

TOWN OF WEST YELLOWSTONE

PUBLIC HEARING CONDITIONAL USE APPLICATION 101 South Canyon Street Travel Trailer Park Expansion

NOTICE IS HEREBY GIVEN that the West Yellowstone Planning Board will conduct a **Public Hearing on February 4, 2026** on a Request for Conditional Use made by Yellowstone Hales LLC. The request is to expand a currently licensed business at 101 S Canyon Street by adding 37 additional RV (travel trailer) sites to the property and expanding the existing office, restroom and laundry facility. The hearing will be conducted during the Planning Board Meeting, which begins at **12:00 PM**. The meeting and hearing will also be broadcast by Zoom, **Meeting ID 893 834 1297**. The property is located in the E-2 (Entertainment) Zoning District. A travel trailer park is allowed in the E-2 Zoning District as a conditional use. Complete copies of the application and the Town of West Yellowstone's zoning code are available at the Town Offices, 440 Yellowstone Avenue, West Yellowstone, Montana. The Town's zoning code, Chapter 17 of the West Yellowstone Municipal Code, may be accessed on the Town's website: www.townofwestyellowstone.com.

The hearing will be held during the Planning Board Meeting that begins at 12:00 PM on February 4, 2026. The meeting will be held at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana. Oral testimony may be delivered during the meeting. Written testimony may be submitted until 12:00 PM on the date of hearing to the Town Clerk at the Town Offices, 440 Yellowstone Avenue, or by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information, please contact the Town Clerk by email or phone at 406-646-7795.

Elizabeth Roos
Town Clerk



REQUEST FOR CONDITIONAL USE

Town of West Yellowstone
Gallatin County, Montana

DATE: November 18, 2025

APPLICANT: Glenn Hales

ADDRESS: 101 South Canyon Street W. Yellowstone, MT 59758

PHONE: 406.646.4300 - Office 801.360.7473 - Mobile

INTEREST IN PROPERTY: Owner

OWNER OF RECORD'S SIGNATURE: *Glenn L Hales*

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Add Ph 1 S34, T13 S, R05 E

Block: 3 Lot: 1

Zoning District Number: E2

2. Please state specifically the proposed conditional use including the construction, size, and all relevant details regarding the proposal. Permitted conditional uses are listed in Section 17.32.050 of the West Yellowstone Municipal Code. The proposed conditional use is to build an additional 3 RV sites on the property as well as expand the existing office, restroom and laundry facility. 37

The conditional use for the proposed use is in Sect. 17.25.025 Sub Category F of the Town's municipal code.

The included site plan shows all relevant information for the expansion project.

3. Application Fee: \$150.00 Paid Check 1881 Date Nov 18, 2025 *GR*

Glenn L Hales
Signature of Applicant

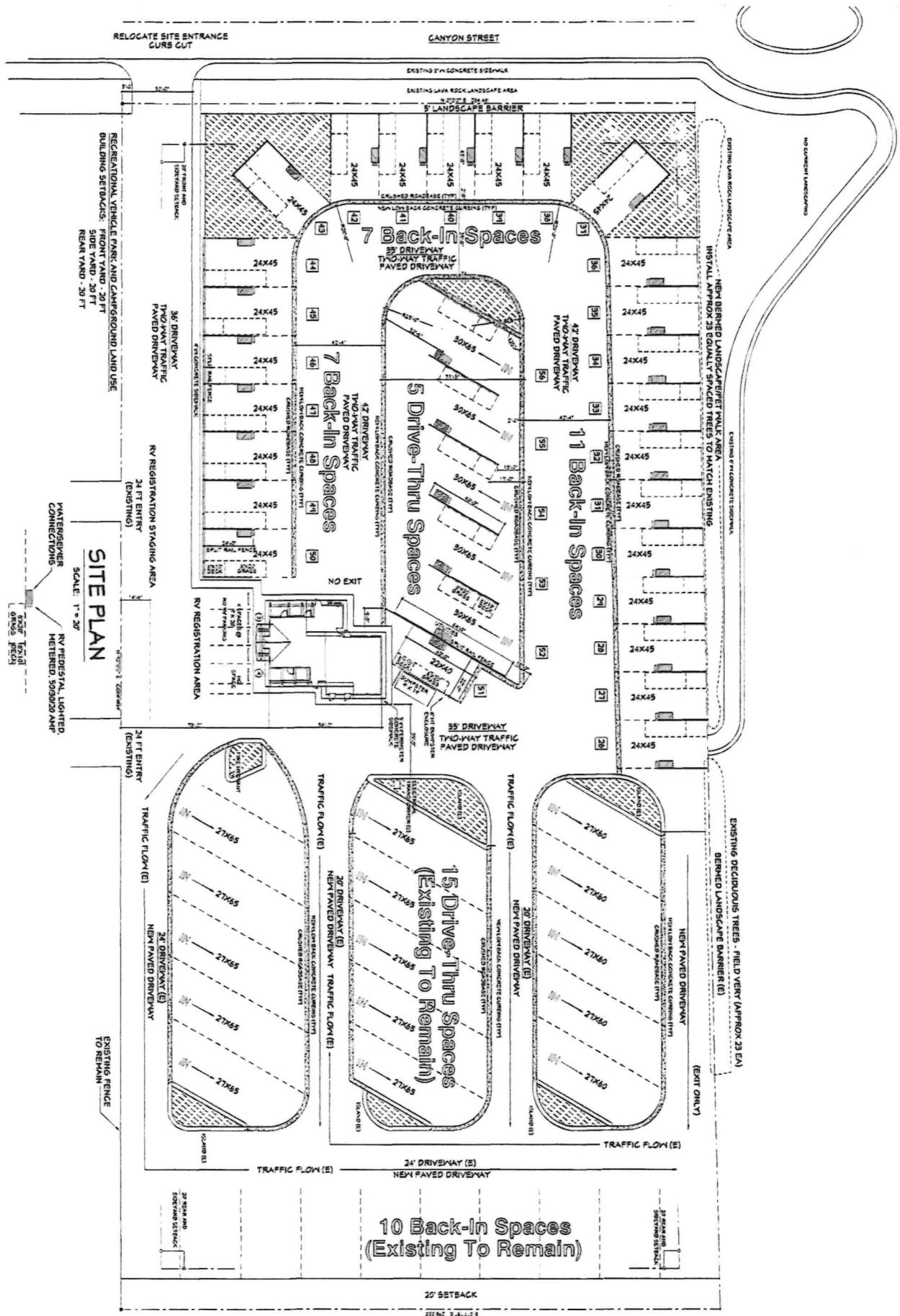
For Office Use Only:
DECISION BY TOWN COUNCIL

Nov. 18, 2025
DATE

Approved Disapproved

Town Manager

DATE



YELLOWSTONE NATIONAL PARK

NOT FOR CONSTRUCTION
S-1a
 02-23-2025
 RECEIVED
 11/17/2025

BUFFALO CROSSING RV PARK
 REVISED SITE PLAN
 101 S CANYON STREET
 WEST YELLOWSTONE, MT 59123

PORTER AND ASSOCIATES LLC
 505 E. 22ND STREET
 CHEYENNE, WYOMING 82001
 1-307-421-6001
 portertich01@gmail.com

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 5.18.10

APPLICANT: Yellowstone I-MAX (Yellowstone Holes LLC)

ADDRESS: 101 S. Canyon St. 1 Po Box 504

PHONE: 646 .4100

INTEREST IN PROPERTY: owner

OWNER OF RECORD'S SIGNATURE: [Signature]

1. LEGAL DESCRIPTION:

Subdivision: Grizzly Park Add. PH1 SEC 34 13 S SE

Block: 3 Lot: 1

Zoning District Number: _____

2. Please describe specifically the construction and size of the proposed encroachment. On the reverse of this application, please provide a sketch of the proposed encroachment. A burned landscape barrier located along the NE property line of the Yellowstone I-MAX. The landscape barrier will be 180' x 18'. Please see attached site plan. Yellowstone Holes will maintain the landscaped area.

3. Application Fee: \$ _____ Paid [Signature] Date _____

[Signature]
Signature of Applicant

5.18.10
DATE

For Office Use Only:
DECISION BY TOWN COUNCIL

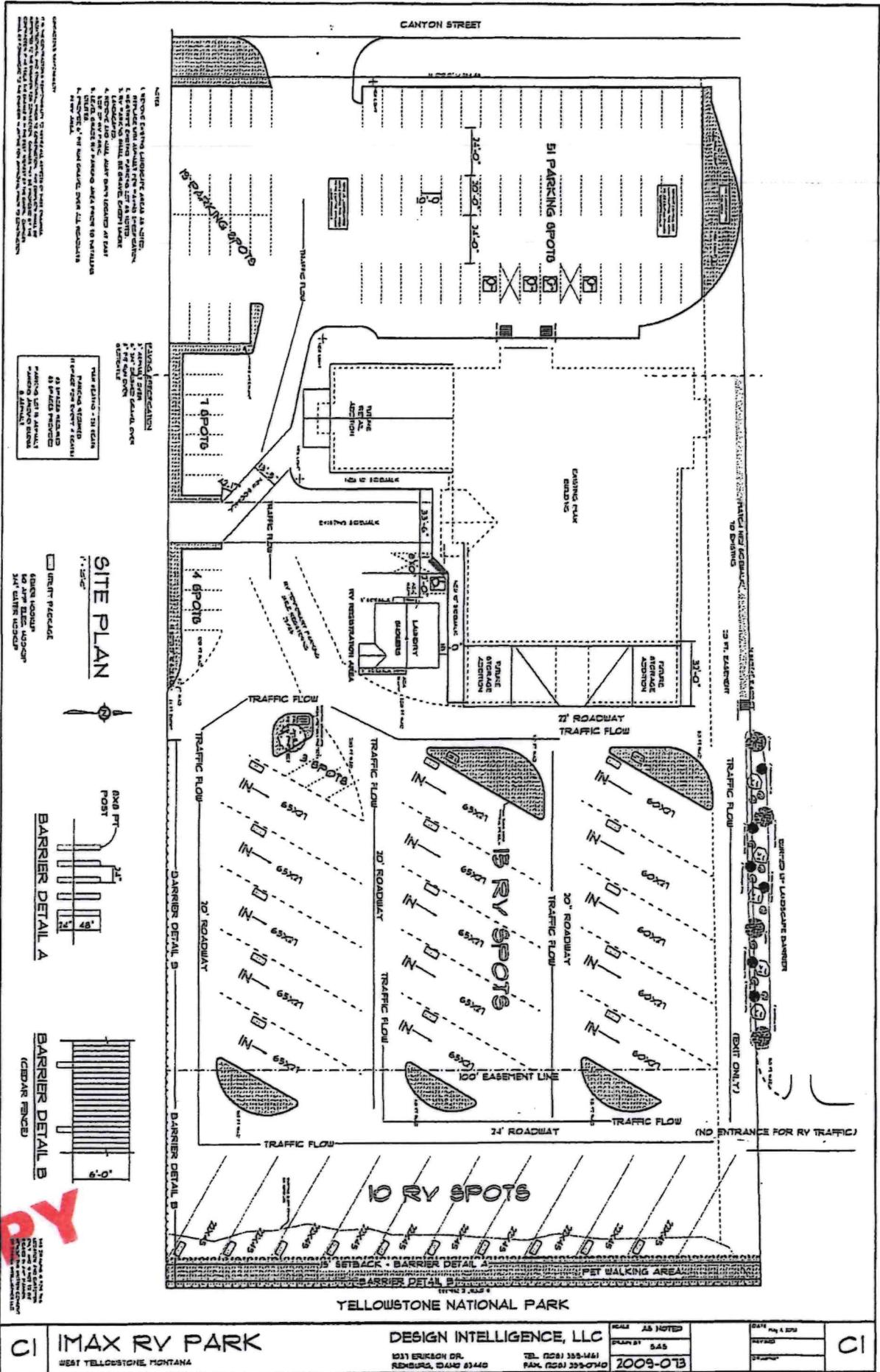
Approved Disapproved

[Signature]
Mayor/Operations Manager

5-18-10
DATE

COPY

Approved by Town Council 5-18-10. *[Signature]*



- NOTES**
1. REMOVE EXISTING LANDSCAPE AS SHOWN IN THIS PLAN.
 2. RECONSTRUCT EXISTING DRIVEWAY TO ACCOMMODATE PROPOSED DRIVEWAY.
 3. RECONSTRUCT EXISTING DRIVEWAY TO ACCOMMODATE PROPOSED DRIVEWAY.
 4. LANDSCAPE WITH PLANTINGS AS SHOWN IN THIS PLAN.
 5. PROVIDE SIGNAGE AS SHOWN IN THIS PLAN.
 6. PROVIDE 6" RIBBED CONCRETE DRIVE ALL THROUGHOUT.

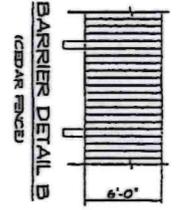
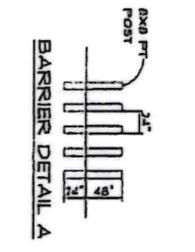
LANDSCAPE SPECIFICATIONS

PLANTING: 1" DIA. TREE
 PLANTING: 1" DIA. TREE
 PLANTING: 1" DIA. TREE
 PLANTING: 1" DIA. TREE

SITE PLAN

1" = 30'-0"

EXISTING LOCATIONS
 PROPOSED LOCATIONS
 30' UTILITY EASEMENT



COPY

December 16, 2025
Application for Zoning Permit
Town of W. Yellowstone

Project Description:

Buffalo Crossing RV Park operates a 25 site rv park and is requesting to expand to 62 sites.

The current use of the property is an IMAX Theatre (Yellowstone Hales, LLC), retail store (Yellowstone Trading Post) and rv park (Buffalo Crossing RV Park). The proposed project will include the following:

- 1 - Demolition of the structure housing the IMAX & Yellowstone Trading Post
- 2 - A remodel of the rv park restroom/laundry/office building
- 3- The addition of 37 rv sites bringing the total number of rv sites to 62

The existing 25 rv sites will remain as they are with the additional 37 sites being located on the west side of the property once the IMAX building is removed from that location. The existing 25 sites will undergo a remodel which will include the addition of ribbon curbing, paving all interior driveways and an upgrade of the existing site pedestals & location.

The proposed new 37 sites will include full hook-ups (water, sewer, 20/30/50amp electrical) at all sites. The interior driveways will be paved along with ribbon curbing delineating site boundaries. There will be fencing and landscaping along the western & southern property boundaries as noted on the site plan. On the northern side of the proposed 37 new sites I'm requesting to extend the existing 'Encroachment' which will be landscaped similar to the current 'Bermed Landscaped Barrier' on the NE side of the existing rv park (see minutes of Town Council mtg on 5.18.2010 showing approval of said landscaped barrier encroachment, copy

enclosed as well). This will allow a matching, aesthetically pleasing & needed boundary to be located between the Visitor Center parking lot and the Buffalo Crossing RV Park.

The remodel of the existing rv park restroom/laundry/office building will include the addition of a men's lavatory and expanded women's lavatory, guest registration, and maintenance room. The additional lavatory & registration spaces will allow for a more positive guest experience alleviating congestion in the current spaces.

During the operation of the current rv park on the property (11+ years of operation) I have had no negative experiences with nearby properties. The expanded rv park is not expected to have any new, additional or adverse impacts on nearby properties.

The projected impact of Community Services are seen as follows:

a. Water – expanded project will be connected to existing water service on the property. There will be an offset from the current IMAX usage and the rv park usage. Exact amount will be calculated when SFEs are assessed.

b. Wastewater – similar to 'a' above expanded project will be connected to existing wastewater service on the property. There will be an offset from the current IMAX usage and the rv park usage. Exact amount will be calculated when SFEs are assessed.

c. Traffic – no additional traffic or usage is expected with the rv park compared to the current IMAX usage.

d. Police – no additional police presence is expected with the rv park when compared to the current IMAX demand.

e. Fire Department – fire department need is expected to decrease given the removal of the 60' high IMAX structure. Historically the IMAX building has been an issue for the fire department given the need for specialized equipment to mitigate potential fire issues; i.e. larger ladder truck.

f. Emergency Services – no additional emergency services are expected with the rv park compared to the current IMAX demand.

g. Other Services - no additional other services are expected with the rv park compared to the current IMAX demand. Will be glad to address if such a need arises.

Stormwater drainage will be connected to existing storm sewer located on property. Stormwater drainage is not expected to increase from current levels of IMAX.

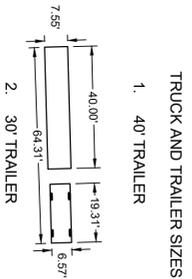
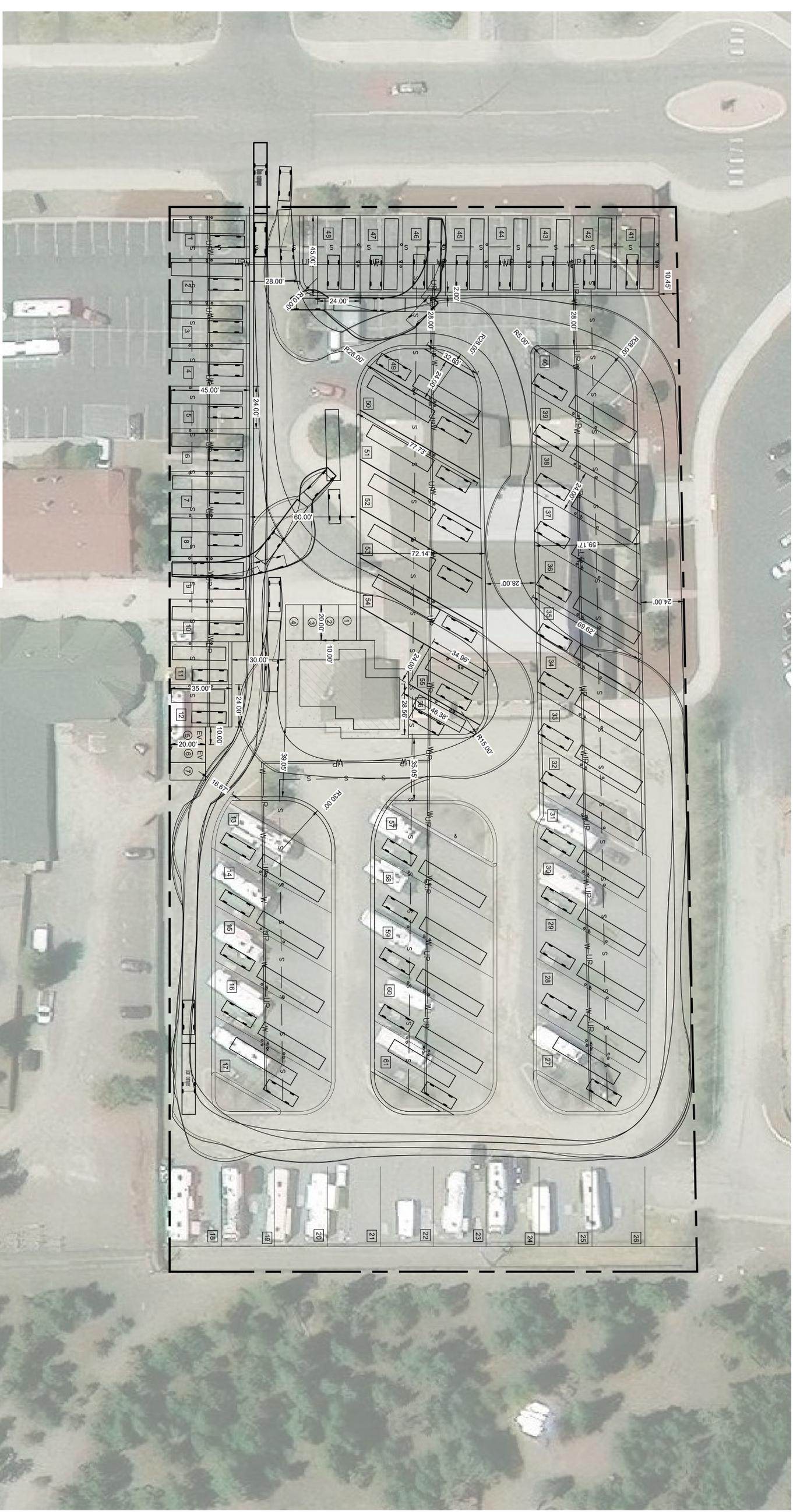
Snow storage is expected to be minimal compared to current IMAX needs. Primarily snow storage will not be an issue given the rv park will not operate in the winter months. However, if there is a need for snow storage there will be ample room on the interior driveways of the rv park to stack snow.

Traffic impacts are expected to be similar and more likely less than the current operation of the IMAX. The IMAX caters to a number of private visitors as well as tour bus operators. With the rv park there will be no tour bus traffic and the private visitors will be limited to the 62 sites in the expanded rv park compared to the 320+ max occupancy of the current IMAX facility.

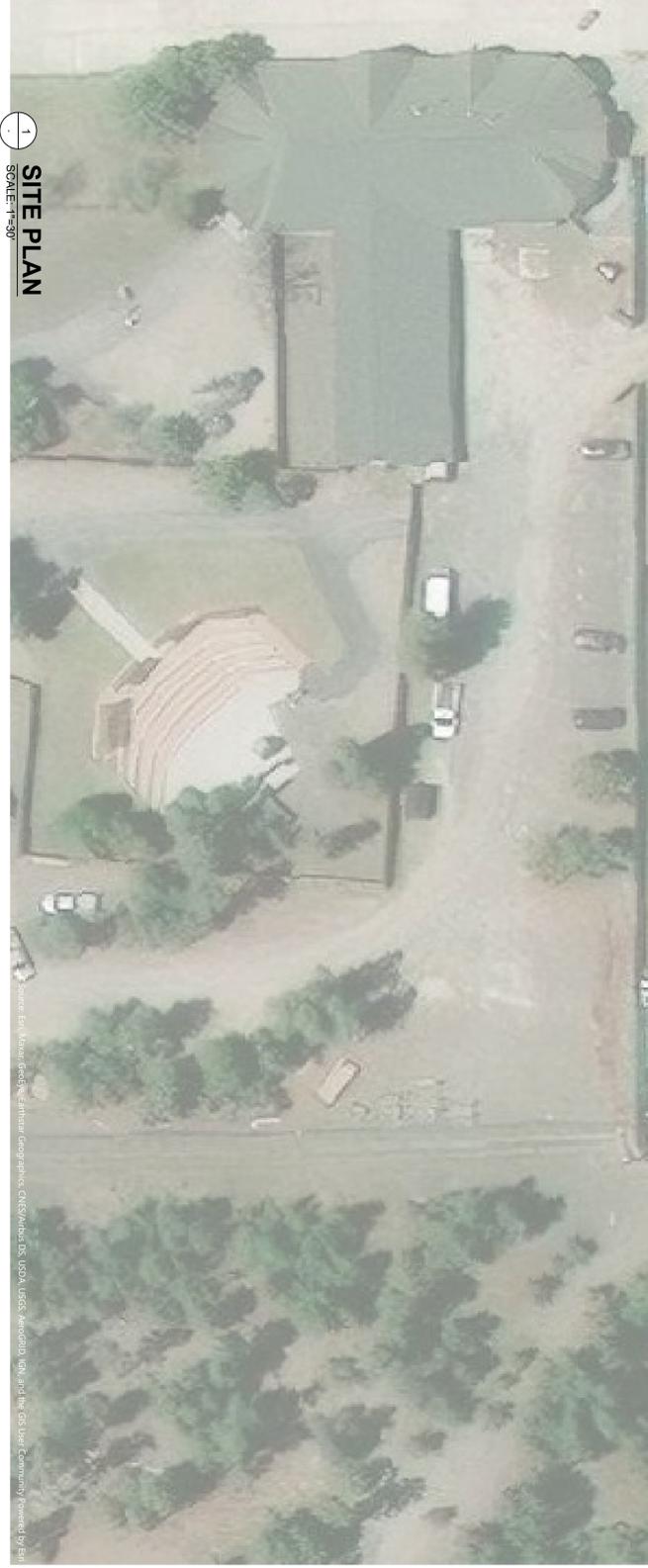
I look forward to meeting with the committees to discuss the project and assist with any necessary additional information.

Respectfully,

Glenn Hales



- NOTES:**
1. TOTAL SPOTS: 61
 - 1.1. EXISTING SPOTS: 24
 - 1.2. NEW SPOTS: 37
 2. COUNT OF RV SPOT TYPES
 - 2.1. PULL THROUGH SPOTS: 30
 - 2.2. 45' BACK IN SPOTS: 27
 - 2.3. 35' BACK IN SPOTS: 4



SITE PLAN
SCALE: 1"=30'

CLIENT
GLENN HALEES
101 S CANYON ST WEST
YELLOWSTONE, MT



NOESIS ENGINEERING
17712 CARILLARO DR
AMMON, IDAHO 83406
(208) 932-2720 (PHONE)

12/16/2025
DRAWN BY
12/16/2025
DATE
12/16/2025
DATE
12/16/2025
DATE

ALWAYS THINK SAFETY

BUFFALO RV PARK

101 S CANYON ST WEST YELLOWSTONE, MT

25046



THIS DOCUMENT WAS ELECTRONICALLY
SIGNED AND CERTIFIED BY THE
IDENTIFIED ENGINEER. THE ORIGINAL DOCUMENT IS
LOCATED AT NOESIS ENGINEERING
UNDER THE JOB NUMBER FOLDER OF ORIGINAL
DOCUMENTS.

PRELIMINARY LAYOUT

C-101
SHEET 1 OF 1



January 28, 2026

Town of West Yellowstone, Montana
440 Yellowstone Ave.
West Yellowstone, MT 59758

Attn: Town of West Yellowstone Planning Board

RE: Conditional Use Request for 101 S. Canyon St. West Yellowstone, MT

To the Members of the Planning Board,

This letter serves as a summary of the attached staff report regarding the conditional use permit at 101 S. Canyon St. West Yellowstone, MT. This document is intended to provide a clear and concise overview of the project.

The applicant has requested to expand the existing RV park, commonly known as the Buffalo Crossing RV Park. The proposal is to remove the IMAX structure and expand the RV park to incorporate the entire site. The proposal would add 37 sites to make the total spots on site 62.

The applicant is working with Town engineering and public works to receive service for the entire project however, the sewer and water capacity that was typically used by the IMAX will be carried over to the RV park expansion.

There are two easements that encumber this property. First, the Town holds an easement on the east side of the property. At this time the Town does not need the easement. The Town will retain all rights to the easement for future use. Second, there is a private access easement to the south. The Town is not involved in this easement however, we are requiring proof that an agreement has been made between both parties.

If you have any questions please contact me at either shazelton@sunflowerpeakplanning.com or 406-475-2969.

Sincerely,

A handwritten signature in cursive script that reads "Scott Hazelton".

Scott Hazelton AICP, CFM
Owner, Sunflower Peak Planning
shazelton@sunflowerpeakplanning.com
460-475-2969



Staff Report

Town of West Yellowstone 440 Yellowstone Ave. West Yellowstone, Montana 59758
406.646.7795 | shazelton@sunflowerparkplanning.com

BOARD OF ADJUSTMENTS

<u>Report Date:</u>	January 28, 2026
<u>Meeting Date:</u>	February 4th, 2026
<u>Petitioner(s):</u>	Glenn Hales on behalf of YELLOWSTONE HALES LLC
<u>Staff:</u>	Scott Hazelton AICP, CFM
<u>Zoning:</u>	B-4 Expanded Business District
<u>Address:</u>	101 South Canyon St. West Yellowstone, MT 59758
<u>Legal Description:</u>	GRIZZLY PARK ADD PH 1, S34, T13 S, R05 E, BLOCK 3, Lot 1, ACRES 4
<u>Assessor Code(s):</u>	00RRG31877
<u>Geocode(s):</u>	06-0062-34-3-81-01-0000
<u>Submitted Materials:</u>	Application, Site Plan, and Narrative

OVERVIEW

The petitioner, Glenn Hales on behalf of Yellowstone Hales LLC, seeks approval of a conditional use permit in the B-4 Expanded Business Zoning District. The permit is to allow for an expansion of the Grizzly RV Park. The property currently houses an existing RV park and the IMAX theater. The applicant is proposing to remove the IMAX theater and then expand the RV park use. The applicant submitted a narrative, application, and a site plan proposing an additional sixty-two (62) sites. The applicant is proposing to convert the sewer and water capacity used at the IMAX to the new sites. Any expansion above the use of the IMAX will be granted only at the time that the Town has sufficient capacity to provide this service.

Title 17 Chapter 23 Section 15 of the West Yellowstone Municipal Code lists RV parks as a conditional use. The applicant has submitted the materials required by the town for an RV park review.

The Town of West Yellowstone has not received any public comments at the date of this staff report.

EVALUATION

Staff provides their evaluation of the review criteria for the Planning Board to review based on the applicant's submission and information gathered during applicant meetings and the DRG review of the project. For the ease of the Board the conditional use criteria are evaluated one at a time presenting first a summary of what the applicant has stated followed by staff comments. The entirety of the applicants comments are provided as an addendum to this staff report.

1. Narrative generally explaining the project.
2. A parking plan in compliance with Chapter [17.37](#).

3. Impacts and mitigation strategies to the following items:
4. Community services to include:
 - a. Water.
 - b. Wastewater.
 - c. Traffic.
 - d. Police.
 - e. Fire department.
 - f. Emergency services.
 - g. Other services as identified by town staff, the planning board, or town council.
5. Stormwater drainage.
6. Snow storage.
7. Traffic impacts.

In staff's review of the application and the existing RV park use on the property staff was unable to identify any impacts to the listed criteria. Staff has identified that there is an easement to the south of the property that provides access to the Grizzly Discovery Center. A condition of approval has been included to mitigate this potential concern. However, that easement is between private parties and the Town has no interest in interfering.

Travel Trailer Parks must also meet the requirements of 17.33 of the Town of West Yellowstone Code. The application meets the requirements of 17.33. The applicant is compliant with the following sections of 17.33:

- 17.33.060 Site size.
- 17.33.070 Density.
- 17.33.080 Street access.
- 17.33.090 Setbacks.
- 17.32.100 Height.
- 17.33.110 Streets.
- 17.33.120 Service areas.

17.50.060: APPROVAL

Before any variance can be granted, the Board of Adjustment shall make findings of fact setting forth and showing that the following circumstances exist:

1. The use conforms to the objectives of the growth policy and the intent of this title and the district in which the use is placed;
2. Such use will not adversely affect nearby properties or their occupants;
3. Such use meets density, coverage, yard, height, and all other regulations of the district in which it is to be located, unless otherwise provided for in this title; and
4. Public hearings have been held, after the required legal notices have been given and the public has been given a chance to be heard upon the matter.

FINDINGS

Staff has determined that the submitted application is complete with the required information and documents. The Planning Board should review the application and staff report carefully to make their recommendation based on the West Yellowstone Zoning Code.

Staff finds that the Town of West Yellowstone holds an easements that runs along the eastern boundary of the project parcel. At this time the Town is not planning to use this easement. However, the approval of this project does not mean that the Town may not use the easement in the future for the listed uses on Plat J-192 or any future amendments.

RECOMMENDATION

Staff makes suggests a favorable recommendation to the Town Council. The Planning Board should evaluate the Review Criteria before deciding on the conditional use permit request at 101 S. Canyon St. West Yellowstone, MT. The Board should include appropriate conditions to mitigate any circumstances the Board identified during their review of the request. Staff suggests the following conditions for the Planning Board to initially consider:

Staff Proposed Conditions of Approval:

1. The applicant shall abide by all representations made by the applicant, either through testimony or materials submitted in the application and hearing process, unless the governing body deems otherwise.
2. The applicant secures all appropriate approvals and inspections from the appropriate agencies prior to occupying the space.
3. That the applicant abides by all easements, covenants, or other regulations between public or private parties that are present on the parcel at the time of submission. Due to changes required by the easement accessing the property to the south it is the responsibility of the applicant to provide the town a copy of the agreement between the project parcel and GRIZZLY PARK ADD PH 2, S34, T13 S, R05 E, BLOCK 3, Lot 2, ACRES 14.19, PLAT J-192 PHASE 1.
4. That prior to occupancy the applicant receives a valid business license from the Town of West Yellowstone.
5. That the applicant addresses any sewer and water concerns that could impact human health or safety.
6. That the applicant provide to the Town of West Yellowstone Public Works Department as-built drawings prior to occupancy.

SAMPLE MOTIONS

Staff has provided sample motions for the Town of West Yellowstone Planning Board below. The Board may utilize this language in making the motion for their decision regarding the application but should include the Boards findings, any amendments to the conditions presented by staff, and/or adding additional conditions to the applicants proposal that promote health, safety, or general welfare of the public.

SAMPLE MOTION FOR APPROVAL WITH NO AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the B-4 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.

SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL

I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the B-4 District and

the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the B-4 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application.

I move to adopt the conditions of approval presented in the staff report and amend condition of approval number _____ to read as stated "STATE AMENDMENT PROPOSED" and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.

SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL

I move to approve the conditional use permit for Yellowstone Hales LLC at 101 S. Canyon St. West Yellowstone, MT finding that the proposed application is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that that the use is not adverse to any adjacent property owners. I find that the application conforms with the dimensional and use requirements of the B-4 District. Finally, I find that the Town has followed the proper process in reviewing this application and provided the public an appropriate opportunity to comment on this application. I move to adopt the conditions of approval presented in the staff report and remove condition of approval number ___ and adopt the staff evaluation and findings presented for the conditional use permit at 101 S. Canyon St. for Yellowstone Hales LLC.



Scott Hazelton AICP, CFM
Owner, Sunflower Peak Planning
7137 Tulane Ave. Unit 2F
University City, MO 63130
406-475-2969
shazelton@sunflowerpeakplanning.com

1/28/2026
Date



Application for Zoning Permit

Town of West Yellowstone 406-646-7795 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com	Administrative Use Only Date: <u>12/3/25</u> Accepted by: <u>ER</u> Fee: \$ _____ Cash/Check#: _____ Zoning Permit # _____
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****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices. Fees shall be paid according to the current schedule - contact Town Offices for fee information.**

1. APPLICANT(S) [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: Glenn Hales
 Mailing Address: PO Box 504
 City/State/Zip: W. Yellowstone, MT 59758 Phone: 801-360-7473
 Email: glenn@lynlockwood.com

2. OWNER OF RECORD (If different from Applicant):

Name: Glenn Hales
 Mailing Address: Same as above
 City/State/Zip: _____ Phone: _____
 Email: _____

3. LEGAL DESCRIPTION OF PROPERTY: [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: 101 S. Canyon St Subdivision: Grizzly Park Add Ph 1 S34, T13 S, R05 E
 Block: 3 Lot: 1 Lot Size and Dimensions: 4 Acres Square Feet (circle)

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) RV Park
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? N/A Number of parking spots on site? 61
 Number of buildings (Dwelling Units): 0 Number of Bedrooms (Sleeping Units): 0

5. ATTACHMENTS: Please attach the following:

- Detailed site plan showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions and parking spaces available.
- A detailed description of the project which must include a legal description of the property lot upon which the construction, addition, relocation of a structure, remodel or erection of fence will take place.
- A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate variance application is available from the Town Office

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

I hereby certify that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. The signing of this application signifies permission for the Town of West Yellowstone officials and representatives to visit the property during the review. I understand that upon issuance of the Zoning Permit, any modifications to the project must be re-submitted to the Town for approval. Failure to do so may result in the project being halted and fines issued .



12/1/2025

 Applicant Signature Date

 Applicant Signature Date

 Property Owner Signature if different than Applicant Date

Final Approval – Official Use Only

 Town of West Yellowstone - Inspector Date

Notes/Conditions

DRG _____

Planning Board _____

Town Council _____