Treatment Plant Project is cancelled or cut back or its costs are reduced or for any other reason the Borrower will not require the full Committed Amounts, the Borrower shall promptly notify the DNRC in writing of such fact and the amount of the Undisbursed Committed Amount.

ARTICLE IV

THE WTPP ABC LOANS

Section 4.1 The WTPP ABC Loans; Disbursement of WTPP ABC Loans.

(a) The DNRC has agreed to lend to the Borrower, from time to time as the requirements of this Section 4.1 are met, an amount up to (i) $350,000 (the "2020A Committed Amount"), (ii) $10,000,000 (the "2020B Committed Amount"), and (iii) $9,575,000 (the "2021C Committed Amount") for the purposes of financing, refinancing or reimbursing the Borrower for a portion of the costs of the Wastewater Treatment Plant Project, funding deposits to the Reserve Account, and paying costs of issuance of the WTPP ABC Bonds; provided the DNRC shall not be required to disburse any proceeds of the WTPP ABC Loans to the Borrower after the Estimated Completion Date. The Committed Amount may be reduced as provided in Section 3.2 and Section 3.4 of this Supplemental Resolution.

(b) The DNRC intends to disburse the WTPP ABC Loans through the Trustee. In consideration of the issuance of the WTPP ABC Bonds by the Borrower, the DNRC shall make,

or cause the Trustee to make, a disbursement of all or a portion of the 2020A Loan, 2020B Loan and 2021C Loan, as applicable, upon receipt of the following documents:

(1) an Opinion of Bond Counsel as to the Series 2020A Bond and an opinion of Bond Counsel as to the validity and enforceability of the Series 2020B Bond and Series C Bond and the security therefor and stating in effect that interest on the Series 2020B Bond and the Series C Bond is not includable in gross income of the owner thereof for purposes of federal income taxation, in form and substance satisfactory to the DNRC;

(2) the Series 2020A Bond, the Series 2020B Bond and the Series C Bond, fully executed and authenticated;

(3) a certified copy of the Original Resolution, as amended to date, and this Supplemental Resolution;

(4) any other security instruments or documents required by the DNRC or DEQ as a condition to their approval of the WTPP ABC Loans;

(5) if all or part of any WTPP ABC Loan is being made to reimburse the Borrower for the costs of the Wastewater Treatment Plant Project paid prior to the applicable Closing, evidence, satisfactory to the DNRC and the Bond Counsel referred to in subparagraph (1) above, (A) that the acquisition or construction of the Wastewater Treatment Plant Project was begun no earlier than March 7, 1985 or the debt was incurred no earlier than March 7, 1985, (B) of the Borrower's title to the Wastewater Treatment Plant Project, (C) of costs of the Wastewater Treatment Plant Project and that such costs have been paid by the Borrower, and (D) for the 2020B Loan and the 2021C Loan, if such costs were paid prior to the adoption of this Supplemental Resolution, that the Borrower has complied with Section 1.150-2 of the Regulations;

(6) the items required by the Indenture for the portion of the WTPP ABC Loans to be disbursed at the applicable Closing; and

(7) such other certificates, documents and other information as the DNRC, the DEQ or the Opinion of Bond Counsel referred to in subparagraph (1) may require (including any necessary arbitrage rebate instructions).

(c) In order to obtain a disbursement of a portion of the WTPP ABC Loans to pay costs of the Wastewater Treatment Plant Project, the Borrower shall submit to the DNRC and the Trustee a signed request for disbursement on the form prescribed by the DNRC, with all attachments required by such form. The Borrower may obtain disbursements only for costs which have been legally incurred and are due and payable. All Loan disbursements will be made to the Borrower only upon proof that cost was incurred.

(d) From and after the 2020B First Advance, the WTPP ABC Loans shall be disbursed, subject to the other terms and conditions of this Supplemental Resolution, in the following order:

(1) First, at Closing on the Series 2020A Bond and Series 2020B Bond, the initial advance of the 2020A Loan and the 2020B First Advance will be disbursed to the Borrower, after which each advance will be split equally between the 2020A Loan and the 2020B Loan, until the entire amount of the 2020A Loan is advanced.

(2) Second, after the 2020A Loan is advanced in full, the entire amount of the 2020B Loan will be disbursed to the Borrower as and when needed.

(3) Third, after the entire principal amount of the 2020B Loan has been disbursed to the Borrower, at Closing on the Series C Bond, the 2021C First Advance will be disbursed to the Borrower, after which the remaining amount of the 2021C Loan will be disbursed to the Borrower as and when needed.

(e) The Borrower shall not be entitled to, and the DNRC shall have no obligation to make, the 2020B First Advance or the 2021C First Advance or any subsequent advance of any amounts under the 2020B Loan or the 2021C Loan until such time as the Borrower shall have funded the Reserve Account in an amount then required to satisfy the Reserve Requirement.

(f) The Borrower shall submit the requests for the 2020B First Advance and the 2021C First Advance in the form required by the DNRC so that it is received in sufficient time for the DNRC to process the information by the date desired by the Borrower for the making of the 2020B First Advance and the 2021C First Advance, respectively.

(g) If all or a portion of the WTPP ABC Loans is made to reimburse a Borrower for Project costs paid by it prior to Closing, the Borrower shall present at the applicable Closing the items required by Section 4.1(b) relating to such costs. The Trustee shall disburse such amounts to the Borrower pursuant to a disbursement schedule complying with the requirements of the Clean Water Act established by the DNRC and the Borrower at the Closing.

(h) Notwithstanding anything herein to the contrary, the Trustee shall not be obligated to disburse the WTPP ABC Loans any faster or to any greater extent than it has available EPA Capitalization Grants, Bond proceeds and other amounts available therefor in the Revolving Fund. The DNRC shall not be required to do "overmatching" pursuant to Section 5.04(b) of the Indenture, but may do so in its discretion. The Borrower acknowledges that if Wastewater Treatment Plant Project costs are incurred faster than the Borrower projected at the applicable Closing, there may be delays in making disbursements of the applicable Loans for such costs because of the schedule under which EPA makes EPA Capitalization Grant money available to the DNRC. The DNRC will use its reasonable best efforts to obtain an acceleration of such schedule if necessary.

(i) Upon making each 2020A Loan disbursement, 2020B Loan disbursement, and 2021C Loan Disbursement, the Trustee shall note such disbursement on Schedule A to the Series 2020A Bond, Series 2020B Bond, and the Series C Bond, respectively. At the respective Closings, Schedule A to the Series 2020B Bond shall note the 2020B First Advance and Schedule A to the Series C Bond shall note the 2021C First Advance.

(j) The Borrower agrees that it will deposit in the Reserve Account upon receipt thereof, on the dates of the 2020B First Advance and 2021C First Advance and any subsequent disbursement dates, any proceeds of the 2020B Loan and the 2021C Loan, as applicable, borrowed for the purpose of increasing the balance in the Reserve Account to the Reserve Requirement. The Borrower further acknowledges and agrees that any portions of the WTPP ABC Loans representing capitalized interest shall be advanced only on Payment Dates and shall be transferred by the Trustee on the Payment Date directly to the Revenue Bond Account. The amount of any such transfer shall be a credit against the interest payments due on the WTPP ABC Bonds and interest thereon shall accrue only from the date of transfer.

(k) Compliance by the Borrower with its representations, covenants and agreements contained in the Resolution, including this Supplemental Resolution, and the Collateral Documents shall be a further condition precedent to the disbursement of the WTPP ABC Loans in whole or in part. The DNRC and the Trustee, in their sole and absolute discretion, may make one or more disbursements, in whole or in part, notwithstanding such noncompliance, and without liability to make any subsequent disbursement of the WTPP ABC Loans.

Section 4.2 Commencement of Loan Term. The Borrower's obligations under this Supplemental Resolution and the Collateral Documents shall commence on the date hereof unless otherwise provided in this Supplemental Resolution. However, the obligation to make payments under Article V hereof shall commence only upon the first disbursement by the Trustee of the 2020B First Advance.

Section 4.3 Termination of Loan Term. The Borrower's obligations under this Supplemental Resolution and the Collateral Documents in respect of the WTPP ABC Bonds shall terminate upon payment in full of all amounts due under the WTPP ABC Bonds and this Supplemental Resolution; provided, however, that the covenants and obligations provided in Article VI of this Supplemental Resolution shall survive the termination of the Resolution.

Section 4.4 Loan Closing Submissions. On or prior to the Closing, the Borrower will have delivered to the DNRC and the Trustee the closing submissions required by Section 7.05 of the Indenture.

ARTICLE V

REPAYMENT OF WTPP ABC LOANS

Section 5.1 Repayment of WTPP ABC Loans. The Borrower shall repay the amounts borrowed by it pursuant to Section 4.1 in accordance with this Section 5.1.

5.1.1. Interest and Surcharges. Until a Determination Statement is delivered by the DNRC to the Borrower and so long as the Borrower's obligation to repay the principal of the 2020A Loan is forgiven as provided in Section 5.1.2 below, amounts disbursed by the DNRC under Section 4.1 hereof that are evidenced by the Series 2020A Bond bear interest at the rate of zero percent (0.00%) per annum from the date of each advance; provided, however, if the DNRC delivers to the Borrower a Noncompliance Statement, then all principal of the Series 2020A Bond advanced by the DNRC shall be payable and amounts disbursed by the DNRC under Section 4.1

hereof that are evidenced by the Series 2020A Bond shall bear interest at the rate of two percent (2.00%) per annum and in addition the Borrower shall pay the Administrative Expense Surcharge and the Loan Loss Reserve Surcharge from the date of each advance under the Series 2020A Bond. The 2020B Loan and the 2021C Loan shall each bear interest at the rate of two percent (2.00%) per annum and the Borrower shall pay the Administrative Expense Surcharge and Loan Loss Reserve Surcharge on the outstanding principal amounts of the 2020B Loan and the 2021C Loan, each at the rate of twenty-five hundredths of one percent (0.25%) per annum. For purposes of this Resolution and the Program, with respect to the 2020A Loan, the 2020B Loan, and the 2021C Loan, the term "interest on the WTPP ABC Loans" or "interest on the 2020A Loan" or "interest on the Series 2020B Loan" or "interest on the Series 2021C Loan" when not used in conjunction with a reference to any surcharges, shall include the Administrative Expense Surcharge and the Loan Loss Reserve Surcharge, if applicable. The Borrower shall pay all Loan Repayments and surcharges in lawful money of the United States of America to the DNRC. Interest, Administrative Expense Surcharge, and Loan Loss Reserve Surcharge shall be calculated on the basis of a year of 360 days comprising 12 months of 30 days each.

5.1.2. Repayment of 2020A Loan; Principal Forgiveness.

(a) The Borrower is obligated to repay the principal of and interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge on the 2020A Loan, unless the DNRC forgives the Borrower's obligation to repay the principal of the 2020A Loan as provided in Section 5.1.2(b). Subject to the provisions of Section 5.1.2(b), the Loan Repayments and the Administrative Expense Surcharge and Loan Loss Reserve Surcharge on the 2020A Loan shall be due on each Payment Date following the date of delivery by the DNRC of a Noncompliance Statement and concluding on January 1, 2040, and the amount of each principal payment shall be calculated on the basis of a substantially level debt service at the rate of 2.50% per annum; provided that principal of the 2020A Loan is payable only in amounts that are multiples of $1,000.

(b) Notwithstanding Section 5.1.2(a), so long as the Borrower is proceeding diligently to completion of the Wastewater Treatment Plant Project and the Borrower has executed and delivered the Compliance Certificate and Request to the DNRC in form and substance satisfactory to the DNRC and the DEQ in their sole and absolute discretion within thirty (30) days after the date that the Compliance Certificate and Request is provided to the Borrower by the DNRC, the DNRC will, following review and approval of the Compliance Certificate and Request, deliver to the Borrower a Forgiveness Statement and the Borrower will thereafter have no obligation to repay amounts advanced under the Series 2020A Bond or interest or surcharges thereon and the Series 2020A Bond will be marked "CANCELLED" and returned by the DNRC to the Borrower. However, in the event the Borrower fails to deliver timely the Compliance Certificate and Request, or the Borrower cannot submit the Compliance Certificate and Request because it cannot make the certifications required therein, or the Compliance Certificate and Request is delivered in a form that deviates materially from that attached hereto as Appendix D as determined in the sole and absolute discretion of the DNRC and the DEQ, or the DNRC or the DEQ determines at any time that the Wastewater Treatment Plant Project or any portion thereof or of the work relating thereto fails to comply with Program requirements, then the DNRC will deliver to the Borrower a Noncompliance Statement. Upon delivery of a Noncompliance Statement by the DNRC to the Borrower, all principal advanced or to be advanced under the Series 2020A Bond, together with

interest, Administrative Expense Surcharge, and Loan Loss Reserve Surcharge thereon from the date of each advance, shall be payable as provided in Section 5.1.2 (a).

(c) In addition, in the event the DNRC delivers a Noncompliance Statement (i) the Series 2020A Bond will continue in effect as a Subordinate Obligation, and (ii) the Borrower will forthwith comply with the rate covenant set forth in Section 6.7 of the Original Resolution, as amended, and, if necessary, increase the rates and charges of the System to satisfy such rate covenant as soon as practicable and in any event no later than three (3) months after the date of delivery to the Borrower by the DNRC of a Noncompliance Statement.

5.1.3. Repayment of 2020B Loan and 2021C Loan. The Loan Repayments and surcharges on the 2020B Loan and the 2021C Loan required by this Section 5.1 shall be due in the amounts and on the dates as set forth in Schedule B to the Series 2020B Bond and Series C Bond, respectively, as such Schedule B may be modified from time to time as described below. The amount of each principal payment with respect to each of the 2020B Loan and 2021C Loan shall be calculated on the basis of a substantially level debt service at the rate of 2.50% per annum over a term of approximately 20 years, or 40 semiannual payments of principal, interest and surcharges, provided that principal shall be payable only in amounts that are multiples of $1,000.

5.1.4. Details Regarding WTPP ABC Loan Repayments. Upon each disbursement of the WTPP ABC Loans to the Borrower pursuant to Section 4.1 hereof, the Trustee shall enter or cause to be entered the amount advanced on Schedule A to the Series 2020A Bond, the Series 2020B Bond, and the Series C Bond, as applicable, under "Advances" and the total amount advanced under Section 4.1, including such disbursement, under "Total Amount Advanced." Loan Repayments and the Administrative Expense Surcharge and the Loan Loss Reserve Surcharge on the 2020B Loan and the 2021C Loan and, if applicable, on the 2020A Loan, accrue on each such advance from the date of disbursement and shall be due and payable on the dates and in the amounts shown in Schedule B to the Series 2020A Bond, the Series 2020B Bond, and the Series C Bond, as such Schedule B shall be modified from time to time as provided below. The portion of each payment consisting of principal, of interest, of Administrative Expense Surcharge and of Loan Loss Reserve Surcharge shall be set forth in Schedule B to the applicable Bond on and after Closing on such Bond.

Once the entire principal amount of a WTPP ABC Bond has been drawn, or the completion certificate for the Wastewater Treatment Plant Project has been delivered to the DNRC, the Trustee shall revise Schedule B to the applicable WTPP ABC Bond or Bonds in accordance with this Section 5.1 and the Trustee shall send a copy of each such Schedule B to the Borrower.

If the DNRC shall have delivered a Noncompliance Statement, then Schedule B to the Series 2020A Bond shall continue to reflect interest and surcharges on amounts advanced under the Series 2020A Bond at the rate of 2.50% per annum. If the DNRC delivers a Forgiveness Statement, Schedule B to the Series 2020A Bond will be disregarded and of no effect.

Past-due Loan Repayments and the Administrative Expense Surcharge and the Loan Loss Reserve Surcharge shall bear interest at the rate of ten percent (10.00%) per annum, until paid.

Any payment of principal, interest, Administrative Expense Surcharge and Loan Loss Reserve Surcharge as to the 2020B Loan, 2021C Loan and, if applicable, the 2020A Loan under this Section 5.1 shall be credited against the same payment obligation under each of the Series 2020B Bond, Series C Bond, and, as applicable, the Series 2020A Bond.

Section 5.2 Additional Payments. The Borrower shall also pay, within 30 days after receipt of a bill therefor, from any legally available funds therefor, including proceeds of the WTPP ABC Loans, all reasonable expenses of the DNRC and the Trustee in connection with the WTPP ABC Loans, the Collateral Documents and the WTPP ABC Bonds, including, but not limited to:

(a) the cost of reproducing this Supplemental Resolution, the Collateral Documents and the WTPP ABC Bonds;

(b) the fees and disbursements of Bond Counsel and other Counsel utilized by the DNRC and the Trustee in connection with the WTPP ABC Loans, this Supplemental Resolution, the Collateral Documents and the WTPP ABC Bonds and the enforcement thereof; and

(c) all taxes and other governmental charges in connection with the execution and delivery of the Collateral Documents or the WTPP ABC Bonds, whether or not the WTPP ABC Bonds are then outstanding, including all recording and filing fees relating to the Collateral Documents and the pledge of the State's right, title and interest in and to the WTPP ABC Bonds, the Collateral Documents and this Supplemental Resolution (and with the exceptions noted therein) and all expenses, including attorneys' fees, relating to any amendments, waivers, consents or collection or enforcement proceedings pursuant to the provisions hereof or thereof.

Section 5.3 Prepayments. The Borrower may not prepay all or any part of the outstanding principal amount of the Series 2020B Bond, the Series C Bond, and, if applicable, the Series 2020A Bond, unless (i) a Determination Statement has been delivered, (ii) it obtains the prior written consent of the DNRC thereto, and (iii) no Loan Repayment or Administrative Expense Surcharge or Loan Loss Reserve Surcharge is then delinquent. Any prepayment permitted by the DNRC must be accompanied by payment of accrued interest, Administrative Expense Surcharge, and Loan Loss Reserve Surcharge to the date of prepayment on the amount of principal prepaid. If the WTPP ABC Bonds are prepaid in part pursuant to this Section 5.3, such prepayments shall be applied to principal payments in inverse order of maturity.

Section 5.4 Obligations of Borrower Unconditional. The obligations of the Borrower to make the payments required by this Supplemental Resolution and the WTPP ABC Bonds and to perform its other agreements contained in this Supplemental Resolution, the WTPP ABC Bonds and Collateral Documents shall be absolute and unconditional, except as otherwise provided herein or in such documents. The Borrower (a) shall not suspend or discontinue any payments provided for in this Supplemental Resolution and the WTPP ABC Bonds, (b) shall perform all its other agreements in this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents and (c) shall not terminate this Supplemental Resolution, the WTPP ABC Bonds or the Collateral Documents for any cause, including any acts or circumstances that may constitute failure of consideration, destruction of or damage to the Wastewater Treatment Plant Project or the System, commercial frustration of purpose, any dispute with the DNRC or the EPA, any change in the laws

of the United States or of the State or any political subdivision thereof or any failure of the DNRC to perform any of its agreements, whether express or implied, or any duty, liability or obligation arising from or connected with this Supplemental Resolution.

Section 5.5 Limited Liability. All payments of principal of and interest and surcharges on the WTPP ABC Loans and other payment obligations of the Borrower hereunder and under the WTPP ABC Bonds shall be special, limited obligations of the Borrower payable with respect to the Series 2020B Bond and the Series C Bond solely out of the Net Revenues or, with respect to the Series 2020A Bond, solely out of Surplus Net Revenues, and shall not, except at the option of the Borrower and as permitted by law, be payable out of any other revenues of the Borrower. The obligations of the Borrower under this Supplemental Resolution and the WTPP ABC Bonds shall never constitute an indebtedness of the Borrower within the meaning of any State constitutional provision or statutory or charter limitation and shall never constitute or give rise to a pecuniary liability of the Borrower or a charge against its general credit or taxing power. The taxing powers of the Borrower may not be used to pay principal of or interest on the WTPP ABC Bonds, no funds or property of the Borrower other than the Net Revenues may be required to be used to pay principal of or interest on the Series 2020B Bond and the Series C Bond, and no funds or property of the Borrower other than the Surplus Net Revenues may be required to be used to pay principal of or interest, if any, on the Series 2020A Bond.

ARTICLE VI

INDEMNIFICATION OF DNRC AND DEQ

The Borrower shall, to the extent permitted by law, indemnify and save harmless the DNRC and the DEQ and their officers, employees and agents (each an "Indemnified Party" or, collectively, the “Indemnified Parties") against and from any and all claims, damages, demands, expenses, liabilities and losses of every kind asserted by or on behalf of any Person arising out of the acts or omissions of the Borrower or its employees, officers, agents, contractors, subcontractors, or consultants in connection with or with regard or in any way relating to the condition, use, possession, conduct, management, planning, design, acquisition, construction, installation or financing of the Wastewater Treatment Plant Project. The Borrower shall, to the extent permitted by law, also indemnify and save harmless the Indemnified Parties against and from all costs, reasonable attorneys’ fees, expenses and liabilities incurred in any action or proceeding brought by reason of any such claim or demand. If any proceeding is brought against an Indemnified Party by reason of such claim or demand, the Borrower shall, upon notice from an Indemnified Party, defend such proceeding on behalf of the Indemnified Party.

ARTICLE VII

ASSIGNMENT

Section 7.1 Assignment by Borrower. The Borrower may not assign its rights and obligations under this Supplemental Resolution or the WTPP ABC Bonds.

Section 7.2 Assignment by DNRC. The DNRC will pledge its rights under and interest in this Supplemental Resolution, the WTPP ABC Bonds and the Collateral Documents (except to

the extent otherwise provided in the Indenture) as security for the payment of the State Bonds and may further assign such interests to the extent permitted by the Indenture, without the consent of the Borrower.

ARTICLE VIII

THE WTPP ABC BONDS

Section 8.1 Net Revenues Available. The Borrower is authorized to charge just and equitable rates, charges and rentals for all services directly or indirectly furnished by the System, and to pledge and appropriate to the Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond, Series 2016 Bond, the Series 2020B Bond and the Series C Bond the Net Revenues (and in respect of the Series 2020A Bond, if necessary, the Surplus Net Revenues) to be derived from the operation of the System, including improvements, betterments or extensions thereof hereafter constructed or acquired. The Net Revenues to be produced by such rates, charges and rentals during the term of the Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond, Series 2016 Bond, Series 2020B Bond, and Series C Bond are expected to be more than sufficient to pay the principal and interest when due on such Bonds, and to create and maintain reasonable reserves therefor and to provide an adequate allowance for replacement and depreciation, as prescribed herein. For purposes of the foregoing statement, principal of and interest on the 2020A Loan are disregarded. The Borrower acknowledges and agrees that if the DNRC delivers a Noncompliance Statement to the Borrower as determined in the sole and complete discretion of the DNRC and DEQ, then principal and interest and surcharges will become due and owing on the 2020A Loan evidenced by the Series 2020A Bond as provided in Section 5.1.2 and the Borrower shall thereupon, and no later than three months after delivery of such Noncompliance Statement, to the extent required by Section 6.7 of the Original Resolution, as amended, adjust its schedule of fees, rates, and charges applicable to the System to cause Net Revenues and Surplus Net Revenues to be produced in an amount at least equal to that required by the Resolution.

Section 8.2 Issuance and Sale of the WTPP ABC Bonds. The Council has investigated the facts necessary and hereby finds, determines and declares it to be necessary and desirable for the Borrower to issue the WTPP ABC Bonds to evidence the WTPP ABC Loans. The WTPP ABC Bonds are issued to the DNRC without public sale pursuant to Montana Code Annotated, Section 7-7-4433.

Section 8.3 Terms. The Series 2020A Bond, the Series 2020B Bond, and the Series C Bond shall be in the maximum principal amount equal to the original 2020A Committed Amount, 2020B Committed Amount, and 2021C Committed Amount, respectively; shall each be issued as a single, fully registered bond numbered R-1; shall be dated as of their respective dates of delivery to the DNRC; and shall bear interest at the rate charged by the DNRC on the 2020A Loan, 2020B Loan, and 2021C Loan, respectively. The series designation for the Series C Bond shall be completed with the calendar year in which the Series C Bond is issued, expected to be 2021. The principal of and interest on the Series 2020B Bond and the Series C Bond, and, if applicable, the principal of and interest on the Series 2020A Bond and any Administrative Expense Surcharge

and Loan Loss Reserve Surcharge shall be payable on the same dates and in the same amounts as Loan Repayments are payable. Advances of principal of the Series 2020A Bond or Series 2020B Bond or Series C Bond shall be deemed made when advances of the 2020A Loan or 2020B Loan or 2021C Loan, respectively, are made under Section 4.1, and such advances shall be payable in accordance with Schedule B to the Series 2020B Bond, the Series C Bond, and, if applicable, the Series 2020A Bond, as it may be revised by the DNRC from time to time in accordance with Section 5.1. The Series 2020A Bond is a Subordinate Obligation payable only from the Surplus Net Revenues available in the Replacement and Depreciation Account or the Surplus Account. The Borrower may prepay the WTPP ABC Bonds, in whole or in part, only upon the terms and conditions under which it can prepay the WTPP ABC Loans under Section 5.3.

Section 8.4 Negotiability, Transfer and Registration. The WTPP ABC Bonds shall be fully registered as to both principal and interest, and shall be initially registered in the name of and payable to the DNRC. While so registered, principal of and interest on the WTPP ABC Bonds shall be payable to the DNRC at the Office of the Department of Natural Resources and Conservation, 1539 Eleventh Avenue, Helena, Montana 59620 or such other place as may be designated by the DNRC in writing and delivered to the Borrower. The WTPP ABC Bonds shall be negotiable, subject to the provisions for registration and transfer contained in this Section 8.4. No transfer of the WTPP ABC Bonds shall be valid unless and until (1) the holder, or its duly authorized attorney or legal representative, has executed the form of assignment appearing on the WTPP ABC Bonds, and (2) the City Finance Director of the Borrower, as bond registrar (the "Registrar"), has duly noted the transfer on the WTPP ABC Bonds and recorded the transfer on the registration books of the Registrar. The Registrar may, prior to noting and recording the transfer, require appropriate proof of the transferor's authority and the genuineness of the transferor's signature. The Borrower shall be entitled to deem and treat the Person in whose name the WTPP ABC Bonds is registered as the absolute owner of the WTPP ABC Bonds for all purposes, notwithstanding any notice to the contrary, and all payments to the registered holder shall be valid and effectual to satisfy and discharge the Borrower's liability upon such Bond to the extent of the sum or sums so paid.

Section 8.5 Execution and Delivery. The WTPP ABC Bonds shall be executed on behalf of the Borrower by the manual signatures of the Mayor, the City Manager, and the City Clerk. Any or all of such signatures may be affixed at or prior to the date of delivery of the WTPP ABC Bonds. In the event that any of the officers who shall have signed the WTPP ABC Bonds shall cease to be officers of the Borrower before the WTPP ABC Bonds are issued or delivered, their signatures shall remain binding upon the Borrower. Conversely, the WTPP ABC Bonds may be signed by an authorized official who did not hold such office on the date of adoption of this Supplemental Resolution. The WTPP ABC Bonds shall be delivered to the DNRC, or its attorney or legal representative.

Section 8.6 Form. The Series 2020A Bond shall be prepared in substantially the form attached as Appendix B-1, the Series 2020B Bond shall be prepared in substantially the form attached as Appendix B-2, and the Series C Bond shall be prepared in substantially the form attached as Appendix B-3, in each case, with such changes thereto as may be necessary or desirable and are approved by the City Manager and the DNRC.

ARTICLE IX

SECURITY FOR THE WTPP ABC BONDS

The Series 2020B Bond and the Series C Bond are issued as additional Bonds under Section 10.3 of the Original Resolution, as amended, and shall, with the Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond, Series 2016 Bond and any other additional Bonds issued under the provisions of Article X of the Original Resolution, excluding Section 10.4 thereof, be equally and ratably secured by the provisions of the Resolution and payable out of the Net Revenues appropriated to the Revenue Bond Account of the Sewer System Fund, without preference or priority, all as provided in the Resolution, and secured by the Reserve Account, as further provided in Section 11.5 of the Original Resolution and in the following sentence. Upon each advance of principal of the Series 2020B Bond and the Series C Bond, the City Finance Director of the Borrower shall transfer from proceeds of the Series 2020B Bond and the Series C Bond such amount or amounts to the Reserve Account to cause the balance therein to equal the Reserve Requirement, treating such principal amount as outstanding. Upon each advance of the Series 2020B Bond and the Series C Bond, the deposit to the Reserve Account shall be sufficient to cause the balance in the Reserve Account to equal the Reserve Requirement in respect of the Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond, Series 2016 Bond, and the principal of the Series 2020B Bond and the principal of the Series C Bond so advanced. The Series 2020A Bond is a Subordinate Obligation issued under Section 10.4 of the Original Resolution and payable from the Surplus Net Revenues that are available in the Replacement and Depreciation Account or the Surplus Account after required credits to the Operating Account, the Revenue Bond Account, and the Reserve Account. No payment of principal or interest shall be made on any Subordinate Obligation, including the Series 2020A Bond, if the Borrower is then in default in the payment of principal of or interest on any Bond or if there is a deficiency in the Operating Account or the Revenue Bond Account or the balance in the Reserve Account is less than the Reserve Requirement. In the event the principal of and interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge become payable under the Series 2020A Bond, the Borrower shall cause rates and charges to be increased to produce Surplus Net Revenues at least equal to the amount required under Section 6.7 of the Original Resolution, as amended, within three (3) months following delivery of a Noncompliance Statement. The Borrower shall keep, perform and observe each and every one of its covenants and undertakings set forth in the Resolution for the benefit of the registered holders from time to time of the WTPP ABC Bonds.

ARTICLE X

TAX MATTERS

Section 10.1 Use of Project and System. The Wastewater Treatment Plant Project and the System will be owned and operated by the Borrower and available for use by members of the general public on a substantially equal basis. The Borrower shall not enter into any lease, use or other agreement with any non-governmental person relating to the use of the Wastewater

Treatment Plant Project or the System or security for the payment of the Series 2020B Bond and the Series C Bond which might cause the Series 2020B Bond or the Series C Bond, or either of them, to be considered a "private activity bond" or "private loan bond" within the meaning of Section 141 of the Code.

Section 10.2 General Covenant. The Borrower covenants and agrees with the owners from time to time of the Series 2020B Bond and the Series C Bond that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Series 2020B Bond and the Series C Bond to become includable in gross income for federal income tax purposes under the Code and the Regulations, and covenants to take any and all actions within its powers to ensure that the interest on the Series 2020B Bond and the Series C Bond will not become includable in gross income for federal income tax purposes under the Code and the Regulations.

Section 10.3 Arbitrage Certification. The Mayor, the City Manager, and the City Clerk, being the officers of the Borrower charged with the responsibility for issuing the Series 2020B Bond and the Series C Bond pursuant to this Supplemental Resolution, are authorized and directed to execute and deliver to the DNRC a certificate in accordance with the provisions of Section 148 of the Code, and Section 1.148-2(b) of the Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Series 2020B Bond and the Series C Bond, it is reasonably expected that the proceeds of the Series 2020B Bond and the Series C Bond will be used in a manner that would not cause the Series 2020B Bond or the Series C Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code and the Regulations.

Section 10.4 Arbitrage Rebate. The Borrower acknowledges that the Series 2020B Bond and the Series C Bond are subject to the rebate requirements of Section 148(f) of the Code. The Borrower covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under said Section 148(f) and applicable Treasury Regulations to preserve the exclusion of interest on the Series 2020B Bond and the Series C Bond from gross income for federal income tax purposes, unless the Series 2020B Bond and the Series C Bond qualify for the exception from the rebate requirement under Section 148(f)(4)(B) of the Code and no "gross proceeds" of the Series 2020B Bond and the Series C Bond (other than amounts constituting a "bona fide debt service fund") arise during or after the expenditure of the original proceeds thereof. In furtherance of the foregoing, the Mayor, the City Manager and the City Finance Director are hereby authorized and directed to execute a Rebate Certificate, substantially in the form to be prepared by Bond Counsel, and the Borrower hereby covenants and agrees to observe and perform the covenants and agreements contained therein, unless amended or terminated in accordance with the provisions thereof.

Section 10.5 Information Reporting. The Borrower shall file with the Secretary of the Treasury, not later than the applicable deadline, a statement concerning each of the Series 2020B Bond and the Series 2__C Bond containing the information required by Section 149(e) of the Code.

ARTICLE XI

CONTINUING DISCLOSURE

The Borrower understands and acknowledges that the DNRC is acquiring the WTPP ABC Bonds under the Program pursuant to which the State issues from time to time State Bonds to provide funds therefor. The Borrower covenants and agrees that, upon written request of the DNRC from time to time, the Borrower will promptly provide to the DNRC all information that the DNRC reasonably determines to be necessary or appropriate to offer and sell State Bonds or to provide continuing disclosure in respect of State Bonds, whether under Rule 15c2-12 (17 C.F.R. § 240.15c2-12) promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended, or otherwise. Such information shall include, among other things and if so requested, financial statements of the Borrower prepared in accordance with generally accepted accounting principles promulgated by the Financial Accounting Standards Board as modified in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Montana law, as in effect from time to time (such financial statements to relate to a fiscal year or any period therein for which they are customarily prepared by the Borrower, and, if for a fiscal year and so requested by the DNRC, subject to an audit report and opinion of an accountant or government auditor, as permitted or required by the laws of the State). The Borrower will also provide, with any information so furnished to the DNRC, a certificate of the City Manager and the City Finance Director of the Borrower to the effect that, to the best of their knowledge, such information does not include any untrue statement of a material fact or omit to state any material fact required to be stated therein to make the statements made, in light of the circumstances under which they are made, not misleading.

ARTICLE XII

MISCELLANEOUS

Section 12.1 Notices. All notices or other communications hereunder shall be sufficiently sent or given and shall be deemed sent or given when delivered or mailed by certified mail, postage prepaid, to the parties at the following addresses:

DNRC: Department of Natural Resources and Conservation
1539 Eleventh Avenue
P. O. Box 201601
Helena, Montana 59620-1601
Attn: Conservation and Resource
Development Division

Trustee: U.S. Bank National Association
c/o Corporate Trust Services
1420 Fifth Avenue, 7th Floor
Seattle, Washington 98101

Borrower: City of Whitefish
P.O. Box 158
Whitefish, Montana 59937
Attn: City Manager

Any of the above parties may, by notice in writing given to the others, designate any further or different addresses to which subsequent notices or other communications shall be sent.

Section 12.2 Binding Effect. This Supplemental Resolution shall inure to the benefit of and shall be binding upon the DNRC, the Borrower and their respective permitted successors and assigns.

Section 12.3 Severability. If any provision of this Supplemental Resolution shall be determined to be unenforceable at any time, it shall not affect any other provision of the Resolution or the enforceability of that provision at any other time.

Section 12.4 Amendments. This Supplemental Resolution may not be effectively amended without the written consent of the DNRC.

Section 12.5 Applicable Law. This Supplemental Resolution shall be governed by and construed in accordance with the laws of the State.

Section 12.6 Captions; References to Sections. The captions in this Supplemental Resolution are for convenience only and do not define or limit the scope or intent of any provisions or Sections of this Supplemental Resolution. References to Articles and Sections are to the Articles and Sections of this Supplemental Resolution, unless the context otherwise requires.

Section 12.7 No Liability of Individual Officers, Directors, Trustees, or Council Members. No recourse under or upon any obligation, covenant or agreement contained in this Supplemental Resolution shall be had against any director, officer or employee, as such, past, present or future, of the DNRC, the DEQ or the Trustee, either directly or through the DNRC, the DEQ or the Trustee, or against any officer, or member of the governing body or employee of the Borrower, past, present or future, as an individual so long as such individual was acting in good faith. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such officer or member of the governing body or employee of the DNRC, the Trustee or the Borrower is hereby expressly waived and released by the Borrower and by the DNRC as a condition of and in consideration for the adoption of this Supplemental Resolution and the making of the Loan.

Section 12.8 Payments Due on Holidays. If the date for making any payment or the last date for performance of any act or the exercise of any right, as provided in this Supplemental Resolution or the WTPP ABC Bonds, shall not be a Business Day, such payments may be made or act performed or right exercised on the next succeeding Business Day with the same force and effect as if done on the nominal date provided in this Supplemental Resolution or the WTPP ABC Bonds.

Section 12.9 Right of Others to Perform Borrower's Covenants. In the event the Borrower shall fail to make any payment or perform any act required to be performed hereunder, then and in each such case the DNRC or the provider of any Collateral Document may (but shall not be obligated to) remedy such default for the account of the Borrower and make advances for that purpose. No such performance or advance shall operate to release the Borrower from any such default and any sums so advanced by the DNRC or the provider of any Collateral Document shall be paid immediately to the party making such advance and shall bear interest at the rate of ten percent (10.00%) per annum from the date of the advance until repaid. The DNRC and the provider of any Collateral Document shall have the right to enter the Wastewater Treatment Plant Project or the facility or facilities of which the Wastewater Treatment Plant Project is a part or any other facility which is a part of the System in order to effectuate the purposes of this Section.

Section 12.10 Authentication of Transcript. The officers of the Borrower are hereby authorized and directed to furnish to the DNRC and to Bond Counsel certified copies of all proceedings relating to the issuance of the WTPP ABC Bonds and such other certificates and affidavits as may be required to show the right, power and authority of the Borrower to issue the WTPP ABC Bonds, and all statements contained in and shown by such instruments, including any heretofore furnished, shall constitute representations of the Borrower as to the truth of the statements of fact purported to be shown thereby.

Section 12.11 Repeals and Effective Date.

(a) Repeal. All provisions of other resolutions and other actions and proceedings of the Borrower and this Council that are in any way inconsistent with the terms and provisions of this Supplemental Resolution are repealed, amended and rescinded to the full extent necessary to give full force and effect to the provisions of this Supplemental Resolution.

(b) Effective Date. This Supplemental Resolution shall take effect immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Whitefish, Montana, at a regular session thereof held on the 6th day of April, 2020.

_____
Mayor

ATTEST:

_____
City Clerk

APPENDIX A

DESCRIPTION OF THE WASTEWATER TREATMENT PLANT PROJECT

The Wastewater Treatment Plant Project generally consists of construction of a new wastewater treatment plant and related improvements.

ESTIMATED WASTEWATER TREATMENT PLANT PROJECT BUDGET

Costs	Renewable Resource Grant	TSEP Grant	WRDA Grant	Series 2020A Bond	Series 2020B Bond	Series C Bond	Borrower Contribution	Total:
Professional Services					$ 75,000			$ 75,000
Legal Costs					70,000			70,000
Travel & Training					7,500			7,500
Loan Reserves					319,369	$ 305,819		625,188
Bond Counsel & Related costs					38,000	37,000		75,000
Final Engineering Design							1,636,590	1,636,590
Construction Mngmt & Insp					1,000,000		260,000	1,260,000
Utility Relocation							$ 10,000	10,000
Landfill Fees							55,000	55,000
AASI Design Integration							118,295	118,295
Construction	$ 125,000	$ 625,000	$ 270,000	$ 350,000	8,490,131	8,207,358	1,820,000	19,887,489
Contingency						1,024,823		1,024,823
TOTAL COSTS	$ 125,000	$ 625,000	$ 270,000	$ 350,000	$10,000,000	$ 9,575,000	$ 3,899,885	$24,844,885

APPENDIX B-1

[Form of the Series 2020A Bond]

UNITED STATES OF AMERICA
STATE OF MONTANA
COUNTY OF FLATHEAD

CITY OF WHITEFISH

SUBORDINATE LIEN SEWER SYSTEM REVENUE BOND
(DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM),
TAXABLE SERIES 2020A

R-1 $350,000

FOR VALUE RECEIVED, CITY OF WHITEFISH, MONTANA (the "Borrower"), a duly organized municipal corporation and political subdivision of the State of Montana, acknowledges itself to be specially indebted and, for value received, hereby promises to pay to the Department of Natural Resources and Conservation of the State of Montana (the "DNRC"), or its registered assigns, solely out of available Surplus Net Revenues in the Replacement and Depreciation Account or the Surplus Account of its Sewer System Fund (the "Sewer System Fund"), the sum of the principal amounts entered on Schedule A attached hereto under "Total Amount Advanced," with interest on each such amount from the date such amount is advanced hereunder at the rate of two percent (2.00%) per annum on the unpaid balance until paid, together with an Administrative Expense Surcharge and Loan Loss Reserve Surcharge on the outstanding principal amount of this Bond from the date of each advance of principal each at the rate of twenty-five hundredths of one percent (0.25%) per annum, all subject to the effect of the immediately following paragraph. Principal, interest, Administrative Expense Surcharge, and Loan Loss Reserve Surcharge shall be payable in semiannual installments payable on each January 1 and July 1 (each a "Payment Date") commencing with the Payment Date that is the first to occur following delivery by the DNRC to the Borrower of a statement that the Borrower's obligation to repay the principal amount of the 2020A Loan is not forgiven and ending on January 1, 2040, all as described in the Resolution (as hereinafter defined), subject to earlier redemption. Each installment shall be in the amount set forth opposite its due date in Schedule B attached hereto under "Total Loan Payment." The portion of each such payment consisting of principal, of interest, of Administrative Expense Surcharge, and of Loan Loss Reserve Surcharge shall be as set forth in Schedule B attached hereto. Upon each disbursement of the 2020A Loan, the DNRC shall enter (or cause to be entered) the principal amount advanced on Schedule A under "Advances" and the total amount advanced under the Resolution (as hereinafter defined), including such advance, under "Total Amount Advanced." The DNRC shall prepare Schedule B and any revised Schedule B, or cause Schedule B and any revised Schedule B to be prepared, as provided in Section 5.1 of the Resolution authorizing the Bond, and the final Schedule B will reflect repayments under Section 5.1.4 of the Resolution. Schedule B shall be calculated and recalculated on a level debt service basis assuming an interest rate of two and one-half percent (2.50%) per annum. Past-due payments of principal and interest

and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall bear interest at the rate of ten percent (10.00%) per annum, until paid. Interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall be calculated on the basis of a 360-day year comprising 12 months of 30 days each. All payments under this Bond shall be made to the registered holder of this Bond, at its address as it appears on the bond register, in lawful money of the United States of America.

NOTWITHSTANDING THE FOREGOING PROVISIONS OF THIS BOND, IN THE EVENT THAT THE BORROWER TIMELY DELIVERS A COMPLIANCE CERTIFICATE AND REQUEST (AS DEFINED IN THE RESOLUTION) IN FORM AND SUBSTANCE SATISFACTORY TO THE DNRC AND THE DNRC IN RESPONSE THERETO SUPPLIES TO THE BORROWER A FORGIVENESS STATEMENT, THEN THEREUPON INTEREST SHALL BE DEEMED TO ACCRUE ON THE PRINCIPAL OF THIS BOND FROM THE DATE OF EACH ADVANCE AT THE RATE OF ZERO PERCENT (0.00%) PER ANNUM AND THE BORROWER'S OBLIGATION TO REPAY PRINCIPAL ADVANCED HEREUNDER SHALL BE FORGIVEN, AND THE BORROWER SHALL HAVE NO OBLIGATION TO REPAY THE DNRC OR ITS REGISTERED ASSIGNS ANY AMOUNTS ADVANCED HEREUNDER OR INTEREST OR ANY SURCHARGE THEREON. THIS BOND SHALL THEREUPON BE MARKED "CANCELLED" AND RETURNED BY THE HOLDER TO THE BORROWER, AND THIS BOND SHALL NO LONGER CONSTITUTE AN OBLIGATION OF THE BORROWER OR OF THE SYSTEM (AS HEREINAFTER DEFINED). IN ADDITION, UNTIL THE DELIVERY OF A DETERMINATION STATEMENT BY THE DNRC TO THE BORROWER, THE OBLIGATION OF THE BORROWER TO REPAY THE OUTSTANDING PRINCIPAL AMOUNT HEREOF SHALL BE DEFERRED UNTIL THE PAYMENT DATE FIRST OCCURRING AFTER DELIVERY OF A NONCOMPLIANCE STATEMENT AND INTEREST SHALL BE DEEMED TO ACCRUE ON THE PRINCIPAL OF THIS BOND FROM THE DATE OF EACH ADVANCE UNTIL DELIVERY OF SUCH A NONCOMPLIANCE STATEMENT AT THE RATE OF ZERO PERCENT (0.00%) PER ANNUM.

This Bond is one of an issue of Subordinate Lien Sewer System Revenue Bonds of the Borrower authorized to be issued in one or more series from time to time, and constitutes a series in the maximum authorized principal amount of $350,000 (the "Series 2020A Bond"). The Series 2020A Bond is issued to finance a portion of the costs of the construction of certain improvements to the sewer system of the Borrower (the "System"). The Series 2020A Bond is issued pursuant to and in full conformity with the Constitution and laws of the State of Montana thereunto enabling, including Montana Code Annotated, Title 7, Chapter 7, Part 44, as amended, and ordinances and resolutions duly adopted by the governing body of the Borrower, including Resolution No. 02-52, adopted by the Council on October 7, 2002, as amended and supplemented by Resolution Nos. 08-59, 10-01, 11-20, 12-37, 14-04, 14-53, 15-51, 16-25 and 20-12, adopted by the Council on December 1, 2008, January 4, 2010, April 4, 2011, November 5, 2012, February 18, 2014, November 3, 2014, December 7, 2015, June 20, 2016 and April 6, 2020, respectively (the Original Resolution, as so amended and supplemented, the "Resolution"). Terms used with initial capital letters but not defined herein have the meanings given to them in the Resolution.

The Series 2020A Bond is issuable only as a single, fully registered bond. The Series 2020A Bond is issued as a Subordinate Obligation payable out of available Surplus Net Revenues in the Replacement and Depreciation Account or the Surplus Account in the Sewer System Fund.

Simultaneously herewith, the Borrower is issuing its Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2020B (the "Series 2020B Bond"), which is payable from the Revenue Bond Account in the Fund of the Borrower on a parity with the Borrower's Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond and Series 2016 Bond (all such Bonds, collectively, the "Outstanding Bonds"). The Borrower is also authorized, pursuant to the Resolution, to issue the Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series C (the "Series C Bond"), which shall be issued following the disbursement of the full principal amount of the Series 2020B Bond.

Following the 2020B First Advance, the total amount of each advance will be split equally between the Series 2020A Bond and the Series 2020B Bond, until the entire amount of the Series 2020A Bond is advanced. After the Series 2020A Bond is advanced in full, all advances will be from only the Series 2020B Bond.

Reference is made to the Resolution for a more complete statement of the terms and conditions upon which the Series 2020A Bond has been issued, the conditions upon which the Resolution may be amended, the rights, duties and obligations of the Borrower, and the rights of the owners of the Series 2020A Bond.

The Borrower may prepay the principal of the Series 2020A Bond only if (i) a Determination Statement has been delivered, (ii) it obtains the prior written consent of the DNRC thereto, and (iii) no Loan Repayment or Administrative Expense Surcharge or Loan Loss Reserve Surcharge is then delinquent. Any prepayment permitted by the DNRC must be accompanied by payment of accrued interest, and Administrative Expense Surcharge and Loan Loss Reserve Surcharge to the date of prepayment on the amount of principal prepaid. If the Series 2020A Bond is prepaid in part, such prepayments shall be applied to principal payments in inverse order of maturity.

This Series 2020A Bond, including interest, surcharges and any premium, is payable solely from the Surplus Net Revenues available for the payment hereof and does not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision.

The Borrower may deem and treat the person in whose name this Series 2020A Bond is registered as the absolute owner hereof, whether this Series 2020A Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and the Borrower shall not be affected by any notice to the contrary. The Series 2020A Bond may be transferred as hereinafter provided.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that the Borrower has duly authorized and will forthwith construct and complete the improvements to the System hereinabove described; that it will prescribe and collect reasonable rates and charges for all services and facilities afforded by the System, including all additions thereto and replacements

and improvements thereof, and has created a special Sewer System Fund into which the gross revenues of the System will be paid, and a separate and special Replacement and Depreciation Account and Surplus Account in that Sewer System Fund, into which will be paid, subject to the prior lien thereon of the Operating Account, the Revenue Bond Account and the Reserve Account, Surplus Net Revenues; that the rates and charges for the System will from time to time be made and kept sufficient, to provide gross income and revenues adequate to pay promptly the reasonable and current expenses of operating and maintaining the System, to produce in each fiscal year Net Revenues in excess of such current expenses equal to at least 110% of the maximum amount of principal and interest payable from the Revenue Bond Account in any subsequent fiscal year and to maintain the balance in the Reserve Account at the Reserve Requirement and to produce in each fiscal year adequate Surplus Net Revenues to pay the principal of and interest on the Series 2020A Bond, as and when due; that additional Bonds issued may be issued and made payable from the Revenue Bond Account on a parity with the Outstanding Bonds, Series 2020B Bond, Series C Bond and other parity Bonds upon certain conditions set forth in the Resolution, but no obligation will be otherwise incurred and made payable from the Net Revenues of the System, unless the lien thereof shall be expressly made subordinate to the lien of the Outstanding Bonds, Series 2020B Bond, Series C Bond and any additional Bonds on such Net Revenues and such obligations are payable only from Surplus Net Revenues (as is the case with this Series 2020A Bond); that all provisions for the security of the holder of this Series 2020A Bond set forth in the Resolution will be punctually and faithfully performed as therein stipulated; that all acts, conditions and things required by the Constitution and laws of the State of Montana and the ordinances and resolutions of the Borrower to be done, to exist, to happen and to be performed in order to make this Series 2020A Bond a valid and binding special obligation of the Borrower according to its terms have been done, do exist, have happened and have been performed as so required; and that this Series 2020A Bond and the interest and surcharges hereon are payable solely out of available Surplus Net Revenues in the Replacement and Depreciation Account or the Surplus Account of the Sewer System Fund and do not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision and the issuance of the Series 2020A Bond does not cause either the general or the special indebtedness of the Borrower to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Whitefish, Montana, by its governing body, has caused this Bond to be executed by the signatures of the Mayor, the City Manager, and the City Clerk, and has caused the official seal of the Borrower to be affixed hereto, and has caused this Bond to be dated as of the _____ day of _____, 2020.

_____
Mayor

(Seal)

_____
City Manager

_____
City Clerk

REGISTRATION AND TRANSFER

This Bond shall be fully registered as to both principal and interest. No transfer of this Bond shall be valid unless and until (1) the registered holder of the Bond, or his duly authorized attorney or legal representative, executes the form of assignment appearing on this Bond, and (2) the City Finance Director as bond registrar (the "Registrar"), has duly noted the transfer on the Bond and recorded the transfer on the Registrar's registration books. The Borrower shall be entitled to deem and treat the person in whose name this Bond is registered as absolute owner thereof for all purposes, notwithstanding any notice to the contrary. Payments on account of the Bond shall be made only to the order of the registered holder thereof, and all such payments shall be valid and effectual to satisfy and discharge the Borrower's liability upon the Bond to the extent of the sum or sums so paid.

REGISTER

The ownership of the outstanding principal balance of this Bond and the interest accruing thereon is registered on the books of the City of Whitefish, Montana in the name of the registered holder appearing on the first page hereof or as last noted below:

Date of Registration	Name and Address of Registered Holder	Signature of City Finance Director
_____, 2020	Department of Natural Resources and Conservation 1539 Eleventh Avenue Helena, MT 59620	_____

THE FOLLOWING ENTRIES ARE TO BE MADE ONLY BY THE BOND REGISTRAR UPON REGISTRATION OF EACH TRANSFER

The City Finance Director of the City, acting as Bond Registrar, has transferred, on the books of the City, on the date last noted below, ownership of the principal amount of and the accrued interest on this Bond to the new registered holder noted next to such date, except for amounts of principal and interest theretofore paid.

Date of Transfer	Name of New Registered Holder	Signature of Bond Registrar

FORM OF ASSIGNMENT

For value received, this Bond is hereby transferred and assigned by the undersigned holder, without recourse, to _____ on this _____ day of _____, _____.

By:_____
(Authorized Signature)

For:_____
(Holder)

SCHEDULE A

SCHEDULE OF AMOUNTS ADVANCED

Date	Advances	Total Amount Advanced	Notation Made By

SCHEDULE B

Date	Principal	Interest	Administrative Expense Surcharge	Loan Loss Reserve Surcharge	Total Loan Payment

APPENDIX B-2

[Form of the Series 2020B Bond]

UNITED STATES OF AMERICA
STATE OF MONTANA
COUNTY OF FLATHEAD

CITY OF WHITEFISH

SEWER SYSTEM REVENUE BOND
(DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM),
SERIES 2020B

R-1 $10,000,000

FOR VALUE RECEIVED, CITY OF WHITEFISH, MONTANA (the "Borrower"), a duly organized municipal corporation and political subdivision of the State of Montana, acknowledges itself to be specially indebted and, for value received, hereby promises to pay to the Department of Natural Resources and Conservation of the State of Montana (the "DNRC"), or its registered assigns, solely from the Revenue Bond Account of its Sewer System Fund, the principal sum equal to the sum of the amounts entered on Schedule A attached hereto under "Total Amount Advanced," with interest on each such amount from the date such amount is advanced hereunder at the rate of 2.00% per annum on the unpaid balance until paid. In addition, the Borrower shall pay, solely from said source, an Administrative Expense Surcharge and a Loan Loss Reserve Surcharge on the outstanding principal amount of this Bond, each at the rate of twenty-five hundredths of one percent (0.25%) per annum. Principal, interest and Administrative Expense Surcharge and a Loan Loss Reserve Surcharge shall be payable in semiannual installments payable on each January 1 and July 1 (each a "Loan Repayment Date") commencing July 1, 2020 and concluding on January 1, 2040. The portion of each such payment consisting of principal, of interest, of Administrative Expense Surcharge and of Loan Loss Reserve Surcharge shall be as set forth in Schedule B hereto. Upon each disbursement of 2020B Loan amounts to the Borrower pursuant to the Resolution (defined below), the DNRC shall enter (or cause to be entered) the amount advanced on Schedule A under "Advances" and the total amount advanced under the Resolution (as hereinafter defined), including such disbursement, under "Total Amount Advanced." The DNRC shall prepare Schedule B and any revised Schedule B, or cause Schedule B and any revised Schedule B to be prepared, as provided in Section 5.1 of the Resolution, and the final Schedule B will reflect repayments under Section 5.1.4 of the Resolution. Schedule B shall be calculated and recalculated on a level debt service basis assuming an interest rate of 2.50% per annum. Past-due payments of principal and interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall bear interest at the rate of ten percent (10.00%) per annum, until paid. Interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall be calculated on the basis of a 360-day year comprising 12 months of 30 days each. All payments under this Bond shall be made to the registered holder of this Bond, at its address as it appears on the Bond register, in lawful money of the United States of America.

This Bond is one of an issue of Sewer System Revenue Bonds of the Borrower authorized to be issued in one or more series from time to time, and constitutes a series in the maximum authorized principal amount of $10,000,000 (the "Series 2020B Bond"). The Series 2020B Bond is issued to finance a portion of the costs of the construction of certain improvements to the sewer system of the Borrower (the "System"), to fund deposits to the Reserve Account, and to pay costs of issuance of the Series 2020B Bond. The Series 2020B Bond is issued pursuant to and in full conformity with the Constitution and laws of the State of Montana thereunto enabling, including Montana Code Annotated, Title 7, Chapter 7, Part 44, as amended, and ordinances and resolutions duly adopted by the governing body of the Borrower, including Resolution No. 02-52, adopted by the Council on October 7, 2002 (the "Original Resolution"), as amended and supplemented by Resolution Nos. 08-59, 10-01, 11-20, 12-37, 14-04, 14-53, 15-51, 16-25 and 20-12, adopted by the Council on December 1, 2008, January 4, 2010, April 4, 2011, November 5, 2012, February 18, 2014, November 3, 2014, December 7, 2015, June 20, 2016 and April 6, 2020, respectively (the Original Resolution, as so amended and supplemented, the "Resolution"). Terms used with initial capital letters but not defined herein have the meanings given to them in the Resolution.

The Series 2020B Bond is issuable only as a single, fully registered bond. The Series 2020B Bond is issued on a parity with the Borrower's Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond and Series 2016 Bond (all such Bonds, collectively, the "Outstanding Bonds"). Simultaneously herewith, the Borrower is issuing its Subordinate Lien Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Taxable Series 2020A (the "Series 2020A Bond"). The 2020B First Advance is made as of the date hereof. The Borrower is also authorized, pursuant to the Resolution, to issue the Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series C (the "Series C Bond"), which will be issued following disbursement in full of the principal amount of the Series 2020B Bond.

Reference is made to the Resolution for a more complete statement of the terms and conditions upon which the Series 2020B Bond has been issued, the Net Revenues of the System pledged and appropriated for the payment and security thereof, the conditions upon which additional Bonds may be issued under the Resolution and made payable from such Net Revenues on a parity with the Outstanding Bonds, Series 2020B Bond and Series 2020C Bond or otherwise, the conditions upon which the Resolution may be amended, the rights, duties and obligations of the Borrower, and the rights of the owners of the Series 2020B Bond.

The Borrower may prepay the principal of the Series 2020B Bond only if (i) a Determination Statement has been delivered, (ii) it obtains the prior written consent of the DNRC thereto, and (iii) no Loan Repayment or Administrative Expense Surcharge or Loan Loss Reserve Surcharge is then delinquent. Any prepayment permitted by the DNRC must be accompanied by payment of accrued interest, and Administrative Expense Surcharge and Loan Loss Reserve Surcharge to the date of prepayment on the amount of principal prepaid. If the Series 2020B Bond is prepaid in part, such prepayments shall be applied to principal payments in inverse order of maturity.

The Series 2020B Bond, including interest and any premium are payable solely from the Net Revenues pledged for the payment thereof and do not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision.

The Borrower may deem and treat the person in whose name this Series 2020B Bond is registered as the absolute owner hereof, whether this Series 2020B Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and the Borrower shall not be affected by any notice to the contrary. The Series 2020B Bond may be transferred as hereinafter provided.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that the Borrower will prescribe and collect reasonable rates and charges for all services and facilities afforded by the System, including all additions thereto and replacements and improvements thereof, and has created a special Sewer System Fund into which the gross revenues of the System will be paid, and a separate and special Revenue Bond Account in that Sewer System Fund, into which will be paid each month, from and as a first and prior lien on the Net Revenues then on hand, an amount equal to not less than the sum of one-sixth of the interest to become due within the next six months and one-twelfth of the principal to become due within the next twelve months with respect to all Bonds payable semiannually from the Revenue Bond Account; that the Borrower has created a Reserve Account in the Sewer System Fund into which shall be paid additional Net Revenues, after required credits to the Revenue Bond Account, sufficient to establish and maintain a reserve therein equal to, as of the date of calculation, the Reserve Requirement; that the Revenue Bond Account will be used only to pay the principal of, premium, if any, and interest on the Outstanding Bonds, the Series 2020B Bond, the Series C Bond, and any additional Bonds issued pursuant to the Resolution on a parity therewith; that the rates and charges for the System will from time to time be made and kept sufficient, to provide gross income and revenues adequate to pay promptly the reasonable and current expenses of operating and maintaining the System and to produce in each fiscal year Net Revenues equal to at least 110% of the maximum amount of principal and interest payable from the Revenue Bond Account in any subsequent fiscal year; that additional Bonds may be issued and made payable from the Revenue Bond Account on a parity with the Outstanding Bonds, the Series 2020B Bond, the Series C Bond and other Bonds upon certain conditions set forth in the Resolution, but no obligation will be otherwise incurred and made payable from the Net Revenues of the System, unless the lien thereof shall be expressly made subordinate to the lien of the Outstanding Bonds, the Series 2020B Bond, the Series C Bond, and additional Bonds on such Net Revenues and such obligations are payable only from Surplus Net Revenues (as is the case with the Series 2020A Bond); that all provisions for the security of the holder of this Series 2020B Bond set forth in the Resolution will be punctually and faithfully performed as therein stipulated; that all acts, conditions and things required by the Constitution and laws of the State of Montana and the ordinances and resolutions of the Borrower to be done, to exist, to happen and to be performed in order to make this Series 2020B Bond a valid and binding special obligation of the Borrower according to its terms have been done, do exist, have happened and have been performed as so required; and that this Series 2020B Bond and the interest hereon are payable solely from the Net Revenues of the System pledged and appropriated to the Revenue Bond Account and do not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision and the

issuance of the Series 2020B Bond does not cause either the general or the special indebtedness of the Borrower to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Whitefish, Montana, by its governing body, has caused this Bond to be executed by the signatures of the Mayor, the City Manager, and the City Clerk, and has caused the official seal of the Borrower to be affixed hereto, and has caused this Bond to be dated as of the _____ day of _____, 2020.

_____
Mayor

(Seal)

_____
City Manager

_____
City Clerk

REGISTRATION AND TRANSFER

This Bond shall be fully registered as to both principal and interest. No transfer of this Bond shall be valid unless and until (1) the registered holder of the Bond, or his duly authorized attorney or legal representative, executes the form of assignment appearing on this Bond, and (2) the City Finance Director as bond registrar (the "Registrar"), has duly noted the transfer on the Bond and recorded the transfer on the Registrar's registration books. The Borrower shall be entitled to deem and treat the person in whose name this Bond is registered as absolute owner thereof for all purposes, notwithstanding any notice to the contrary. Payments on account of the Bond shall be made only to the order of the registered holder thereof, and all such payments shall be valid and effectual to satisfy and discharge the Borrower's liability upon the Bond to the extent of the sum or sums so paid.

REGISTER

The ownership of the outstanding principal balance of this Bond and the interest accruing thereon is registered on the books of the City of Whitefish, Montana in the name of the registered holder appearing on the first page hereof or as last noted below:

Date of Registration	Name and Address of Registered Holder	Signature of City Finance Director
_____, 2020	Department of Natural Resources and Conservation 1539 Eleventh Avenue Helena, MT 59620	_____

THE FOLLOWING ENTRIES ARE TO BE MADE ONLY BY THE BOND REGISTRAR UPON REGISTRATION OF EACH TRANSFER

The City Finance Director of the City, acting as Bond Registrar, has transferred, on the books of the City, on the date last noted below, ownership of the principal amount of and the accrued interest on this Bond to the new registered holder noted next to such date, except for amounts of principal and interest theretofore paid.

Date of Transfer	Name of New Registered Holder	Signature of Bond Registrar

FORM OF ASSIGNMENT

For value received, this Bond is hereby transferred and assigned by the undersigned holder, without recourse, to _____ on this _____ day of _____, _____.

By:_____
(Authorized Signature)

For:_____
(Holder)

SCHEDULE A

SCHEDULE OF AMOUNTS ADVANCED

Date	Advances	Total Amount Advanced	Notation Made By

SCHEDULE B

Date	Principal	Interest	Administrative Expense Surcharge	Loan Loss Reserve Surcharge	Total Loan Payment

APPENDIX B-3

[Form of the Series C Bond]

UNITED STATES OF AMERICA
STATE OF MONTANA
COUNTY OF FLATHEAD

CITY OF WHITEFISH

SEWER SYSTEM REVENUE BOND
(DNRC WATER POLLUTION CONTROL STATE REVOLVING LOAN PROGRAM)
SERIES 20__C

R-1 $9,575,000

FOR VALUE RECEIVED, CITY OF WHITEFISH, MONTANA (the "Borrower"), a duly organized municipal corporation and political subdivision of the State of Montana, acknowledges itself to be specially indebted and, for value received, hereby promises to pay to the Department of Natural Resources and Conservation of the State of Montana (the "DNRC"), or its registered assigns, solely from the Revenue Bond Account of its Sewer System Fund, the principal sum equal to the sum of the amounts entered on Schedule A attached hereto under "Total Amount Advanced," with interest on each such amount from the date such amount is advanced hereunder at the rate of two percent (2.00%) per annum on the unpaid balance until paid. In addition, the Borrower shall pay an Administrative Expense Surcharge and a Loan Loss Reserve Surcharge on the outstanding principal amount of this Bond, each at the rate of twenty-five hundredths of one percent (0.25%) per annum. Principal, interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall be payable in semiannual installments payable on each January 1 and July 1 (each a "Loan Repayment Date") commencing on the date first set forth in the column headed "Date" or "Payment Date" on Schedule B attached hereto and concluding on _____ 1, 20__. The portion of each such payment consisting of principal, of interest, of Administrative Expense Surcharge, and of Loan Loss Reserve Surcharge shall be as set forth in Schedule B hereto. Upon each disbursement of Loan amounts to the Borrower, the DNRC shall enter (or cause to be entered) the amount advanced on Schedule A under "Advances" and the total amount advanced under the Resolution (as hereinafter defined), including such disbursement, under "Total Amount Advanced." The DNRC shall prepare Schedule B and any revised Schedule B, or cause Schedule B and any revised Schedule B to be prepared, as provided in Section 5.1 of the Resolution, and the final Schedule B will reflect repayments under Section 5.1.4 of the Resolution. Schedule B shall be calculated and recalculated on a level debt service basis assuming an interest rate of 2.50% per annum. Past-due payments of principal and interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall bear interest at the rate of ten percent (10.00%) per annum, until paid. Interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge shall be calculated on the basis of a 360-day year comprising 12 months of 30 days each. All payments under this Bond shall be made to the registered holder

of this Bond, at its address as it appears on the Bond register, in lawful money of the United States of America.

This Bond is one of an issue of Sewer System Revenue Bonds of the Borrower authorized to be issued in one or more series from time to time, and constitutes a series in the maximum authorized principal amount of $9,575,000 (the "Series C Bond"). The Series C Bond is issued to finance a portion of the costs of the construction of certain improvements to the sewer system of the Borrower (the "System"), to fund deposits to the Reserve Account, and to pay costs of issuance of the Series C Bond. The Series C Bond is issued pursuant to and in full conformity with the Constitution and laws of the State of Montana thereunto enabling, including Montana Code Annotated, Title 7, Chapter 7, Part 44, as amended, and ordinances and resolutions duly adopted by the governing body of the Borrower, including Resolution No. 02-52, adopted by the Council on October 7, 2002 (the "Original Resolution"), as amended and supplemented by Resolution Nos. 08-59, 10-01, 11-20, 12-37, 14-04, 14-53, 15-51, 16-25 and 20-12, adopted by the Council on December 1, 2008, January 4, 2010, April 4, 2011, November 5, 2012, February 18, 2014, November 3, 2014, December 7, 2015, June 20, 2016 and April 6, 2020, respectively (the Original Resolution, as so amended and supplemented, the "Resolution"). Terms used with initial capital letters but not defined herein have the meanings given to them in the Resolution.

The Series C Bond is issuable only as a single, fully registered bond. The Series C Bond is issued on a parity with the Borrower's Series 2002 Bond, Series 2008A Bond, Series 2008B Bond, Series 2010B Bond, Series 2011B Bond, Series 2011C Bond, Series 2014 Bond, Series 2014A Bond, Series 2015 Bond, Series 2016 Bond and Series 2020B Bond (all such Bonds, collectively, the "Outstanding Bonds"). [The Borrower also has outstanding its Subordinate Lien Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2020A, which was issued as a Subordinate Obligation.]

Reference is made to the Resolution for a more complete statement of the terms and conditions upon which the Series C Bond has been issued, the Net Revenues of the System pledged and appropriated for the payment and security thereof, the conditions upon which additional Bonds may be issued under the Resolution and made payable from such Net Revenues on a parity with the Outstanding Bonds, the Series C Bond and any other parity Bond (collectively, the "Bonds") or otherwise, the conditions upon which the Resolution may be amended, the rights, duties and obligations of the Borrower, and the rights of the owners of the Series C Bond.

The Borrower may prepay the principal of the Series C Bond only if (i) a Determination Statement has been delivered, (ii) it obtains the prior written consent of the DNRC thereto, and (iii) no Loan Repayment or Administrative Expense Surcharge or Loan Loss Reserve Surcharge is then delinquent. Any prepayment permitted by the DNRC must be accompanied by payment of accrued interest, and Administrative Expense Surcharge and Loan Loss Reserve Surcharge to the date of prepayment on the amount of principal prepaid. If the Series C Bond is prepaid in part, such prepayments shall be applied to principal payments in inverse order of maturity.

The Series C Bond, including interest and any premium are payable solely from the Net Revenues pledged for the payment hereof and do not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision.

The Borrower may deem and treat the person in whose name this Series C Bond is registered as the absolute owner hereof, whether this Series C Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and the Borrower shall not be affected by any notice to the contrary. The Series C Bond may be transferred as hereinafter provided.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that the Borrower will prescribe and collect reasonable rates and charges for all services and facilities afforded by the System, including all additions thereto and replacements and improvements thereof, and has created a special Sewer System Fund into which the gross revenues of the System will be paid, and a separate and special Revenue Bond Account in that Sewer System Fund, into which will be paid each month, from and as a first and prior lien on the Net Revenues then on hand, an amount equal to not less than the sum of one-sixth of the interest to become due within the next six months and one-twelfth of the principal to become due within the next twelve months with respect to all Bonds payable semiannually from the Revenue Bond Account; that the Borrower has created a Reserve Account in the Sewer System Fund into which shall be paid additional Net Revenues, after required credits to the Revenue Bond Account, sufficient to establish and maintain a reserve therein equal to, as of the date of calculation, the Reserve Requirement; that the Revenue Bond Account will be used only to pay the principal of, premium, if any, and interest on the Outstanding Bonds, the Series C Bond, and any additional Bonds issued pursuant to the Resolution; that the rates and charges for the System will from time to time be made and kept sufficient to provide gross income and revenues adequate to pay promptly the reasonable and current expenses of operating and maintaining the System and to produce in each fiscal year Net Revenues equal to at least 110% of the maximum amount of principal and interest payable from the Revenue Bond Account in any subsequent fiscal year; that additional Bonds may be issued and made payable from the Revenue Bond Account on a parity with the Outstanding Bonds, the Series C Bond, and other Bonds upon certain conditions set forth in the Resolution, but no obligation will be otherwise incurred and made payable from the Net Revenues of the System, unless the lien thereof shall be expressly made subordinate to the lien of the Outstanding Bonds, the Series C Bond, and additional Bonds on such Net Revenues and such obligations are payable only from Surplus Net Revenues [(as is the case with the Series 2020A Bond)]; that all provisions for the security of the holder of this Series C Bond set forth in the Resolution will be punctually and faithfully performed as therein stipulated; that all acts, conditions and things required by the Constitution and laws of the State of Montana and the ordinances and resolutions of the Borrower to be done, to exist, to happen and to be performed in order to make this Series C Bond a valid and binding special obligation of the Borrower according to its terms have been done, do exist, have happened and have been performed as so required; and that this Series C Bond and the premium, if any, and interest hereon are payable solely from the Net Revenues of the System pledged and appropriated to the Revenue Bond Account and do not constitute a debt of the Borrower within the meaning of any constitutional or statutory limitation or provision and the issuance of the Series C Bond does not cause either the general or the special indebtedness of the Borrower to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Whitefish, Montana, by its governing body, has caused this Bond to be executed by the signatures of the Mayor, the City Manager, and the City Clerk, and has caused the official seal of the Borrower to be affixed hereto, and has caused this Bond to be dated as of the _____ day of _____, 20__.

_____
Mayor

(Seal)

_____
City Manager

_____
City Clerk

REGISTRATION AND TRANSFER

This Bond shall be fully registered as to both principal and interest. No transfer of this Bond shall be valid unless and until (1) the registered holder of the Bond, or his duly authorized attorney or legal representative, executes the form of assignment appearing on this Bond, and (2) the City Finance Director as bond registrar (the "Registrar"), has duly noted the transfer on the Bond and recorded the transfer on the Registrar's registration books. The Borrower shall be entitled to deem and treat the person in whose name this Bond is registered as absolute owner thereof for all purposes, notwithstanding any notice to the contrary. Payments on account of the Bond shall be made only to the order of the registered holder thereof, and all such payments shall be valid and effectual to satisfy and discharge the Borrower's liability upon the Bond to the extent of the sum or sums so paid.

REGISTER

The ownership of the outstanding principal balance of this Bond and the interest accruing thereon is registered on the books of the City of Whitefish, Montana in the name of the registered holder appearing on the first page hereof or as last noted below:

Date of Registration	Name and Address of Registered Holder	Signature of City Finance Director
_____, 2020	Department of Natural Resources and Conservation 1539 Eleventh Avenue Helena, MT 59620	_____

THE FOLLOWING ENTRIES ARE TO BE MADE ONLY BY THE BOND REGISTRAR UPON REGISTRATION OF EACH TRANSFER

The City Finance Director of the City, acting as Bond Registrar, has transferred, on the books of the City, on the date last noted below, ownership of the principal amount of and the accrued interest on this Bond to the new registered holder noted next to such date, except for amounts of principal and interest theretofore paid.

Date of Transfer	Name of New Registered Holder	Signature of Bond Registrar

FORM OF ASSIGNMENT

For value received, this Bond is hereby transferred and assigned by the undersigned holder, without recourse, to _____ on this _____ day of _____, _____.

By:_____
(Authorized Signature)

For:_____
(Holder)

SCHEDULE A

SCHEDULE OF AMOUNTS ADVANCED

Date	Advances	Total Amount Advanced	Notation Made By

SCHEDULE B

Date	Principal	Interest	Administrative Expense Surcharge	Loan Loss Reserve Surcharge	Total Loan Payment

APPENDIX C

ADDITIONAL AGREEMENTS, REPRESENTATIONS AND COVENANTS

NONE

APPENDIX D

$19,925,000
Sewer System Revenue Bonds
(DNRC Water Pollution Control State Revolving Loan Program)
consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond
$10,000,000 Series 2020B Bond and $9,575,000 Series C Bond
City of Whitefish, Montana

COMPLIANCE CERTIFICATE AND REQUEST

We, _____, _____, and _____, hereby certify that we are on the date hereof the duly qualified and acting Mayor, the City Manager and the City Clerk, respectively, of the City of Whitefish, Montana (the "Borrower"), and that:

1. Pursuant to Resolution No. 02-52, adopted by the Council on October 7, 2002, as amended and supplemented by Resolution Nos. 08-59, 10-01, 11-20, 12-37, 14-04, 14-53, 15-51 and 16-25, adopted by the Council on December 1, 2008, January 4, 2010, April 4, 2011, November 5, 2012, February 18, 2014, November 3, 2014, December 7, 2015 and June 20, 2016, respectively (as so amended and supplemented, the "Original Resolution"), and as further amended and supplemented by Resolution No. 20-12, adopted on April 6, 2020, entitled "Resolution Relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), Consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond, $10,000,000 Series 2020B Bond and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions Thereof" (the "Supplemental Resolution"), the Borrower issued its Subordinate Lien Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Taxable Series 2020A, dated, as originally issued, as of May 6, 2020, in the maximum aggregate principal amount of $350,000 (the "Series 2020A Bond"), its Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 2020B, dated, as originally issued, as of May 6, 2020, in the maximum aggregate principal amount of $10,000,000 (the "Series 2020B Bond")[, and its Sewer System Revenue Bond (DNRC Water Pollution Control State Revolving Loan Program), Series 20__C, dated, as originally issued, as of _____, in the maximum aggregate principal amount of $9,575,000 (the "Series C Bond")]. The Borrower has reviewed the Supplemental Resolution, including, without limitation, Articles II and III thereof, and the definitions relating thereto. The Borrower acknowledges and agrees that the Series 2020A Bond evidences a loan made to the Borrower from the DNRC from funds made available to the DNRC from the EPA Capitalization Grant, and that this Certificate is being relied upon by the DNRC for ensuring compliance with requirements applicable to the Borrower, the DNRC, and the Wastewater Treatment Plant Project (as hereinafter defined). Capitalized terms used herein without definition shall have the meanings given them in the Original Resolution or the Supplemental Resolution.

2. The Series 2020A Bond is issued to finance a portion of the costs of construction and installation of various improvements to the System, generally described as the Wastewater Treatment Plant Project (the "Wastewater Treatment Plant Project") in the Supplemental

Resolution. Construction of the Wastewater Treatment Plant Project has complied with all federal and state standards, including, without limitation, EPA regulations and standards. The Wastewater Treatment Plant Project is expected to be completed and placed in service on or about December 31, 2021.

3. Costs of the Wastewater Treatment Plant Project in the amount of $_____ have been paid as of the date of delivery of this Certificate. The Borrower hereby waives its right to any remaining 2020A Committed Amount not advanced or to be advanced upon delivery hereof. The Borrower specifically confirms and agrees that any remaining amounts of the WTPP ABC Loans to be lent to the Borrower, if any, shall be evidenced by the Series 2020B Bond and the Series C Bond.

4. As of the date hereof, the Borrower has spent the following amounts in connection with the Wastewater Treatment Plant Project and costs related thereto:

Costs	Total:
Professional Services	
Legal Costs	
Travel & Training	
Loan Reserves	
Bond Counsel & Related costs	
Final Engineering Design	
Construction Mgmt & Insp	
Utility Relocation	
Landfill Fees	
AASI Design Integration	
Construction	
Contingency	
TOTAL COSTS	

Of such amounts, $_____ were paid from advances of proceeds of the Series 2020A Bond.

5. The Trustee has delivered to the Borrower a copy of Schedule B to be attached to the Series 2020A Bond, which reflects the amortization of all advances made or to be made on the date hereof of proceeds of the Series 2020A Bond (i.e., $_____). The Borrower hereby acknowledges and agrees that Schedule B has been calculated in accordance with the provisions of the Resolution and the Indenture, and that the Series 2020A Bond, with said Schedule B attached thereto, has been duly issued pursuant to the Resolution and is a valid and binding obligation of the Borrower in accordance with its terms and the terms of the Resolution;

provided, however, if the DNRC delivers a Forgiveness Statement, the Borrower's obligation to repay the principal of the Series 2020A Bond and interest and surcharges thereon is thereupon forgiven, and if the DNRC delivers a Noncompliance Certificate, amounts advanced under the 2020A Loan evidenced by the Series 2020A Bond shall bear interest from and after the first advance of principal of the Series 2020A Bond at the rate of two percent (2.00%) per annum and the Borrower shall pay currently with interest the Administrative Expense Surcharge and the Loan Loss Reserve Surcharge, all as described in Section 5.1.2 of the Supplemental Resolution authorizing the Series 2020A Bond.

6. The representations of the Borrower contained in Articles II and III of the Supplemental Resolution are true and complete as of the date hereof as if made on this date, except to the extent that the Borrower has specifically advised the DEQ and the DNRC otherwise in writing.

7. No default in any covenant or agreement on the part of the Borrower contained in the Resolution has occurred and is continuing.

8. The Borrower is delivering this Certificate to the DNRC, in part, to ensure compliance with EPA regulations and standards. The Borrower certifies that all laborers and mechanics employed by contractors and subcontractors on the Wastewater Treatment Plant Project have been and will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the United States Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code, and that the iron and steel products used in the Wastewater Treatment Plant Project comply with the "American Iron and Steel" requirements of Section 436 of the Consolidated Appropriations Act of 2014 (P.L. 113-76), as those requirements are further interpreted by applicable EPA guidance.

9. The Borrower acknowledges and agrees that this Certificate completed by the Borrower in form satisfactory to the DNRC must be executed and delivered to the DNRC by the date that is 30 days after receipt of the form of this Certificate from the DNRC. By submitting this Certificate, the Borrower requests that the DNRC forgive the obligation of the Borrower to repay the principal of the Series 2020A Bond, together with interest and surcharges thereon. The Borrower acknowledges and agrees that (i) the forgiveness of principal of and interest and surcharges on the Series 2020A Bond by the DNRC is contingent on the timely delivery of this Certificate by the Borrower in satisfactory form as determined in the DNRC's sole and complete discretion, (ii) the DNRC has no obligation to grant such forgiveness; and (iii) if the DNRC delivers to the Borrower a Noncompliance Certificate, (a) the obligation of the Borrower to repay the principal of the Series 2020A Bond plus interest and Administrative Expense Surcharge and Loan Loss Reserve Surcharge thereon shall continue in full force and effect until the principal of the Series 2020A Bond advanced and interest, Administrative Expense Surcharge, and Loan Loss Reserve Surcharge thereon are paid in full, as set forth in Schedule B delivered pursuant to paragraph 5 above, and as provided in the Series 2020A Bond and the Supplemental Resolution, and (b) the Borrower shall, as necessary, within the 3-month period specified in the Supplemental Resolution, adjust its rates and charges to produce Net Revenues and Surplus Net Revenues required by the rate covenant in the Supplemental Resolution.

WITNESS our hands on behalf of the Borrower as of this _____ day of _____, 20__.

CITY OF WHITEFISH, MONTANA

By _____
Mayor

By _____
City Manager

By _____
City Clerk

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EMERGENCY ORDINANCE NO. 20-__

An Emergency Ordinance of the City Council of the City of Whitefish, Montana, prohibiting motels, hotels, short term rentals, and all other lodging facilities from accepting reservations for non-essential purposes through April 30, 2020, and waiving a second reading.

WHEREAS, on March 11, 2020, the World Health Organization declared a global pandemic due to the spread of Novel Coronavirus "COVID-19;" and

WHEREAS, on March 12, 2020, Governor Steve Bullock declared a state of emergency related to COVID-19; and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency related to COVID-19; and

WHEREAS, on March 16, 2020, the City of Whitefish adopted emergency Ordinance No. 20-04, enacting measures to reduce the spread of COVID-19 and waiving a second reading; and

WHEREAS, on March 18, 2020, the Flathead County Board of Commissioners declared a state of emergency related to COVID-19; and

WHEREAS, on March 19, 2020, Mayor John Muhlfeld declared a state of emergency related to COVID-19; and

WHEREAS, on March 27, 2020, Governor Steve Bullock issued a "stay at home" directive effective at 12:01 a.m. on March 28 through April 10, 2020; and

WHEREAS, on March 30, 2020, President Donald Trump extended social distancing guidelines to April 30, 2020; and

WHEREAS, on March 30, 2020, Governor Bullock issued a directive requiring that individuals traveling to Montana from another state or country self-quarantine for 14 days; and

WHEREAS, as of March 31, 2020, there have been 823,479 reported cases of COVID-19 globally and 175,067 reported cases of COVID-19 in the United States; and

WHEREAS, there has been a recent trend of individuals leaving areas with high concentrations of COVID-19 to "shelter in place" in hotels, motels, short term rentals, and other lodging facilities in small mountain communities such as the City; and

WHEREAS, the individuals traveling to the City to "shelter in place" for non-essential purposes present a health risk for the public; and

WHEREAS, protecting the public's health is a valid objective for the exercise of the City's police power; and

WHEREAS, § 7-5-104, MCA, authorizes the City Council to waive the second reading of an ordinance passed in response to an emergency and provides such ordinance is effective upon passage; and

WHEREAS, an emergency ordinance requires a two-thirds vote of the whole City Council for passage and remains effective for no more than 90 days; and

WHEREAS, §§ 2-3-103 through 2-3-111, MCA, provide that public agencies must ensure that prior to a final agency decision being taken that is of significant interest to the public, adequate notice is given and the public is allowed a reasonable opportunity to participate; and

WHEREAS, § 2-3-112, MCA, provides §§ 2-3-103 through 2-3-111, MCA, do not apply to an agency decision that must be made to address an emergency situation affecting the public health, welfare, or safety; and

WHEREAS, COVID-19, and its possible spread through infected individuals "sheltering in place" in motels, hotels, short term rentals, and other lodging facilities located within the City constitutes an emergency situation affecting the public health, safety and general welfare; and

WHEREAS, prohibiting motels, hotels, short term rentals, and other lodging facilities from accepting reservations for non-essential purposes through April 30, 2020, is in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whitefish, Montana, as follows:

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

Section 2: All motels, hotels, short term rentals, and other lodging facilities are prohibited from accepting reservations for non-essential purposes during the COVID-19 emergency through April 30, 2020.

Section 3: All motels, hotels, short term rentals, and other lodging facilities may accept reservations for essential purposes including government, health care, law enforcement, domestic violence victims, personnel responding to the COVID-19 emergency, essential workers as defined by federal and state guidance, family members of those seeking medical treatment, and those individuals that have a medical recommendation to quarantine outside their home.

Section 4: The City Council may extend the April 30, 2020, deadline in accordance with federal, state and local guidance.

Section 5: Violation of this ordinance may result in revocation of the business license issued by the City.

Section 6: In the event any word, phrase, clause, sentence, paragraph, section or other part of the Ordinance set forth herein is held invalid by a court of competent jurisdiction, such judgment shall affect only that part held invalid, and the remaining provisions thereof shall continue in full force and effect.

Section 7: This Emergency Ordinance shall take effect immediately upon its adoption by the City Council of the City of Whitefish, Montana, and signing by the Mayor thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WHITEFISH, MONTANA, THIS _____ DAY OF _____ 2020.

_____
John M. Muhlfeld, Mayor

ATTEST:

_____
Michelle Howke, City Clerk

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.

PO Box [redacted]

Kalispell, Montana 59903

CITIZENS FOR A BETTER FLATHEAD

T: 406.7[redacted] ● F: 406.7[redacted]

[redacted]

www.flatheadcitizens.org

April 6, 2020

To: The Whitefish City Council for consideration under Communications From the Public

Let us first express our appreciation for the council's strong leadership on addressing and taking the measures needed to protect the public during these challenging times during this pandemic.

On your consent agenda this evening is the extension of the time for the duration of the Highway 93 South Corridor Plan Steering Committee through September 30, 2020. Additionally, under agenda item #9 is your consideration of Authorization to Contract for the 2020 Transportation Plan Update. Related to these two items jointly we would ask that you give consideration to the following:

1. While we strongly support the council moving forward with the 2020 Transportation Plan Update, we believe that the findings of this update should be used to inform and guide final decisions on the Highway 93 South Corridor Plan. As it appears from the information provided in your packet that the findings, traffic data/projections, and policy recommendations from the Transportation Plan Update, as well as realistic funding projections for improvements needed, will not be available or complete until 2021, we would suggest that the timeline and work of the Highway 93 South Corridor Plan should delayed until this information is readily available for consideration by both the committee and the public. So while we encourage you to move forward with the 2020 Transportation Plan Update, we would ask that a revised timeline and work plan be developed for the Highway 93 South Corridor Plan so that this plan can best benefit from the transportation plan update.

2. In reviewing the public involvement elements of the proposed 2020 Transportation Plan Update, we appreciate the proposed multiple interactive on line tools that will be provided for public input as well as some (though perhaps too limited) opportunities for direct public input. Additionally we would ask that public meeting notices be provided for the work of the proposed Study Review Committee and Project Team Working Meetings, outlined in the consultant's proposal, so that the public has the opportunity observe these meetings and to learn in more depth about the pros and cons of policy options being considered as work on this plan progresses. This will allow members of the public who are often the "traffic experts" in their neighborhoods to provide more timely input and to be better informed so they can raise issues of concern earlier in the process before the plan becomes more finalized and difficult to change.

3. Finally, while Whitefish over the years has funded and supported earlier transportation plans, the lack of funding to implement the recommendations of these plans has meant that many critical road connections have not been built. We would encourage the council, as you move forward with the development of this new transportation plan, to actively work with the consultant to have them give additional consideration and recommendations for how transportation improvements will be funded and when such funding can be realistically achieved. Given the inherent lack of funding for what the city would like to provide, it is also important, we feel, that the new transportation plan better define how the Whitefish Growth Policy goals and call for concurrency standards can best be implemented as new development is proposed. (**Concurrency** means that adequate public facilities are in place to serve new development as it occurs or within a specified time period.)

Thank you for consideration of our comments this evening and as you move forward.

Michelle Howke

From: Lauren Walker [redacted].com>
Sent: Monday, April 6, 2020 1:15 PM
To: Michelle Howke
Subject: Re: city council decision?

Thanks Michelle,

Sorry so late, life has been...well.....you know...

Dear Council,

While you are undoubtedly focusing on keeping our city and residents safe, the business of business will continue. Can you also try to keep us safe from over development, unsmart development, and greed? Those are just as important as anything else in the livelihood and happiness of our residents.

That said, I would like to implore you not to give Town Pump SPECIAL PERMISSION to CHANGE the zoning of their property and put up the blight of a gas station as our welcoming entrance to Whitefish. The planning board did not want to recommend you to approve it... but could not see a way out. The way out is they don't have the zoning and you would have to approve a change of zone to allow it. You do not have to do that. PLEASE DO NOT! Again and again the council is up against bad choices that they really cannot mitigate. But here is an opportunity for you to DO THE RIGHT THING and NOT allow this.

While this may seem a small thing at the moment, it is during times of crises that all kinds of bad, nefarious, and un thought through decisions get made in the name of exigency. Please don't allow that to happen here. Don't let this virus cause The Shock Doctrine to take place in our (still, somewhat, very at the risk of overdevelopment) beautiful town.

Thank you
Lauren Walker

On Fri, Mar 27, 2020 at 12:31 PM Michelle Howke <mhowke@cityofwhitefish.org> wrote:

> Good afternoon,
>
> Please forward to me your comment. If I receive it prior to Tuesday 31st it will be included in the packet for the Council to read. If you forward it after Tuesday, I will forward your comment to the Council and/or read it aloud at the meeting.
>
> Thank you,
> Michelle Howke
>
> Get Outlook for Android

From: Lauren Walker [redacted]
Sent: Friday, March 27, 2020 11:12:05 AM
To: Michelle Howke <mhowke@cityofwhitefish.org>
Subject: city council decision?

Hi Michelle,

I'm not sure how you're taking public input these days.

Is the council going to vote on the proposed gas station on April 6? If so, is this the correct address to register my comments?

Thanks,
Lauren Walker

--

Lauren Walker
Founder & Author
Energy Medicine Yoga - It's in the Pose!
Email: [redacted]
Website: e[redacted]t
Facebook & Instagram: [redacted]

EXTERNAL SENDER verified by City of Whitefish IT

--

Lauren Walker
Founder & Author
Energy Medicine Yoga - It's in the Pose!
Email: [redacted]
Website: [redacted]
Facebook & Instagram: [redacted]

[redacted] verified by City of Whitefish IT

Michelle Howke

From: Andrea [redacted]
Sent: Monday, April 6, 2020 2:52 PM
To: Michelle Howke
Subject: City council meeting tonight April 6/ proposed town hall pump

Regarding the proposed Town Pump at the corner of hwy 93 & 40:

That's a horrible idea and place for that. It's already a problem area for accidents plus the traffic & emergency traffic for hospital. The traffic plan they are referring to for the number of cars is old and outdated And doesn't reflect the large growth of both population and tourists to the area.

As if that weren't enough reason to not approve it, this corner (on either side) is the Initial impression when entering whitefish. Ideally, this should remain a green space, not a gas station.

Please don't approve having a gas station near this intersection!

Andrea Vissotzky
EXTERNAL SENDER verified by City of Whitefish IT

PO Box [redacted]

Kalispell, Montana 59903

T: 406.[redacted] ● F: 406.[redacted]

[redacted]

www.flatheadcitizens.org

April 6, 2020

To: Whitefish City Council

RE: A request from Montana Commerce, LLC for a Conditional Use Permit to construct a gas station and convenience store located at 6045 Highway 93 S, zoned WB-2 (Secondary Business District) (WCUP 20-01)

We would encourage the Whitefish City Council to deny the Conditional Use Application for WCUP 20-01 for the following reasons:

1. **Failure to meet the Whitefish Growth Policy concurrency standards/policy and the City of Whitefish's identified need to provided additional water pressure for this area to meet fire capacity needs and service to existing development approved or built in this area.** It is our understanding that the city does not currently have the funding nor a location for the water storage tank identified as needed for this part of the city to meet existing and future needs.[1] Availability and adequacy of public services and facilities as required for the issuing of a CUP has not been established with a factual basis as required by city code in the footnote below[2] and the burden for doing so is that of the applicant as cited below under our point #2 below. Additionally the city"s findings of fact report does not provide the required factual basis to establish that under #5 that the following statements are based in fact: "Availability and Adequacy of Public Services and Facilities. Sewer and Water: The property is served by both municipal water and sewer. It is adequate to serve the project." Or "Fire Protection: The Whitefish Fire Department serves the site and response times and access are good. The proposed use is not expected to have significant impacts upon fire services."

[1] 2. It shall be the policy of the City of Whitefish to require concurrency of all urban
1. services, including but not limited to:
2. Water and sewer
3. Drainage
4. StreetsPublic safety and emergency services
5. Pedestrian, bikeway, and trail facilities
6. Parks
7. Schools

[2] L. City Council Decision Based On Findings: Every decision of the City Council pertaining to the granting, denial or amendment of a request for a conditional use permit **shall be based upon findings of fact, and every finding of fact shall be supported in the records of its proceedings.** The enumerated conditions as provided for in subsection J of this section, required to exist in any matter upon which the City Council is required to pass under these regulations shall be construed as a limitation on the power of the City Council to act in the matter of the issuance of conditional use permits. **A mere finding or recitation of the enumerated conditions unaccompanied by findings of specific fact shall not be deemed in compliance with these regulations. (Ord. A-407, 3-15-1982)**

2. **Lack of demonstrated need for yet another automotive service station and convenience store in order to demonstrate compliance with required Neighborhood/community compatibility standards for a CUP.** As noted in public comment at the planning board by another member of the public Whitefish already has five gas stations and another half dozen within a ten-mile radius. 11-7-8: CONDITIONAL USE PERMITS states that "K. Burden On Applicant: The burden of proof for satisfying the aforementioned criteria considered for approval shall rest with the applicant and not the City Council. The granting of a conditional use permit is a matter of grace, resting in the discretion of the City Council and a refusal is not the denial of a right, conditional or otherwise." Additionally the WFGP states that "It shall be the policy of the City of Whitefish to encourage and support sustainability in land use planning so that the needs of the present are met while ensuring that future generations have the same or better opportunities." Furthermore the Growth Policy designation is Suburban Residential, which does not correspond to the WB-2 zoning district. Lower density residential areas at the periphery of the urban service area generally fall under this designation on the Future Land Use Map.

3. **Following from the previous point as to lack of need, there is no factual basis provided for the urgency of approval of this use prior to the approval of the 2020 Transportation Plan Update and the the Highway 93 South Corridor Plan.** Both of these plans have been identified by the city as high priority plans and essential to sound planning for future growth in Whitefish. Contrary to the staff report and findings of facts prepared by the planning office the statement that the Highway Corridor committee intends to recommend a change to the Whitefish Growth Policy to make this area compatible with the growth policy this has not been voted on by this committee and is merely a staff recommendation at this time. See prior comment by committee member Roger Sherman that supports this committee view. Additionally, the community visioning sessions for this corridor plan demonstrated significant public concern for this entrance corridor to Whitefish discouraged this type of development. The records from these visioning sessions should be made part of the finding of fact for denial of this CUP.

Should the City decide to approve this CUP we would encourage you to add the following conditions:

1. Given the potential for future requests to amend the zoning for this area to add a casino use[3], add a clear condition denying future casinos at this site under this CUP.

---

[3] 11-3-7: CASINOS:

A. The city council may amend the zoning jurisdiction regulations and create within the WB-2 district a specific geographic area defined as casino overlay zone.
B. A new casino may only be located within a WB-2 district in a location specifically designated casino overlay zone on the official zoning jurisdiction map.
C. Those casinos that exist outside of a designated casino overlay zone shall be considered nonconforming and shall be regulated according to section 11-7-11 of this title. The addition of any gambling machines or gambling devices or increase in number of gambling machines or gambling devices shall be considered an expansion of use under subsection 11-7-11D of this title. (Ord. 00-06, 4-3-2000; amd. Ord. 05-25, 11-21-2005)
D. A nonprofit entity which holds appropriate state alcoholic beverage and gambling licenses and which is a legal nonconforming use not located within the casino overlay, as described in this section, may operate up to four (4) gambling machines subject to the following restrictions:
1. No signs or advertising of any type can be used to publicize the existence of gambling machines, gambling opportunities, or a casino; and
2. Use of gambling machines must be primarily by members of the nonprofit entity. (Ord. 06-06, 4-3-2006)

2. Limit hours of operation for the sale of liquor or other alcoholic beverages at this site as the 24/7 days of operation would allow for sales that are otherwise limited by other state laws. Public safety and welfare is at risk when such a highway oriented facility is allowed to sell these products 24/7. Additionally the applicant has failed to show any factual reason why he should be able to sell liquor or other alcoholic beverages at this site when such services are provided elsewhere in the city.[4]

3. Limit the use of neon or other such lighting in store windows. Compliance with dark sky lighting currently applies as stated in the staff report only to outside lighting. The Kalispell Center Mall provides a glaring example of a casino using its windows to advertise its presence.

4. Clearly prohibit the use of this site for outside displays and rental equipment like U-Haul trucks, boats, recreational equipment and other such equipment as well as parking of vehicles that advertise a business or product.

[4] All **liquor stores** in **Montana** are state-controlled with minimum **hours** of 10am to 6pm. Grocery and convenience stores sell beer and wine from **8:30 a.m. to 2:00 a.m.** Restaurants sell alcohol from **11:00 a.m. to 11:00 p.m.** Montana breweries serve samples to customers from **10:00 am to 8:00 p.m.** They can provide 48 ounces per client.

A•L•P•I•N•E
WOMEN'S CENTER

Whitefish Planning & Building Department
PO Box 158
Whitefish, MT. 59937

Dear City Planning Board Members:

This letter is regarding the proposed land use action of property located at 6405 Hwy 93 S. We are very concerned about the request that a gas station and convenience store be built there.

First, traffic impacts would be significant. The major concern would be attempted left turns on to Hwy 40 from the property. Drivers would be attempting to turn through multiple lanes of traffic in close proximity to a complex traffic light. Because people would not be about to turn east (L) on to Hwy 40 they will be forced to turn R out of the business (on the unnamed road toward Alpenglow Dental) and then go through the medical complex to Hospital Way to try to turn east onto Hwy 40. This would be hazardous to pedestrians and vehicles trying to access the south entrance to North Valley Hospital and the medical office complex. Our Experience has already been that the traffic through the medical complex is hazardous when cars are using that unnamed diagonal road to go to the Sports Complex for practices and competitions.

Second, as is stands now, people turning left out of Hospital Way onto Hwy 40 to head east have a difficult and dangerous turn.

Third, attempting to turn left off of Hwy 40 into the gas station will back up traffic at the intersection for people turning east onto Hwy 40. There is a no left turn sign on Hwy 40 at Hospital Way that is consistently disregarded by drivers which causes accidents, so putting a no left turn off Hwy 40 into the gas station will be less than effective.

Fourth, if any serious consideration is made about this construction, water engineers would need to be involved in the planning due to hazardous runoff being created by fuel spills at gas stations. The contaminated water would drain toward the hospital/medical offices which already has a retention pond that is at full capacity.

D. Randall Beach, M.D. OB/GYN · Mirna D. Bowden, M.D. OB/GYN · Kathleen M. Lewison, M.D. OB/GYN
Bradley L. Kasavana, D.O., OB/GYN
[redacted] · Whitefish, Montana 59937
(406) 8[redacted] Fax (406) 8[redacted]

A•L•P•I•N•E
WOMEN'S CENTER

Lastly, the entry to Whitefish will be less than picturesque with that business there. A more appropriate use would be a Whitefish Visitor's Center/ Historical Society location. The introduction to Whitefish would be more in keeping with the community goals.

In closing, we do not find the proposed gas station/convenience store an appropriate use of the land at that location.

Sincerely,

[redacted]

D. Randall Beach, M.D

[redacted]

Mirna Bowden, M.D.

[redacted]

Bradley Kasavana, D.O

[redacted]

Kathleen Lewison, M.D.

D. Randall Beach, M.D. OB/GYN · Mirna D. Bowden, M.D. OB/GYN · Kathleen M. Lewison, M.D. OB/GYN
Bradley L. Kasavana, D.O., OB/GYN
2002 Hospital Way · Whitefish, Montana 59937
(406) 8[redacted] Fax (406) 8[redacted]

[redacted]
Whitefish, MT 59937
March 15, 2020

Whitefish Planning & Building Department
P.O. Box 158
Whitefish, MT 59937

Dear City Planning Board Members:

I am concerned about having a gas station/convenience store plan seeking approval for property at the intersection of Hwy 93 and U.S. 40. Traffic congestion is common there, especially during summer and winter tourist seasons. Cars turning east (L) from Hwy 93 will block traffic, as will cars heading east on U.S. 40 trying to turn left into the business. Vehicles trying to turn left out of the business on to U.S. 40 will turn across two lanes of traffic, right near a stoplight controlled intersection.

This seems like very poor planning and the location will markedly increase risk of collisions.

Yours truly,

[redacted]

Anita Mills

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, April 6, 2020, at **7:10 p.m.** at City Hall, 418 E. 2nd Street, 2nd Floor.

Ordinance numbers start with 20-~~05~~06. Resolution numbers start with 20-11.

Due to the Stay-at-Home Directive from Governor Bullock, due to the global outbreak of COVID-19 Novel Coronavirus, the City Hall will remain closed. The meeting will be remotely held through WebEx. We encourage individuals who wish to provide public comment should submit a letter to the City Clerk, Michelle Howke at mhowke@cityofwhitefish.org prior to the meeting to be read aloud in the record, or drop a letter by 5:00 at City Hall in the Utility Drop Box. Individual who wish to provide public comment orally should register ahead to receive a caller ID number to help with remote coordination. Live streaming of the meeting may not be available. Audio of the meeting will be uploaded as soon as possible after the meeting. Please see below to provide public comment via WebEx:

Monday, April 6, 2020 7:00 pm, Mountain Daylight Time (Denver, GMT-06:00)

Event address for attendees:

https://cityofwhitefish.webex.com/cityofwhitefish/onstage/g.php?MTID=e58778fbde5f5b09d75288bc7ccf6ba7

Audio conference information

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-408-418-9388 United States Toll

Global call-in numbers

Event number (access code): 963 891 238

Note when an Attendee follows the link above it will take them to the Event Information page. From there they can register and on the night of the event, starting at 7:00 PM they will be able to Join the Event.

1) CALL TO ORDER

2) PLEDGE OF ALLEGIANCE

3) PRESENTATION
   a) Annual Review and consideration of approval for Whitefish Convention and Visitors Bureau Marketing Plan and Budget for FY21 (p.19)

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)

5) COMMUNICATIONS FROM VOLUNTEER BOARDS

6) CONSENT AGENDA
   a) Minutes from March 16, 2020 Regular Session (p.62)
   b) Resolution No. 20-__; A Resolution of the City Council of the City of Whitefish, Montana, amending Resolution No. 18-19 to extend the duration of the Highway 93 South Corridor Plan Steering Committee through September 30, 2020 (p.66)

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))
   a) Consideration of a request from Mireille Bierens for a Conditional Use Permit to construct an accessory apartment located at 553 Park Avenue, zoned WR-2 (Two-Family Residential) (WCUP 20-02) (p.69)
   b) Consideration of a request from Montana Commerce, LLC for a Conditional Use Permit to construct a gas station and convenience store located at 6045 Highway 93 S, zoned WB-2 (Secondary Business District) (WCUP 20-01) (p.95)
   c) Consideration of a request from Joseph and Jill Courtney for a Conditional Use Permit to construct a guesthouse, located at 535 Colorado Avenue, zoned WR-2 (Two-Family Residential District) (WCUP 20-04) (p.239)
   d) Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, implementing the "Directive Implementing Executive Orders 20-2020 and 3-2020, providing measures for the operation of local government," issued by Governor Steve Bullock on March 24, 2020, amending Ordinance No. 20-04, and waiving a second reading (Only Reading) (p.268)

8) COMMUNICATIONS FROM PLANNING AND BUILDING DIRECTOR
   a) Consideration of a request from Randy Dunlop and Cam Clark for a Whitefish Lake and Lakeshore Protection Permit located at 736, 751, and 810 Birch Point Drive to remove existing individual docks and install new shared docks (WLP 20-W01) (p.286)

9) COMMUNICATIONS FROM PUBLIC WORKS DIRECTOR
   a) Consideration for Authorization to Contract for the 2020 Transportation Plan Update (p.325)
   b) Consideration for Approval of Plans and Authorization to Bid Baker Avenue Underpass Project (p.371)

10) COMMUNICATIONS FROM CITY MANAGER
   a) Written report enclosed with the packet. Questions from Mayor or Council? (p.398)
   b) Other items arising between April 1st and April 6th
   c) Resolution No. 20-12; A Resolution of the City Council of the City of Whitefish, Montana, relating to $19,925,000 Sewer System Revenue Bonds (DNRC Water Pollution Control State Revolving Loan Program), consisting of $350,000 Subordinate Lien Taxable Series 2020A Bond, $10,000,000 Series 2020B Bond, and $9,575,000 Series C Bond; Authorizing the Issuance and Fixing the Terms and Conditions thereof (p.402)

11) COMMUNICATIONS FROM MAYOR AND CITY COUNCILORS
   a) ~~Ordinance No. 20-__; An Emergency Ordinance of the City Council of the City of Whitefish, Montana, prohibiting motels, hotels, short term rentals, and all other lodging facilities from accepting reservations for non-essential purposes through April 30, 2020, and waiving the second reading (Only Reading) (p.476)~~ Held as a Special Session, April 5, 2020 at 10:00 a.m., remotely. Council adopted Ordinance No. 20-05 unanimously, effective immediately.

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