

Town of West Yellowstone

Tuesday, January 6, 2026

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Election of Mayor & Deputy Mayor for 2026

Discussion/Action

Oaths of Office for elected officials

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #7109 to Dana Safety Supply, Inc., Police vehicle equipment, \$18,334.00
#7110 to Jim Sharky Chevrolet, Police Vehicle, \$60,952.00

Claims

Business License Applications:

Minutes: **December 16, 2025** Town Council Meeting

Town Manager & Staff Reports

Advisory Board Reports

Police Officers Oath of Office: Devin Wegener and Richard Nickolaus

Public Hearing: Variance Requests, Building Height & Parking, proposed hotel at 105 Faithful Street

NEW BUSINESS

Variance Requests for 105 S Faithful Street, High West Development Group, LLC Discussion/Action

- Building Height, WYMC 17.23.090
- Parking Requirements, WYMC 17.37.030

Parks Master Plan RFP Recommendation, Sunflower Peak Planning Discussion/Action

Application to Maintain an Encroachment, One Horse Motel construction project Discussion/Action

Advisory Board Appointments Discussion/Action

- Marketing and Promotions Fund Advisory Board: John Greve, Kim Howell
- Parks & Recreation Advisory Board: Brad Delaney, Tom Buchanan

Town Council Advisory Board(s) Membership Discussion/Action



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

- A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision-making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

- It is the Council's goal that citizens resolve their complaints about service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, the Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.
- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of the Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of the approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



**CHARTER
FOR THE TOWN OF WEST YELLOWSTONE
(Preamble)**

We the citizens of West Yellowstone, for the purpose of establishing a just form of fundamental law--one that is responsible to the public for providing equal and adequate services and protections, with efficient use of the community's revenue for all, one that provides for self governing powers with respect to the health, safety, and welfare of every citizen and; one that utilizes the utmost flexibility to plan for the future--do establish this Charter for the Town of West Yellowstone of the State of Montana.

**ARTICLE I
POWERS OF THE TOWN**

Section 1.01 Powers of the Town

The Town shall have all powers possible for a self government to have under the constitution and laws of this state as fully and completely as though they were specifically enumerated in this Charter.

Section 1.02 Mill Levy

(1) There shall be no new kinds of taxes levied without an affirmative vote of a simple majority of votes cast in an election on the question.

(2) Should the electorate approve any kind of non-property tax, the following mill levy reduction shall occur:

In each fiscal year, anticipated receipts from a local option, non-property tax not in effect when this charter takes effect shall be applied to reduce the property tax mill levy for the fiscal year by an amount equal to at least 5 percent of the local option, non-property tax receipts for the previous fiscal year.

Section 1.03 Self -Government Authority

The Town shall have the authority to exercise those self- governing powers not prohibited by the constitution, law or this charter.

Section 1.04 Construction

The powers of the Town under this Charter shall be construed liberally in favor of the Town and specific mention of particular powers in the Charter shall not be construed as limiting in anyway the powers stated in this article.

**ARTICLE II
TOWN BOUNDARIES**

Section 2.01 Town Boundaries

The corporate boundaries of the Town of West Yellowstone, Montana shall remain fixed and established, as they exist on the date this charter takes effect, provided that the Town shall have the power to change its boundaries in the manner provided by law.

**ARTICLE III
ORGANIZATION OF THE TOWN**

Section 3.01 Oath of Office

Before beginning the duties of office, all elected Town officials shall take and subscribe to the oath of office established in Article III, Section 3 of the Constitution of Montana.

Section 3.02 Structure of Government

The governing body of the Town of West Yellowstone shall be a Town council consisting of five council members, one of whom shall be the mayor whom the council shall select from among its own number pursuant to Section 3.05(1).

Section 3.03 Town Council: Composition, Powers and Meetings

(1) All of the powers of the Town shall be vested in the Town council except as otherwise provided by law or this Charter.

(2) The Town council shall meet regularly at least once a month at such times and places as the council may prescribe. Special meetings may be held on the call of the mayor or three members of the council. Such special meetings shall be public and, whenever practicable, called only upon forty-eight (48) hours notice to the public.

(3) A quorum of the council shall be constituted by the presence of any three (3) council members, one of whom may be the mayor.

(4) The council's presiding officer may close the council meeting to the public only as provided by law.

Section 3.04 Town Council: Election, Terms, Qualifications, Remuneration, Removal and Filling Vacancies

- (1) Five council members shall be elected at large on a nonpartisan basis.
- (2) Council members shall have a term of office of four years.
- (3) Council members shall make their principal residence (as interpreted by the federal Internal Revenue Service) within the Town limits and shall be qualified voters of the Town of West Yellowstone.
- (4) The council shall establish by ordinance the compensation of its members and the mayor.
- (5) The office of council member shall become vacant upon the death, resignation, forfeiture, or removal from office by any method authorized by law.
- (6) When a vacancy occurs in the office of council member, the position shall be considered open and subject to nomination and election at the next general municipal election, except the term of office shall be limited to the unexpired term of the person who originally created the vacancy. Pending such election and qualification the council shall appoint from among the qualified voters in the Town a person possessing the qualifications for office required by law and this Charter, within 30 days of the vacancy to hold the office until the successor is elected and qualified.

Section 3.05 The Mayor: Election, Powers, Duties, Removal and Filling a Vacancy

- (1) The mayor shall be selected from among the members of the Town council by the affirmative vote of a majority of the council.
- (2) The council member selected shall serve as the mayor for one year unless selected for an additional term by the council.
- (3) The mayor so selected may be removed by four (4) council member votes, whereupon, a new mayor shall be selected by the council.
- (4) The mayor shall be the presiding officer of the council, shall vote as other council members and may not veto measures approved by the council. In the absence of the mayor, the council shall appoint one of the council members present to serve as presiding officer.
- (5) The mayor shall be the ceremonial officer of the town and shall have no other duties or responsibilities except, when required by the council and in the absence of the Town manager, the mayor shall perform all administrative duties of the Town manager.
- (6) The office of mayor shall become vacant upon the death, resignation or removal from office by any method authorized by law or this charter. A successor mayor shall be appointed by the council as provided in Section 3.05(1).

Section 3.06 Town Manager

(1) The Town council shall appoint a Town manager who shall serve under contract as the chief executive officer and chief administrative officer of the Town.

(2) The Town manager shall have the following responsibilities:

- (a) implement and enforce the ordinances, resolutions, policies, directives and contracts approved by Town council.
- (b) administer the affairs of the Town.
- (c) prepare the budget for council approval.
- (d) recommend long-range planning strategies and economic development issues affecting public services and fiscal solvency.
- (e) oversee agenda for Town council meetings.
- (f) supervise all Town departments and offices.
- (g) appoint all Town employees.
- (h) suspend all Town employees.
- (i) remove all Town employees after consultation with the appropriate department head and with the advice and consult of the Town council.

(3) The Town council shall enter into a contract with said Town manager, which shall specifically outline the conditions of employment. Said contract shall be for an initial term of not less than three years and not more than five years and may be extended by majority vote of the Town council.

(4) The Town manager may be removed from office by three affirmative votes of the Town council.

Section 3.07 Town Departments

The Town council shall establish by ordinance any departments necessary to perform the duties and obligations imposed upon the Town by law or this charter.

ARTICLE IV

BOARDS, COMMISSIONS AND COMMITTEES

Section 4.01 Boards, Commissions and Committees

The Mayor may appoint, with the consent of the Town council, such boards, commissions or committees, as the council deems necessary. These bodies shall serve at the pleasure of the council and will exercise only those powers granted them by the council through specific resolution or ordinance.

ARTICLE V
GENERAL PROVISIONS: INITIATIVE, REFERENDUM
RECALL, SEVERABILITY AND AMENDMENTS

Section 5.01 Initiative and Referendum

Procedures for initiative and referendum shall be as required by law.

Section 5.02 Recall Provisions

Any member of the Town council including the mayor may be removed from office by recall of the electors of the Town, as provided by law.

Section 5.03 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

Section 5.04 Amendment of the Charter

This Charter may be amended only as provided by law. An affirmative vote of a simple majority of votes cast in an election on this question shall amend the Charter.

Article VI
Transition

Section 6.01 Review of existing ordinances and policies

The Town council shall review and, where necessary, revise or repeal all town ordinances and resolutions and policies to provide for their compliance with this Charter. This shall be completed by December 31, 2017.

Section 6.02 Effective Date

Upon passage of this Charter by the electors at the November 2015 election, this Charter will become effective immediately.

TOWN OF WEST YELLOWSTONE
Statement of Revenue Budget vs Actuals
For the Accounting Period: 12 / 25

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
1000 General Fund	93,224.35	4,135,830.24	4,743,682.00	607,851.76	87 %
2100 Local Option Taxation-Resort Tax	79,539.78	4,527,909.93	5,260,000.00	732,090.07	86 %
2101 Marketing & Promotions (MAP)	0.00	110,939.53	136,650.00	25,710.47	81 %
2104 Additional 1%	0.00	1,418,560.35	1,802,000.00	383,439.65	79 %
2111 Off Street Parking	0.00	4,147.16	5,100.00	952.84	81 %
2211 Youth Program Donations	0.00	6.40	0.00	-6.40	%
2214 Rec. Program Scholarships	0.00	44.98	7,050.00	7,005.02	1 %
2220 Library	22,415.00	49,783.09	285,042.00	235,258.91	17 %
2240 Cemetery	0.00	6,878.46	760.00	-6,118.46	905 %
2392 CDBG-Local Source	0.00	5,852.94	7,850.00	1,997.06	75 %
2701 Cemetery Perpetual Care (7050)	0.00	2,962.56	2,575.00	-387.56	115 %
2820 Gas Tax Apportionment	6,002.56	38,480.82	124,695.00	86,214.18	31 %
2821 Gas Tax BARSAA Funds	0.00	114.41	100.00	-14.41	114 %
2850 911 Emergency	109,149.54	119,917.84	224,582.00	104,664.16	53 %
2979 Community Housing	0.00	510,000.00	510,600.00	600.00	100 %
4000 Capital Projects/Equipment	0.00	41,525.26	130,350.00	88,824.74	32 %
4030 80-acre Development	0.00	16,548.44	2,000,000.00	1,983,451.56	1 %
4060 Public Works Equipment Replacement	0.00	450,015.38	55,382.00	-394,633.38	813 %
4070 Parkway Construction/Mtn	0.00	242.05	0.00	-242.05	%
4075 Street Construction /Maintenance	0.00	44,798.03	5,600.00	-39,198.03	800 %
5210 Water Operating Fund	39,793.32	318,570.28	520,900.00	202,329.72	61 %
5220 Water Replacement Depreciation Fund	0.00	7,405.98	2,100.00	-5,305.98	353 %
5310 Sewer Operating Fund	149,814.34	889,018.59	1,555,000.00	665,981.41	57 %
5320 Sewer Replacement Depreciation Fund	0.00	12,185,251.74	35,887,000.00	23,701,748.26	34 %
7010 Social Services/Help Fund	30,366.00	44,391.74	34,600.00	-9,791.74	128 %
7202 TBID Agency Fund	9,360.00	472,248.90	444,010.00	-28,238.90	106 %

Grand Total:	539,664.89	25,401,445.10	53,745,628.00	28,344,182.90	47 %
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TOWN OF WEST YELLOWSTONE
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 12 / 25

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Avai lable Appropriation	% Comm.
1000 General Fund	385,234.42	2,849,394.12	6,980,896.00	6,980,896.00	4,131,501.88	41%
2100 Local Option Taxation-Resort Tax	0.00	3,995,320.03	7,004,007.00	7,004,007.00	3,008,686.97	57%
2101 Marketing & Promotions (MAP)	26,971.31	73,501.44	200,500.00	200,500.00	126,998.56	37%
2104 Additional 1%	0.00	1,510,000.00	1,750,000.00	1,750,000.00	240,000.00	86%
2211 Youth Program Donations	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
2214 Rec. Program Scholarships	0.00	0.00	15,000.00	15,000.00	15,000.00	0%
2220 Library	23,369.35	159,922.26	330,453.00	330,453.00	170,530.74	48%
2240 Cemetery	0.00	2,510.19	9,505.00	9,505.00	6,994.81	26%
2392 CDBG-Local Source	0.00	0.00	68,000.00	68,000.00	68,000.00	0%
2820 Gas Tax Apportionment	0.00	170,109.50	268,388.00	268,388.00	98,278.50	63%
2850 911 Emergency	5,935.47	29,623.45	234,800.00	234,800.00	205,176.55	13%
2917 Crime Victims Assistance	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
2979 Community Housing	275,000.00	275,000.00	500,000.00	500,000.00	225,000.00	55%
2992 ARPA Funds	0.00	0.00	87,871.00	87,871.00	87,871.00	0%
3050 GO Bond	0.00	0.00	106,354.00	106,354.00	106,354.00	0%
4000 Capital Projects/Equipment	0.00	635,393.65	1,747,787.00	1,747,787.00	1,112,393.35	36%
4030 80-acre Development	15,686.87	80,609.37	2,125,125.00	2,125,125.00	2,044,515.63	4%
4060 Public Works Equipment Replacement	0.00	29,256.55	65,609.00	65,609.00	36,352.45	45%
4075 Street Construction /Maintenance	0.00	0.00	520,000.00	520,000.00	520,000.00	0%
5210 Water Operating Fund	36,516.44	190,768.47	1,152,979.00	1,152,979.00	962,210.53	17%
5220 Water Replacement Depreciation Fund	0.00	0.00	300,000.00	300,000.00	300,000.00	0%
5310 Sewer Operating Fund	29,905.27	111,383.44	2,310,349.00	2,310,349.00	2,198,965.56	5%
5320 Sewer Replacement Depreciation Fund	1,642,056.86	9,875,517.37	34,443,514.00	34,443,514.00	24,567,996.63	29%
7010 Social Services/Help Fund	1,069.84	14,274.72	47,190.00	47,190.00	32,915.28	30%
7202 TBID Agency Fund	46,136.11	448,971.29	450,900.00	450,900.00	1,928.71	100%

Grand Total :	2,487,881.94	20,451,555.85	60,727,227.00	60,727,227.00	40,275,671.15	34%
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P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 12/23/25

Ship Via

Order No. **7109**

Department Police Department

TO: Dana Safety Supply Inc.

ADDRESS: 500 S. Edwara Dr. Greensboro, NC 27409

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	Quote #: 606533-B Vehicle Equipment (See attached)

Estimated Cost \$ 18,334⁰⁰

Requested By: [Signature] 580

Accounting Code 4000.420110.944

Authorized By: [Signature]

VENDOR COPY - White OFFICE COPY - Canary

Approved By: [Signature]

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Sales Quote

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	N	FREIGHT INCOMING FREIGHT - WILL BE ADDED TO INVOICE Warehouse: MT	0.0000	0.00
1	1	Y	BK2168TAH25 SMC PB450LR4 ALUM BUMPER MPOWER, 25 TAHOE Warehouse: MT	925.0000	925.00
1	1	Y	HK2273TAH21 SMC PB10 STEEL HEADLIGHT GUARD W/ALUM PB9 2021 TAHOE Warehouse: MT	725.0000	725.00
1	1	Y	ETSSVBK07 SOI TAHOE SPEAKER BRACKET100J SPEAKER Warehouse: MT	34.0000	34.00
1	1	N	ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: MT 100J series composite speaker w/ universal bail brkt-100 watt	215.0000	215.00
1	1	Y	ENFWB01G2K SOI, NFILB, FRNT, 8MOD, 2021-25 TAHOE, RBW/RBW Warehouse: MT Chevrolet Tahoe (2021-26) Split Front (DRV) [T18 T18 T18 T18 T18 T18 T18] (PAS) [RBW RBW RBW RBW RBW RBW RBW RBW] Accessories: PNFLBSPLT1 DSC w/ LIN Breakout Box (Included)	1,050.0000	1,050.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	1

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	ENFWB01EGL SOI, NFILB, REAR, 8MOD, 2021-25 TAHOE, RBA/RBA Warehouse: MT Chevrolet Tahoe (2021-26) Solid Rear (DRV) [T18 T18 T18 T18 T18 T18 T18 T18] (PAS) [RBA RBA RBA RBA RBA RBA RBA RBA] Accessories: PNFLBSPLT1 DSC w/ LIN Breakout Box (Included)	1,050.0000	1,050.00
4	4	Y	EMPS2QMSSRBW SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/WHT Warehouse: MT mpower® 4" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White MOUNT ON BOTTOM OF HATCH X2 MOUNT ON BOTH SIDES OF REAR TAG	135.0000	540.00
4	4	Y	EMPS2STS5RBW SOI, MPWR FASCIA, 4", STM, BLK HSG, RED/BLU/WHT Warehouse: MT mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tricolor - Red/Blue/White MOUNT ON UNDER MIRROR BRACKETS MOUNT IN CARGO WINDOWS WITH SINGLE SHROUDS	135.0000	540.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	2

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30
Entered By		Salesperson	Ordered By	Resale Number
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	PMP1BK003 SOI MPOWER REAR WEDGE KIT FOR PILLAR Warehouse: MT	65.0000	65.00
8	8	Y	EMPS1QMS4RBW SOI, MPWR FASCIA, 3", QM, BLK HSG, RED/BLU/WHT Warehouse: MT 3" Fascia Light w/ Quick Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Tricolor - Red/Blue/White 6 on rear pillars 2 forward facing on mirrors	128.0000	1,024.00
2	2	Y	PMP1WDG05B SOI MPOWER 3" 5 DEGREE WEDGE BLACK Warehouse: MT	10.0000	20.00
2	2	Y	PMP1WDG15B SOI MPOWER 3" 15 DEGREE WEDGE BLACK Warehouse: MT	10.0000	20.00
1	1	Y	PMP2BKUMB5-P SOI 21+ TAHOE UNDER MIRROR BRACKET PASSENGER Warehouse: MT	32.0000	32.00
1	1	Y	PMP2BKUMB5-D SOI 21+ TAHOE UNDER MIRROR BRACKET DRIVER SIDE Warehouse: MT	32.0000	32.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	3

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	PMP2WSSSB SOI 4" MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: MT	16.0000	32.00
2	2	Y	ESLRL61158 SOI, SL RUNNING, 61", 5MOD, R/B/W, 3CLR/TRIO Warehouse: MT SL Running Light, 61" - 5 Module, Tricolor Red/Blue/White NEW BLUEPRINT SL RUNNING LIGHT	365.0000	730.00
2	2	Y	PSLVBK03 SOI NLINE RUNNING LIGHTS MOUNT 2021 TAHOE Warehouse: MT	25.0000	50.00
1	1	Y	ECVDMLTAL00 SOI UNIVERSAL DOME LIGHT ALL LED, RED/CLEAR Warehouse: MT 1. Mount OVER CONSOLE With switch used on the light itself	65.0000	65.00
1	1	N	ENGSA5100RSP SOI, 500 SERIES PUSHBTN 100W CNTRL, +VOICE PLBK Warehouse: MT	815.0000	815.00
1	1	N	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: MT	235.0000	235.00
1	1	Y	ENGLMMD001 SOI BLUEPRINT LINK MICRO MODULE FOR Chevrolet Tahoe 25 Warehouse: MT	315.0000	315.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	4

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30
Entered By		Salesperson	Ordered By	Resale Number
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	N	MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: MT	45.0000	90.00
1	1	Y	7170-0864-02 GJ, CONSOLE PKG, 2021-23 TAHOE, RMK TAB, 15", +P Warehouse: MT PACKAGE INCLUDES WIDE BODY CONSOLE, DUAL CUPHOLDER, INTERNAL PRINTER MOUNT, ARMREST, MONGOOSE MOTION ATTACHMENT, AND THE FOLLOWING EQUIPMENT MOUNTING BRACKETS: 1- 1- 1- ALSO INCLUDES ANY BLANK FILLER PANELS NECESSARY TO COMPLETE THE INSTALLATION. *****	1,050.0000	1,050.00
1	1	Y	7160-0063 GJ 12V OUTLET RECEPTACLE ONLY (782-1685) Warehouse: MT FITS IN STANDARD 12 V OUTLET RECEPTACLE KNOCKOUT IN PANEL OR CONSOLE. ***** ****	22.0000	22.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	5

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE		
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	15371 GJ DUAL USB POWER PORT 4.2 A Warehouse: MT FITS ROCKER SWITCH KNOCK-OUT *****	65.0000	65.00
1	1	Y	PK1156TAH21 SMC 10 XL COATED POLY 21 TAHOE Warehouse: MT	850.0000	850.00
2	2	Y	GK10271UHK SMC S T-RAIL MOUNT 1 UNIVERSAL HK Warehouse: MT GK10271UHK S T-RAIL MOUNT 1 UNIVERSAL HK (MOUNT IN REAR GET EXACT LOCATION FROM CUSTOMER)	316.0000	632.00
1	1	Y	WK0514TAH21H SMC 2021 TAHOE WINDOW STEEL BARRIER, HORIZONTAL Warehouse: MT 2021 Chevy Tahoe Window Steel Barrier, Horizontal FOR USE WITH: *Fits All Door Panels	255.0000	255.00
1	1	Y	PK0316TAH212ND SETINA 12VS FOR 2021 TAHOE Warehouse: MT PK0316TAH212ND	550.0000	550.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	6

Sales Quote

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Telephone: 800-845-0045

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30
Entered By		Salesperson	Ordered By	Resale Number
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	QK2316TAH21 SMC CENTER PULL SEAT BELTS FOR FACTORY SEATS Warehouse: MT	455.0000	455.00
1	1	Y	65794 TES PCTEL 132-174 MHZ VHF WIDE BAND ANTENNA, MWV1322S Warehouse: MT	52.0000	52.00
1	1	Y	32836 LAIRD (TES) MB8UMI 3/4" BRASS MT, COAX W/MINI-USB CON Warehouse: MT LAIRD # MB8UMI 3/4 " BRASS PERMANENT MOUNT ANTENNA BASE WITH 17' OF RG58/U COAX CABLE WITH AN INSTALLED MINI UHF CONNECTOR. *****	24.0000	24.00
1	1	Y	2601B EGIS PDM 14 Circuit + Ground w/Kill Switch Warehouse: MT	165.0000	165.00
1	1	N	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: MT LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****	425.0000	425.00

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	7

DANA SAFETY SUPPLY, INC
 500 S EDWARDIA DR
 GREENSBORO, NC 27409

Sales Quote

Telephone: 800-845-0045

Sales Quote No.	606533-B
Customer No.	WYELLOWPD

Bill To

WEST YELLOWSTONE POLICE DEPT
 PO Box 1570
 West Yellowstone, MT 59758

Ship To

(For Pickup - MT)
 Montana Warehouse
 1 W End Rd
 Livingston, MT 59047

Contact:
 Telephone: 406-646-7600
 E-mail: police@townofwestyellowstone.com

Contact:
 Telephone:
 E-mail:

Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method
12/16/25	UPS GROUND FREIGHT	PPAY & ADD TO INVOICE	TAHOE QUOTE	NET30
Entered By		Salesperson	Ordered By	Resale Number
Bobby Courson		Bobby Courson- Montana	CHIEF COREY WHITE	

Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
1	1	Y	INSTALL INSTALL OF EQUIPMENT Warehouse: MT	4,195.0000	4,195.00
1	1	Y	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: MT PLACEHOLDER TBD ON CHIEF MOCKUP	495.0000	495.00
1	1	Y	INSTALL DSS INSTALLATION OF GRAPHICS Warehouse: MT	495.0000	495.00
1	1	Y	CUSTOMER SUPPLIED CUSTOMER SUPPLIED EQUIPMENT Warehouse: MT RADIO CAMERA SYSTEM COMPUTER & DOCKING STATION PRINTER RADAR	0.0000	0.00

Approved By: _____
 Approve All Items & Quantities
Quote Good for 30 Days

Print Date	12/23/25
Print Time	11:19:08 AM
Page No.	8

Subtotal	18,334.00
Freight	0.00
Order Total	18,334.00

By accepting this quote/order, the customer expressly acknowledges and agrees that to the extent not expressly prohibited by law, and except to the extent arising from or relating to the gross negligence or willful misconduct of DSS, its agents or its employees, DSS shall not be liable to the customer, or any third party for any damage to the vehicle/products resulting from or arising out of any ACTS OF GOD, including without limitation, any fires, floods, earthquakes, tornados, hail or similar weather events.

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

Date 12/23/25

Ship Via

Order No. **7110**

Department Police Department

TO: Jim Sharky Chevrolet of Bakerstown

ADDRESS: 5886 William Flinn Hwy, Bakerstown, PA 15007

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
1	2026 Chevy Tahoe PPV 4x4 (see Attached)

Estimated Cost \$ 60,952.00

Requested By: [Signature] 580

Accounting Code 4000.420110.944

Authorized By:

VENDOR COPY - White OFFICE COPY - Canary

Approved By: [Signature]

2026 CHEVROLET TAHOE PPV 4X4

5.3l Ecotec3 V8 Engine
10-Speed Transmission
20"x9" Painted Steel Wheels
275/55R20SL All Season Tires

COLOR OPTIONS:

G6M - Dark Ash Metallic
GAZ - Summit White
GBA - Black
GNT - Radiant Red Tintcoat (+\$495)
GXD - Sterling Gray Metallic
GXP - Lakeshore Blue Metallic



OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR/60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT **WHICHEVER COMES FIRST SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS PERFORMANCE & MECHANICAL
- MECHANICAL LIMITED SLIP DIFFERENTIAL
- 20" STEEL WHEEL
- TRANSFER CASE SINGLE SPEED
- FRONT SKID PLATE
- ELECTRONIC PRECISION SHIFT
- TRAILERING EQUIPMENT
- AIR CLEANER, HIGH CAPACITY

CONNECTIVITY & TECHNOLOGY

- 8 YEARS ONSTAR BASICS SEE ONSTAR.COM FOR TERMS
- KEYLESS OPEN, LOCK & START
- TWO POWER OUTLETS, 120 VOLT
- 17.7" DIAG ADVANCED COLOR LCD DISPLAY WITH GOOGLE BUILT-IN COMPATIBILITY INCLUDING NAV CAPABILITY, CONNECTED APPS
- WIRELESS APPLE CARPLAY AND WIRELESS ANDROID AUTO FOR COMPATIBLE PHONES
- KEYLESS START

INTERIOR

- TRI-ZONE AUTOMATIC HVAC
- FRONT 40/20/40 SPLIT BENCH
- SECOND ROW 60/40 SPLIT FOLDING BENCH
- FLOOR COVERING, RUBBERIZED-VINYL
- UNIVERSAL VEHICLE MODULE

EXTERIOR

- LED HEADLAMPS & TAILLAMPS
- LED DAYTIME RUNNING LAMPS
- HIGH APPROACH FRONT FASCIA
- POWER ADJUSTABLE OUTSIDE MIRRORS, HEATED
- RAIN SENSING WINDSHIELD WIPERS

SAFETY & SECURITY

- HD SURROUND VISION
- REAR PARK ASSIST
- REAR PEDESTRIAN ALERT
- THEFT DETERRENT SYSTEM

OPTIONS

- PILLAR MOUNTED SPOTLAMP, LEFT
- FRONT AUXILIARY DOME LAMP (RED/WHITE)
- REAR DOOR LOCKS & HANDLES (INSIDE) INOPERATIVE
- REAR WINDOW SWITCHES INOPERATIVE
- FLEET KEY ALIKE (6E2)

MSRP: \$60,952

SALE PRICE: \$59,952 + \$477 DOC FEE

DEALER CONTACT

SEAN BOYLE
412-628-7758
SEANBOYLE@JIMSHORKEY.COM

GREG BOSS
412-491-0235
GREGBOSS@JIMSHORKEY.COM

CHESTER BEALLES
412-298-1768
CHESTERBEALLES@JIMSHORKEY.COM

**JIM SHORKEY CHEVROLET OF BAKERSTOWN
5886 WILLIAM FLINN HWY, BAKERSTOWN, PA 15007**

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53087		2575 WY Tourism Business Improvement 12/31/25 Collections in December	9,079.20 9,079.20*		TBID	7202 411800	540	101000
53089		2088 Town West Yellowstone	870.41					
	01/01/26	utility chrgs, Chamber, 895	75.42		BLDGS	1000 411257	340	101000
	01/01/26	utility chrgs, UPDL, 892	126.98		BLDGS	1000 411252	340	101000
	01/01/26	utility chrgs, PS Shops, 884	58.71		BLDGS	1000 411253	340	101000
	01/01/26	utility chrgs. Povah Ctr, 887	109.74		BLDGS	1000 411255	340	101000
	01/01/26	utility chrgs, Police Dept, 886	74.32		BLDGS	1000 411258	340	101000
	01/01/26	utility chrgs, City Park, 885	185.85		BLDGS	1000 411253	340	101000
	01/01/26	utility chrgs, Library, 891	59.29		LI BBLD	1000 411259	340	101000
	01/01/26	utility chrgs, Twn Hall, 921	180.10		TWNHAL	1000 411250	340	101000
53092		2546 Century Link OCC 764829550 12/24/25 Long dist chg 406-646-7600	9.74 9.74		DI SPAT	1000 420160	345	101000
53093		73 Westmart Building Center	1,599.70					
	12/27/25	Uni forms	179.99		STREET	1000 430200	226	101000
	12/27/25	Street Supplies	352.32		STREET	1000 430200	220	101000
	12/27/25	Street Vehicle repairs	5.69		STREET	1000 430200	361	101000
	12/27/25	Sewer supplies	242.01		SEWER	5310 430600	220	101000
	12/27/25	Police Supplies	18.99		POLICE	1000 420100	220	101000
	12/27/25	Police Buildings	142.19		POLICE	1000 411258	366	101000
	12/27/25	Finance Supplies	19.72		FINADM	1000 410510	220	101000
	12/27/25	Library Supplies	25.17		LI BRY	2220 460100	220	101000
	12/27/25	Town Hall Supplies	203.14		TWNHLL	1000 411250	220	101000
	12/27/25	Parks Supplies	131.22		PARKS	1000 460430	220	101000
	12/27/25	Rendezvous Building	195.10*		RENDEZ	1000 411256	366	101000
	12/27/25	Help fund supplies	84.16		HELP	7010 450135	220	101000
53094		3242 Fisher's Technology	1,247.68					
	1605195 12/29/25	HelpFundSml temEquipment	623.84		HELP	7010 450135	212	101000
	1605195 12/29/25	Social ServSml temEquipment	623.84		SOC SER	1000 450135	212	101000
53102		2852 Blackfoot Communications	1,954.82					
	01/01/26	646-5106, fax soc svc	40.53		SOC SRV	1000 450135	345	101000
	01/01/26	646-5119, police station Dispa	40.53		DI SPCH	2850 420750	345	101000
	01/01/26	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/01/26	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	01/01/26	646-7311, social services	20.00		SOC SRV	1000 450135	345	101000
	01/01/26	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	01/01/26	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	01/01/26	646-7609, public works	20.00		PUBSVC	1000 430200	345	101000
	01/01/26	646-7650, police station fax	40.53		DI SPCH	2850 420750	345	101000

FSB - Operating account
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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	01/01/26	646-7715, povah center	25.14		POVAH	1000 411255	345	101000
	01/01/26	646-7795, town hall	233.15		TWNHAL	1000 411250	345	101000
	01/01/26	646-7845, court clerk	0.00		COURT	1000 410360	345	101000
	01/01/26	646-9017, library	44.14		LI BRAR	2220 460100	345	101000
	01/01/26	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	01/01/26	ethernet, library	300.00		LI BRAR	2220 460100	345	101000
	01/01/26	ethernet, povah center	146.26		POVAH	1000 411255	345	101000
	01/01/26	ethernet, police station	359.95		POLICE	1000 411258	345	101000
	01/01/26	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	01/01/26	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	01/01/26	602-4909, town hall judge	14.71		COURT	1000 410360	345	101000
	01/01/26	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	01/01/26	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	01/01/26	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	01/01/26	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	01/01/26	602-4906 Library Main desk	1.10		LI BRY	2220 460100	345	101000
	01/01/26	602-4907 Library Director	1.10		LI BRY	2220 460100	345	101000
	01/01/26	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	01/01/26	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	01/01/26	6024044 Soc Ser Pantry	10.00		SOC SER	1000 450135	345	101000
53103		3476 RSCI	816,890.09					
	16	12/31/25 WWTP Contractor Payment	816,890.09		WWTP	5320 430640	951	101000
53106		42 Fall River Electric	9,283.20					
	12/19/25	PARK, old firehouse 2901001	449.15		PARK	1000 411253	341	101000
	12/19/25	povah comm ctr 4212001	321.60		POVAH	1000 411255	341	101000
	12/19/25	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	12/19/25	RR Well 4212005	104.15		WATER	5210 430500	341	101000
	12/19/25	IRIS LIFT STATION 4212006	443.10		SEWER	5310 430600	341	101000
	12/19/25	POLICE 4212008	386.50		POLICE	1000 411258	341	101000
	12/19/25	TOWN HALL 4212009	355.07		TWNHLA	1000 411250	341	101000
	12/19/25	ICE RINK 421010	67.72		PARKS	1000 411253	341	101000
	12/19/25	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	12/19/25	Sewer Plant 4212012	1,843.50		SEWER	5310 430600	341	101000
	12/19/25	South Iris Street Well 4212013	158.79		WATER	5210 430500	341	101000
	12/19/25	Hayden/DeLaceyPump 4212014	242.30		SEWER	5310 430600	341	101000
	12/19/25	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	12/19/25	911 Tower 4212016	174.51		911	2850 420750	341	101000
	12/19/25	MADADD H20 Tower 4212017	55.78		WATER	5210 430500	341	101000

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	12/19/25	SHOP 4212018	402.64		STREET	1000 430200	341	101000
	12/19/25	UPDL 220 Yell Ave4212019	39.00		UPDL	1000 411252	341	101000
	12/19/25	ANIMAL 4212029	203.46		ANIML	1000 440600	341	101000
	12/19/25	CLORINATOR 4212030	87.52		WATER	5210 430500	341	101000
	12/19/25	Electric Well 4212031	65.48		WATER	5210 430500	341	101000
	12/19/25	PARK 4212032	322.73		PARKS	1000 411253	341	101000
	12/19/25	UPDL 4212041	505.80		UPDL	1000 411252	341	101000
	12/19/25	861PowerLinTREATSERV 4212046	1,386.65		SEWER	5310 430600	341	101000
	12/19/25	LIBRARY 23 dunraven 4212054	177.50		LIBR	1000 411259	341	101000
53107		2813 Century Link	1,598.54					
	12/19/25	911 ALI/SR 255-9710	985.69		911	2850 420750	345	101000
	12/19/25	BSLANlog 255-9712/0133, 5127	125.25		POLICE	2850 420750	345	101000
	12/19/25	BSLANlog 646-5170, 5173, 5179	167.60		POLICE	2850 420750	345	101000
	12/19/25	Alarm Lines 646-5185, 7256	105.20		TWNHLL	1000 411250	345	101000
	12/19/25	Police - 646-7600	214.80		POLICE	2850 420750	345	101000
53108	E	2323 Montana Department of Revenue	8,251.42					
	16	12/31/25 WWTP	8,251.42		WWTP	5320 430640	951	101000
53109		709 TD&H Engineering	16,763.30					
	45827	12/12/25 Professional fee WY RIBs	4,181.75		SEWER	5310 430600	354	101000
	45826	12/12/25 Professional fee WY 80 Acres	5,131.05		80ACRE	4030 430630	354	101000
	45825	12/12/25 Professional fee WY Engineerin	6,594.00		PLNNG	1000 411000	354	101000
	45825	12/12/25 Professional fee WY Engineerin	856.50		WATER	5210 430500	354	101000
53112		1514 Verizon Wireless	899.78					
23		Smartphones						
	12/20/25	640-0108, Police	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-0141 Street SP	39.12		STREET	1000 430200	345	101000
	12/20/25	640-0159 Street SP	39.12		STREET	1000 430200	345	101000
	12/20/25	640-0606 911 Dispatch	39.12		911	1000 420160	345	101000
	12/20/25	640-1103, Operator SP	39.12		STREET	1000 430200	345	101000
	12/20/25	640-1460, Library Dir, SP	39.12		LIBRAR	2220 460100	345	101000
	12/20/25	640-1461, S & W operator, SP	39.12		SEWER	5310 430600	345	101000
	12/20/25	640-1462, S & W Super, SP	39.12		WATER	5210 430500	345	101000
	12/20/25	640-1463, Deputy PSS, SP Sspnd	39.12		PARKS	1000 460430	345	101000
	12/20/25	640-1472, Ops Mgr, SP	39.12*		ADMIN	1000 410210	345	101000
	12/20/25	640-1676, Rec Coord, SP	39.12		REC	1000 460440	345	101000
	12/20/25	640-1754, COP, SP	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-1755, Police	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-1756, Police	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-1757, Police	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-1758, Head Dispatcher	39.14		DSPTCH	1000 420160	345	101000
	12/20/25	640-1759, Police	39.12		POLICE	1000 420100	345	101000

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	12/20/25	640-7547, WS Super	39.12		SEWER	5310 430600	345	101000
	12/20/25	640-9074, PSS, SP	39.12		STREET	1000 430200	345	101000
	12/20/25	640-2354 Social Services	39.12		SOC SER	1000 450135	345	101000
	12/20/25	640-2629 City Judge	39.12		COURT	1000 410360	345	101000
	12/20/25	640-7108 Police Officer	39.12		POLICE	1000 420100	345	101000
	12/20/25	640-7873 Equip Operator	39.12		STREET	1000 430200	345	101000
53114		2546 Century Link QCC	403.33					
	764277437	12/01/25 Voice/Text2-911158435022	403.33		911	2850 420750	398	101000
53119		1514 Verizon Wireless	530.27					
		7 laptops						
		5 pd cams						
	12/20/25	223-2779 586 Laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	333-8121 Head DsptchLaptop	40.01		DSPTCH	1000 420160	345	101000
	12/20/25	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	12/20/25	451-3287 PDCam1	50.04		POLICE	1000 420100	345	101000
	12/20/25	451-3386 PD Cam2	50.04		POLICE	1000 420100	345	101000
	12/20/25	451-3514 PD Cam3	50.04		POLICE	1000 420100	345	101000
	12/20/25	451-3595 PD Cam4	50.04		POLICE	1000 420100	345	101000
	12/20/25	451-3731 PD Cam5	50.04		POLICE	1000 420100	345	101000
53121		1140 Sagebrush Floral	42.00					
	242273	12/12/25 Poinettias(2)	42.00		TWNHLL	1000 411250	220	101000
53122		1142 Midwest Welding & Machine, Inc.	15,406.58					
	S0-3617	12/18/25 (2) 8' Pro Plows	15,406.58		CIP	4000 430200	940	101000
53123		3318 Mountain States Lighting	221,496.40					
	15092	12/16/25 ConcreteWoodgrainLightPoles40	221,496.40*		STRLIT	1000 430263	938	101000
53124		3542 Law Enforcement Support Services	1,375.00					
	449	12/16/25 Secure Warrant	1,375.00		POLICE	1000 420100	398	101000
53125		3367 Best Rate Towing and Repair	455.84					
	25-96180	12/19/25 Towing Services	455.84		POLICE	1000 420100	317	101000

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53126		471 Northwest Pipe Fittings, Inc.	1,543.08					
	5483701	12/19/25 Annual Subscription	1,543.08*		IT	5210 430500	355	101000
53127		3254 USDA Forest Service	967.63					
	0003326990	12/01/25 Special Use Permi t/BF011107A	672.65		WATER	5210 430500	335	101000
	0003326990	12/01/25 Special Use Permi t/BF011107A	294.98		SEWER	5310 430600	335	101000
53128		3543 James P. Murphey, Ph.D.	2,822.50					
	12/15/25	Psychol ogi cal Eval Wegener	1,640.00*		POLICE	1000 420100	351	101000
	12/17/25	Psychol ogi cal Eval Knutson	1,182.50*		POLICE	1000 420100	351	101000
53129		3544 Coastal Distributors LLC	266.25					
	793495	12/08/25 LED Bulbs	266.25		STREET	1000 430200	220	101000
53130		3545 Katie Balmer	150.00					
	121325	12/13/25 Hel pFund	150.00		HELP	7010 450135	220	101000
53131		999999 RICHARD NICKOLAUS	188.79					
	12/23/25	Medi cal Eval	96.11*		POLICE	1000 420100	351	101000
	12/23/25	Drug Test	92.68*		POLICE	1000 420100	351	101000
53132		474 Three Bears Lodge, Inc.	57.00					
	12/09/25	Lodgi ng Voucher	57.00		HELP	7010 450135	220	101000
53133		2952 DIS Technologies	1,341.00					
	17811	12/10/25 CashRecei pti ngComputer	1,341.00*		ADMIN	1000 410210	212	101000
53134		3315 IAS Envi roChem	1,582.00					
	2507964	12/18/25 Sewer Testi ng fees	1,582.00		SEWER	5310 430600	348	101000
53135		2800 RDO Equipment Co.	1,420.34					
	P18467R8	12/04/25 Equipmentparts	1,420.34		STREET	1000 430200	369	101000
53136		3115 Spi ffy Bi ffy	177.50					
	5667	12/16/25 Monthl y Rental Fee October	177.50		PARKS	1000 460430	357	101000
53137		2751 Gallatin County Justice Court	960.00					
	12/29/25	BondPassThrough-Hi cks	960.00		COURT	7469 213000		101000

FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
53138	999999	JONATHAN W. PANNELL 12/30/25 Exonerated Bond-Nubles	290.00 290.00		COURT	7469 212401		101000
53139	3484	Sweet Electric LLC 1157 12/15/25 ElectricPanel i nShop	4,483.00 4,483.00		STREET	1000 430200	357	101000
53140	3499	BROADWATER EQUIPMENT SERVICES 1167 12/05/25 Equipment Repairs	3,583.01 3,583.01		STREET	1000 430200	369	101000
53141	99916	Elizabeth Roos 12/29/25 MSU Local GovtTrai ning	31.00 31.00*		ADMIN	1000 410210	370	101000
53142	2854	Mountain Alarm 7530637 01/01/26 AlarmMoni tory1/26-3/26	159.33 159.33		TWNHLL	1000 411250	340	101000
53143	764	General Distributing Co. 1586793 12/31/25 Wel ding Suppl ies	92.75 92.75		STREET	1000 430200	231	101000
53144	3506	Yellowstone Mushers Assoc. 26-04 12/04/25 2026Wi l dfi reDefenceRaceSer ies	5,831.69 5,831.69		MAP	2101 410130	398	101000
53145	3523	Sunflower Peak Planni ng 25-005 12/31/25 Professional Planni ng Servi ces	2,472.50 2,472.50		PLNNG	1000 411000	354	101000
# of Claims 39			Total : 1136,576.67					
Total Electronic Claims			8,251.42	Total Non-Electronic Claims		1128325.25		

Fund/Account	Amount
1000 General Fund	
101000 CASH	257,261.11
2101 Marketing & Promotions (MAP)	
101000 CASH	5,831.69
2220 Library	
101000 CASH	410.63
2850 911 Emergency	
101000 CASH	2,152.24
4000 Capital Projects/Equipment	
101000 CASH	15,406.58
4030 80-acre Development	
101000 CASH	5,131.05
5210 Water Operating Fund	
101000 CASH	3,622.07
5310 Sewer Operating Fund	
101000 CASH	10,375.59
5320 Sewer Replacement Depreciation Fund	
101000 CASH	825,141.51
7010 Social Services/Help Fund	
101000 CASH	915.00
7202 TBID Agency Fund	
101000 CASH	9,079.20
7469 City Court - Judge Jent	
101000 CASH	1,250.00
Total :	1,136,576.67

**Town of West Yellowstone
Town Council Meeting
December 16, 2025**

TOWN COUNCIL MEMBERS PRESENT: Mayor Travis Watt, Brian Benike, Jeff Mathews, Lisa Griffith by Zoom

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Director Jon Brown, Police Chief Corey White, Town Engineer Kyle Scarr, Town Attorney Jane Mersen by Zoom

Jan Neish-Island Park News, Town Council Member Elect Greg Forsythe, Brad Schmier, Fire Chief Shane Grube, Jim Kitchen of the Yellowstone Nature Connection, Charlotte Mooney, Garrett Ostler, Carrie Coan-West Yellowstone Foundation, John Greve

The meeting is called to order by 2025 Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

The meeting is being broadcast over the internet using a program called Zoom.

WORK SESSION

Mayor Watt calls the meeting to order. The purpose of the work session is a planning update for the 80 acres development on the west side of West Yellowstone. Town Engineer, Kyle Scarr of TD&H Engineering, addresses the Council and presents slides that outline the multiphase expansion of the area. The process will include a boundary line adjustment, phased major subdivision and infrastructure design and construction. The subdivision is currently comprised of three zoning districts: R-4 (high density), parks/open space, and transitional zones. Phase I includes the R-4 area and parks/open space, which is about 26.5 acres located in the north central portion of the parcel between the existing Firehole and Obsidian Avenues. Scarr summarizes current progress, including the approval of Phase I by the Town Council in June 2025 and the creation of an 80-acre planning committee to work on block layouts, right of way widths and locations, curb and gutters, access to public lands, emergency access, utility locations, easements, snow storage and phasing flexibility (minor vs major subdivision). The committee will meet again in January to work on a final preliminary plat and development strategy. Scarr explains the ultimate layout within each block is unknown. The current plan is to perform a phased major subdivision, which avoids multiple preliminary and submittals. The Town will review each block and approve the final plat, which prevents unnecessary utility extensions. He explains that a minor subdivision is less than 5 lots and doesn't have as many requirements, but approaching it as a phased major subdivision will enable them to break up each block into smaller lots more efficiently. He explains that the first phase of the subdivision includes open space park dedication, right of way establishment for Iris Street, Iris Lift Station improvements, and minimum required infrastructure. To proceed, they need to prepare to extend the utility lines as well as the streets and right of way areas. He points out that Block 1B includes the existing US Forest Service road access. They have a meeting scheduled with the Forest Service in January to work through that and ensure access to the forest lands. Scarr notes that several preliminary plat milestones have been completed including the preliminary plat map, master utility plan, traffic study, geotechnical investigation, wetland delineation, noxious weed plan and general preparation of preliminary plat application. The next steps include the boundary line adjustment to line up with the existing streets, NRMEDD economic report, a third committee meeting, and then submit a preliminary plat to the Town Council by late February. The DEQ process includes the design and layout of the streets, water mains, sewer mains, storm drainage and lift station review and construction-which will take 6 to 9 months to review. They expect to complete design of the subdivision infrastructure by late February and their goal is to receive DEQ lift station approval by the end of 2026 for bidding construction would start in the summer of 2027. A final plat will be prepared for each development phase individually. A phase can only be final-platted after Town review and approval, the core requirements are complete, and required phase-specific infrastructure is installed or funded. Scarr answers various questions from the Council and those present in the room. The work session is adjourned at 6:30 PM.

Public Comment Period

Carrie Coan reports on behalf of the West Yellowstone Foundation and Housing Cooperative. She announces that the housing cooperative is going to close on the purchase of the Gibbon Avenue apartment complex tomorrow, which is very exciting. Jan Neish of the Island Park News shares a star memento from an acquaintance who creates the stars from retired US flags and gives them to veterans. She gives the star to Council Member Brian Benike, who is a veteran.

Jim Kitchen of the Yellowstone Nature Connection addresses the Council. Kitchen is the president of the Yellowstone Nature Connection for the past ten years. He explains they are required by the lease for their facilities to present an annual report. He explains that they operate out of the historic ranger station buildings that were moved to town property at the east end of Yellowstone Avenue from the original location in town. Smokejumper operations started in West Yellowstone in 1951. Kitchen shares his experience as a smokejumper and base manager in West Yellowstone. He expresses how important and proud their organization is of the buildings and shares that they take responsibility for all the maintenance and upkeep. Kitchen describes the summer programs they offer and coordination with the Yellowstone Historic Center, specifically a daily program that focuses on the fires of 1988. Kitchen encourages everyone in the room to join him in taking the Junior Smokejumper Oath and hands out stickers from the center.

Council Comments

Lisa Griffith announces that this is her last regular Town Council meeting of her term and thanks everyone for the support and the plant and card that was presented to her this evening. Mayor Watt thanks Griffith for her service to the Town. He also updates the group on the progress of Council Member Jeff Mathews, who is making steady progress as he recovers from a recent stroke. He wishes everyone a Merry Christmas.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #7020 to 3H Construction for sewer line cleaning for \$14,288.65. (Benike, Wilson)
- 2) Motion carried to approve the claims, which total \$1,852,932.56. (Benike, Wilson)
- 3) Motion carried to approve the minutes of the December 2, 2025 Town Council Meeting. (Benike, Wilson) Griffith is opposed, motion carries.
- 4) Motion carried to update the lease agreement as requested. (Wilson, Watt) Watt, Wilson, and Griffith vote in favor, Benike abstains, motion passes.
- 5) Motion carried to approve the recommendation from the Marketing and Promotions Advisory Board to award \$4398 for the Hebgen Lake Ice Fishing Tournament for 2026. (Wilson, Benike)
- 6) Motion carried to approve the recommendation from the Marketing and Promotions Fund Advisory Board to award \$22,300 to the Octane Expo and Snowmobile Rodeo 2026. (Wilson, Benike)
- 7) Motion carried to approve the requests from the Wildfire Defense Race Series request to temporarily close specific portions of Dunraven and Gibbon streets and waive the resort tax bond for the 2026 events. (Wilson, Benike)

DISCUSSION

- 4) Mayor Watt explains that they have a request to amend the ground lease with the West Yellowstone Foundation. They updated the lease this past June at the request of the WYF to accommodate a building expansion. Watt explains that there was an error in the packet about the direction of the expansion, they are requesting 12 additional feet to the west of the existing building, not to the south. Town Attorney Jane Mersen reports that she has reviewed the requested changes but will not amend the lease until approved by the Council. Carrie Coan, Executive Director for the West Yellowstone Foundation, confirms that the expansion is to the west and not to the south. She explains that the change came up as they were preparing to put the project out for bid. MDT reviewed their plans and questioned the amount of space that was allocated for the second transit van. She says they revised the plans and also plan to add second floor storage. She says the demand for this service has only increased and the van is full even in the winter. She says the vans are full almost every day that they operate. The Council clarifies the dimensions of the updated request. Benike states that he will not vote on this issue due to potential conflict of interest.
- 5) John Greve, Secretary for the Marketing and Promotions Advisory Board, reports that as of last week, the fund had \$ \$26,698. He says the board considered two applications but due to budget limitations were unable to fully fund the requests. The Hebgen Lake requested \$9400 and they recommend the award of \$4398, due to budget limitations. The Octane Expo and Snowmobile Rodeo applied for \$50,000 and they recommend awarding \$22,300. Ostler reports that he is the committee chair for the event, they currently have 16 teams signed up, but due to the lack of ice right now they are not sure if they will have enough ice to run the tournament. He says the safety of the participants comes first and they will not hold the tournament if there is not at least 6” of ice on the lake. He says they hope the ice will form before the tournament and they will also be able to support the Kids n Snow events. Griffith inquires about the insurance for the event as that was a challenge last year. Walker says that their insurance requirements have not changed from last year and still apply. Mayor Watt says that was discussed during the MAP Fund meeting and Johnson indicated it would be provided. Greve says that there are two events that they expect to have awarded funds returned from two events due to cancellations.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks Lisa Griffith for her time and service on the Town Council. He wishes Merry Christmas and Happy New Year to the staff and council. He says they had a nice holiday party at the beginning of the month and appreciates everything they do. He thanks Finance Director Katie Thompson for her diligence working out the financial documents for the Gibbon Avenue Apartments project. He reports that the Parks & Rec Advisory Board is meeting tomorrow to listen to presentations for developing a Parks Master Plan. He mentions that he has participated in several interviews with Chief Corey White and 911 Dispatch Supervisor Brenda Martin to hire new police officers and dispatchers. They are diligently working through the background process for the applicants. He also reports that the Town hall will be closed next week on the day after Christmas as well as on Christmas Day.

The meeting is adjourned at 8:00 PM.

Mayor

ATTEST:

Town Clerk



WEST YELLOWSTONE POLICE DEPARTMENT

124 Yellowstone Ave • West Yellowstone, Montana 59758
(406) 646-7600 • police@townofwestyellowstone.com

DATE: 1/2/26

Due to ongoing staffing shortages, patrol coverage was maintained through a coordinated effort among available personnel. Officer Slowinski covered the majority of night shifts, Officer Courtis covered several additional day shifts, and I worked regular day shifts while also covering four night shifts during the reporting period. Through these combined efforts we were able ensure uninterrupted law enforcement services to the community.

Officer Devin Wegener began employment on December 30, 2025. He completed onboarding, uniform issuance, equipment setup, and successfully qualified with his duty weapon.

Background investigations were completed for Dispatcher Katrina Knutson and Officer Rick Nickolaus. Both candidates were offered full-time positions and are scheduled to begin employment the week of January 5, 2026.

The department met with a local business that has agreed to allow officers to use its facility for monthly firearms training and duty weapon qualifications, providing a consistent and local training option.

All West Yellowstone Police Officers participated in joint school safety training alongside Yellowstone National Park Rangers and the Gallatin County Sheriff's Office. This training focused on interagency coordination and preparedness for potential school-related incidents.

Department policies continue to be reviewed and updated. A meeting was held with Dana Safety Supply to finalize a patrol vehicle quote, which has been submitted for processing.

Dispatch Update

(Provided by Communications Supervisor Brenda)

- Met with Northwestern Energy for the annual planning review; a tabletop exercise is planned for spring 2026.
- Participated in weekly CentralSquare migration meetings.
- Adele continues on-the-job training and is now independently covering shifts.
- Continued updates to the dispatch training manual.
- Dave is on vacation until January 10, resulting in minimal staffing; Brenda is covering additional shifts as needed.
- Dispatcher Katrina Knutson is scheduled to begin next week.
- Phones and computers were set up for Officer Wegener.
- Attended a call review meeting with Chief White and Febres.
- Background investigations are being finalized for the remaining dispatch candidate.

Activity Summary

- **69** Calls for Service
- **3** Citations Issued
- **14** Warnings
- **7** Cases Generated
- **2** Arrests
- **7** Fire/EMS Calls

Chief Corey White

West Yellowstone Police Department.



Week of 12.29.2025

Resort tax graphs were sent out; we are still roughly 1.5% down from this time last year. We are hoping it snows soon and that our winter business here in West Yellowstone picks up.

MAP Financials were created and sent to the advisory board. We will meet next Thursday, January 8th. We have moved their budget amendment request to the January 20th Town Council meeting.

Reconciling accounts this week and getting items ready to be sent over to the state.

The two wires were sent to US Bank for our WWTP Loan B and WWTP Loan D. This due date was 01/01/2026. I have a little more maintenance to do regarding our WWTP project, I hope to get the next Loan D disbursement request out next week.

Peggy got the water/sewer bills out this week. We will be reviewing delinquencies next week.

Prepared for Town Council meeting on January 6, 2026.

Ongoing: It's annual financial report time, so I am busier than ever along with trying to close out a couple of our grants. If you need something, please plan on making an appointment so I can give you the time that you need and can plan my projects accordingly. Thank you!

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 1/1/2026
Date: Friday, January 2, 2026 12:27:01 PM
Attachments: [image001.png](#)

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Friday, January 2, 2026 11:43 AM
To: Jon Brown <jbrown@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 1/1/2026

Bullet points 1/1/2026

- #1 Snow removal
- #2 Open up drains to stop flooding
- #3 Work on ice rink
- #4 Roof sign questions answered for old sign on Bullwinkle's
- #5 Business improvement project bids
- #6 Snow encroachment follow-ups
- #7 Snow equipment maintenance
- #8 GDC parking review, new RV park makes 3 spaces removed
- #9 Social service basement fence project



K.C. Tanner
Deputy Director Public Services
Building Codes Inspector



JANUARY 2, 2026

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerks Report

- We made it through the holiday season. We had a little fun with some employee competitions and also raised some cash to help a local resident that has faced some big struggles this past year.
- Prepared and advertised variance hearing notice for proposed lodging property at 105 S Faithful Street. The public hearing and town council action for the variance requests will determine how the development moves forward. The next steps will be site plan review by the Planning Board and then final project approval by the Town Council.
- Working with the owners of the property at 101 S Canyon Street to expand the existing RV Park and demolish the existing building. We are working through some current parking easements and anticipate a conditional use application will go before the Planning Board and Town Council in the near future.
- The “snow complaints” haven’t been too difficult so far this year, but there isn’t a lot of snow! We are dealing with one insurance claim due to a collision between the grader wing and two parked cars, but there were no injuries.
- Event permits for next summer are starting to come in. We updated (thank you Brittany, she’s awesome) the Special Event Application form to include more specific information in response to some of the issues we had last year. We are gradually working through and updating our application forms. Event applications that are currently under review include:
 - Great American Road Trip – film crew that will be in town next week, Jan 6-9, 2026
 - Octane Expo and Vintage Rodeo – snowmobile event, March 7-8, 2026
 - Music in the Park 2026 Concert Series – July 4 & 18, August 7 & 15
- Prepared the Town Council Agenda & Packet for January 6, 2026. Prepared payroll for December 26, 2025.





HIGHLIGHTS DEC. 25th – Jan 1st

25th Christmas Day -Holiday

26th Holiday

29th Monday – Jan 1st (Jan 1st New Years's Day)

- **36 clients – Lobby food**
- **9 clothing Bank**
- **3 clients – Diapers for children**
- **3 Food donations**
- **4 clothing donations**
- **Town pump charitable donation \$3,500.00 to W. Y. Food bank**
- **Fall River Helping Hands donated \$3,000.00 to W. Y. Food Bank**
- **1 Gas voucher**
- **Lone Peak Cannabis donated \$966.00 to W. Y. Food Bank**
- **Working on reorganizing all files for the New Year**
- **Started new Transformation Specialist certification (this will also assist with work-related behavioral changes (20 CEU))**

TOWN OF WEST YELLOWSTONE

ON BEHALF OF THE STATE OF MONTANA AND THE TOWN OF WEST YELLOWSTONE

Be it known to all that on this date, **Devin Wegener**,
took the following oath of office:

“I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States of America and the Constitution of the State of Montana, and the Charter of the Town of West Yellowstone, and that I will discharge the duties of my office with fidelity (so help me God).”

Let it be recognized to all that on this date, **Devin Wegener**,
by taking this oath of office was duly sworn in as a Peace Officer for the
Town of West Yellowstone and the State of Montana.

Mayor
Town of West Yellowstone

Date

Devin Wegener
Police Officer

Date



TOWN OF WEST YELLOWSTONE

ON BEHALF OF THE STATE OF MONTANA AND THE TOWN OF WEST YELLOWSTONE

Be it known to all that on this date, **Richard Nickolaus**,
took the following oath of office:

“I do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States of America and the Constitution of the State of Montana, and the Charter of the Town of West Yellowstone, and that I will discharge the duties of my office with fidelity (so help me God).”

Let it be recognized to all that on this date, **Richard Nickolaus**,
by taking this oath of office was duly sworn in as a Peace Officer for the
Town of West Yellowstone and the State of Montana.

Mayor
Town of West Yellowstone

Date

Richard Nickolaus
Police Officer

Date



TOWN OF WEST YELLOWSTONE

PUBLIC HEARING

Variance Requests

Building Height, Parking

105 S Faithful Street

NOTICE IS HEREBY GIVEN that the West Yellowstone Town Council, serving as the Board of Adjustments, will conduct a Public Hearing **January 6, 2026** at the West Yellowstone Town Hall and virtually by Zoom, Meeting ID 893 834 1297. The purpose of the public hearing will be to consider variance requests from the West Yellowstone Municipal Code Sections 17.23.090 – Building Height and 17.37.030 - Parking made by High West Development Group, LLC for a proposed hotel at 105 Faithful Street. The property is located in the B-4, Expanded Business District, of the Town of West Yellowstone.

The request is to allow two variances. The first variance request is to allow a maximum building height of 45 feet, an effective height increase of 4 feet from the current allowed code height. The second variance request is to permit 9-foot-wide parking stalls instead of the required 10-foot stall widths for standard perpendicular (90-degree) parking.

The public hearing will be held during the regular Town Council Meeting which begins at 7:00 PM. The meeting will take place in West Yellowstone, MT, at which time oral testimony will be taken from the public in person, in writing, or by Zoom, Meeting ID 893 834 1297. Written testimony may be submitted until 5:00 PM on the date of the hearing to the Town Clerk at the Town Hall, 440 Yellowstone Avenue, by mail to PO Box 1570, West Yellowstone, MT 59758, or by email to info@townofwestyellowstone.com. For further information contact the Town Clerk at (406) 646-7795.

Elizabeth Roos
Town Clerk



TOWNE PLACE by MARRIOTT, WEST YELLOWSTONE | DESIGN PACKAGE
12.16.25



VACINITY MAP

PROJECT NARRATIVE

THIS PROJECT INVOLVES THE NEW CONSTRUCTION OF A THREE-STORY, 100-ROOM HOTEL BRANDED AS TOWNEPLACE SUITES BY MARRIOTT. THE BUILDING WILL INCLUDE A PARTIAL BASEMENT LEVEL WITH HOTEL SUPPORT SPACES, INCLUDING EIGHT EMPLOYEE DWELLING UNITS.

AT THE MAIN ENTRY LEVEL, THE HOTEL WILL FEATURE VARIOUS AMENITY SPACES SUCH AS A COMMUNITY AREA, BREAKFAST AREA, GUEST HUB, FITNESS CENTER, AND SWIMMING POOL. SUPPORT SPACES ON THIS LEVEL WILL INCLUDE A FOOD PREPARATION ROOM AND HOTEL MANAGEMENT OFFICES. ADJACENT TO THE INDOOR AMENITIES, THERE WILL BE OUTDOOR GATHERING AREAS, INCLUDING A FIRE PIT ON THE SOUTH SIDE, A BBQ AREA ON THE NORTH SIDE, AND A COVERED OUTDOOR HOT TUB.

SCOPE OF THE PROJECT INCLUDES, BUT NOT LIMITED TO, SITE GRADING AND IMPROVEMENT, BUILDING CONSTRUCTION. THE EXISTING OUTDOOR FACILITY (A ZIPLINE PARK) CURRENTLY ON THE SITE WILL BE REMOVED AND REPLACED WITH THE NEW HOTEL DEVELOPMENT DESCRIBED ABOVE.

SITE AND ZONING INFORMATION

LOCATION: 105 S FAITHFUL ST, WEST YELLOWSTONE, MT

LOT SIZE: PARCEL 0600623437601000
TOTAL AREA 2.00 ACRES

JURISDICTION: CITY OF WEST YELLOWSTONE, MT

ZONE: B-4 EXPANDED BUSINESS DISTRICT

USE: HOTEL ALLOWED

LOT AREA & WIDTH: NO MINIMUM REQUIRED

COVERAGE: NO MAX REQUIRED

YARD: NO REQUIRED

LOT SIZE: NO REQUIREMENTS

HEIGHT REQUIRED: 35' MAX FROM ABE

HIGHT PROPOSED: 45' FROM ABE (DEPARTURE REQUEST)

PARKING REQUIREMENTS:

GUESTROOMS:	100
HOUSING UNITS:	4
PARKING: REQUIRED:	HOTEL 108 PARKING STALLS MIN. @ 1.075/ROOM
	HOUSING 6 PARKING STALLS MIN @ 1.5/ROOM
	TOTAL 114 PARKING STALLS

PROPOSED: HOTEL 116 PARKING STALLS

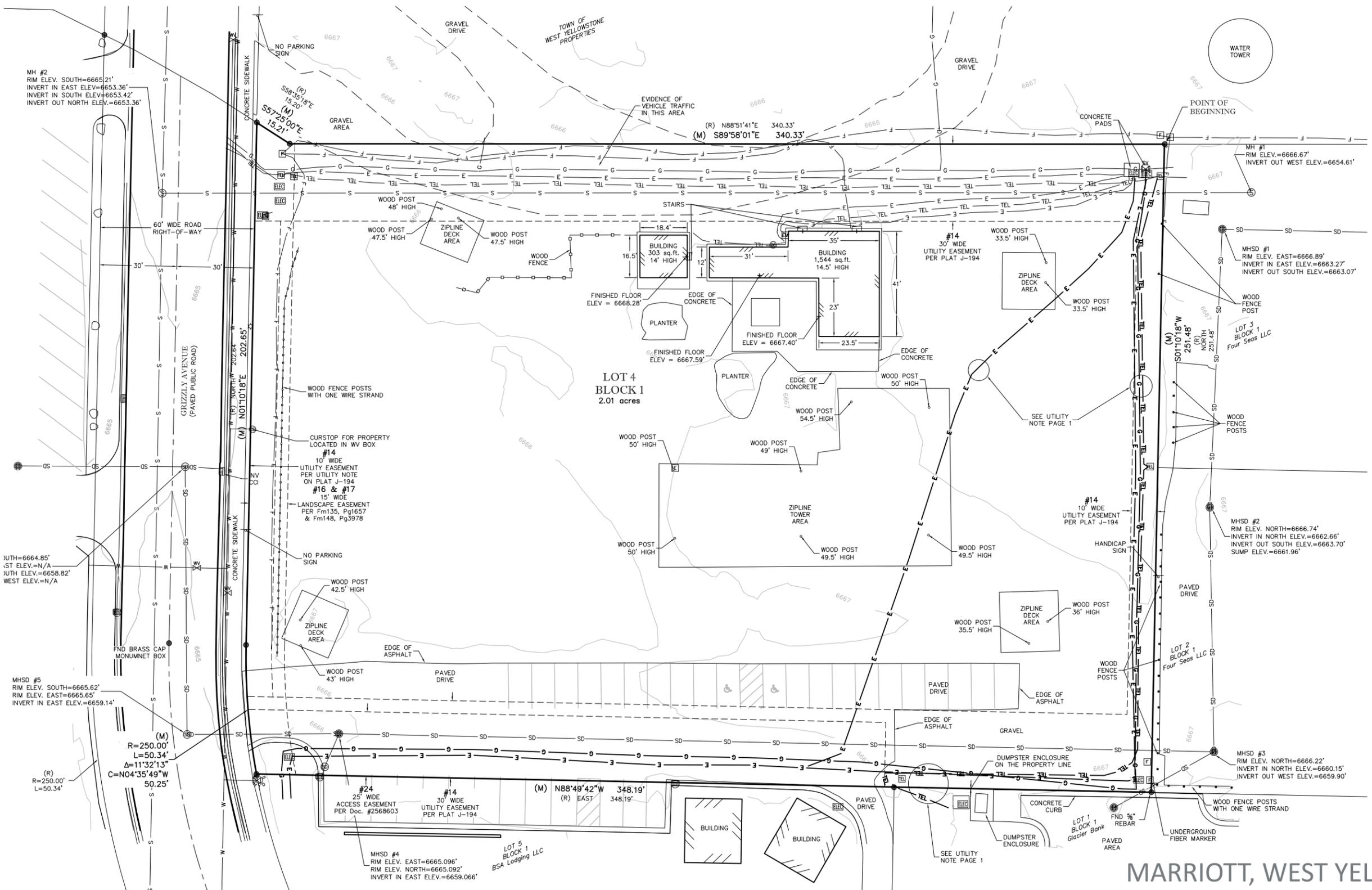
PARKING STALL REQ: STANDARD - 10'W X 18'L WITH 25' AISLE

PARKING STALL PROPOSED: 9'W X18' L WITH 25' AISLE (VARIANCE REQUEST)

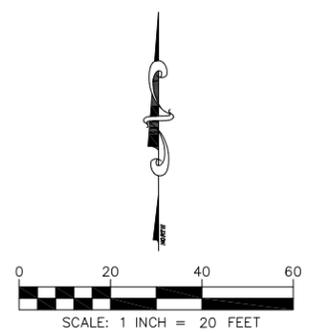
MARRIOTT, WEST YELLOWSTONE, MT
PROJECT INFO



ALTA/NSPS LAND TITLE SURVEY OF
LOT 4, BLOCK 1, GRIZZLY PARK ADDITION - PHASE 2, TO THE TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA, (PLAT J-194)
 LOCATED IN THE SOUTHWEST ONE-QUARTER SECTION 34,
 TOWNSHIP 13 SOUTH, RANGE 5 EAST, PRINCIPAL MERIDIAN MONTANA,
 TOWN OF WEST YELLOWSTONE, GALLATIN COUNTY, MONTANA



- LEGEND**
- 6665 INDEX CONTOUR
 - 6666 CONTOUR MINOR (1' INTERVALS)
 - PROPERTY LINE
 - EASEMENT LINE
 - WOOD FENCE
 - FENCE POST WITH ONE WIRE STRAND
 - S SEWER MAIN
 - SS SEWER SERVICE
 - W WATER MAIN
 - WS WATER SERVICE
 - SD STORM MAIN
 - OHP OVERHEAD POWER
 - G UNDERGROUND GAS
 - F UNDERGROUND FIBER
 - P UNDERGROUND ELECTRIC
 - TEL UNDERGROUND TELEPHONE
 - ROAD CENTERLINE
 - EDGE OF GRAVEL
 - EDGE OF BUILDING
 - FOUND YPC (3111ES) UNLESS OTHERWISE NOTED
 - SET 3/8" REBAR WITH 2" ALUMINUM CAP
 - ⊙ SEWER MANHOLE
 - ⊕ SEWER CLEANOUT
 - ⊕ WATER VALVE
 - ⊕ FIRE HYDRANT
 - ⊕ STREET SIGN
 - ⊕ WOOD POST
 - ⊕ LIGHT POLE
 - ⊕ POWER POLE
 - ⊕ GUY ANCHOR
 - ⊕ ELECTRICAL METER
 - ⊕ ELECTRICAL BOX
 - ⊕ ELECTRICAL OUTLET
 - ⊕ TELEPHONE PEDESTAL
 - ⊕ FIBER PEDESTAL
 - ⊕ GAS VALVE
 - ⊕ MANHOLE STORM DRAIN
 - ⊕ CURB INLET
 - ⊕ GRATE INLET
 - ⊕ FINISHED FLOOR
 - ⊕ FENCE POST
 - ⊕ YPC YELLOW PLASTIC CAP



BASIS OF BEARING, COORDINATES
 BEARINGS SHOWN ARE MONTANA STATE PLANE GRID.
 DISTANCES ARE GROUND DISTANCES IN INTERNATIONAL FEET.

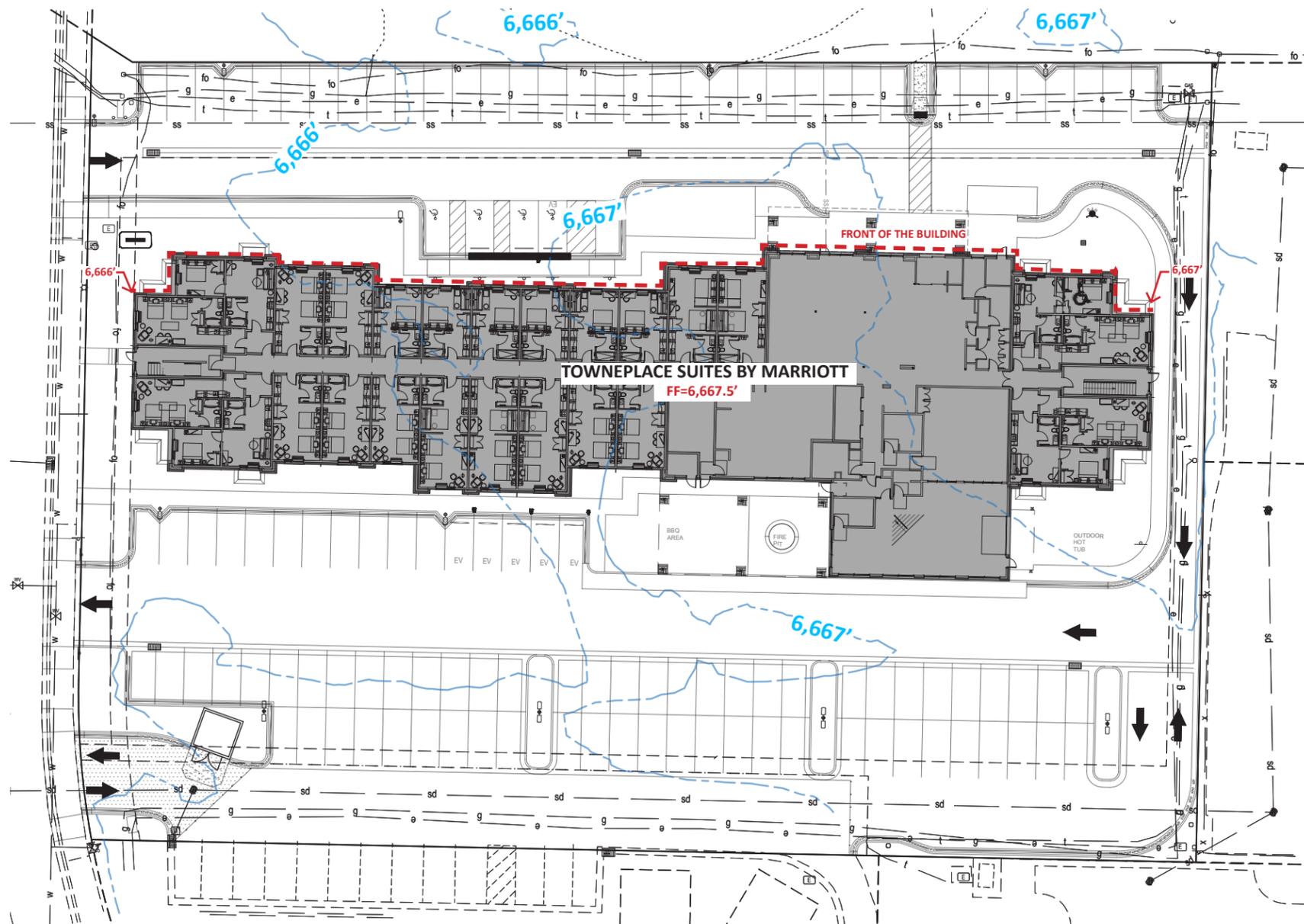
MONTANA COORDINATE SYSTEM NAD 83
 HORIZONTAL DATUM: REFERENCED FROM NGS OPUS SOLUTION,
 ADJUSTED FROM NGS CORS

PID DESIGNATION
 DL7705 NONT NONT_EBRY_M1999 CORS ARP
 DK7547 MTSU BOZEMAN CORS ARP
 DI1692 IDBY REXBURG CORS ARP

MONTANA STATE PLANE NAD 83(2011)(EPOCH: 2010.0000)
 NORTH LATITUDE 44°39'28.31822"
 WEST LONGITUDE 111°06'22.50246"
 UNITS: INTERNATIONAL FEET
 Convergence angle: -01°10'30"



FRONT ELEVATION



SITE PLAN

17.23.090 BUILDING HEIGHT

MAXIMUM BUILDING HEIGHT IN THIS DISTRICT SHALL BE **THIRTY-FIVE FEET**. ALL ELEMENTS OF A STRUCTURE SHALL BE AT OR BELOW THE MAXIMUM HEIGHT IN THE DISTRICT, UNLESS IT IS AN ARCHITECTURAL FEATURE, AS DEFINED IN CHAPTER 17.04, WHICH MAY EXTEND TO **SIX FEET** ABOVE THE MAXIMUM HEIGHT.

17.04.070-110 Building height:

"Building height" means the vertical distance from the average elevation of the proposed finished grade at the front of a building to the highest point of a flat roof, the deck line of a mansard roof, and the mean height between eaves and ridge for gable, hip, and gambrel roofs. (Ord. 93-§1(2.6); 1982) any element of the building not defined as an architectural feature.

"BUILDING HEIGHT"

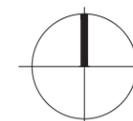
MEANS THE VERTICAL DISTANCE FROM THE AVERAGE ELEVATION OF THE PROPOSED FINISHED GRADE AT THE FRONT OF A BUILDING TO THE HIGHEST POINT OF ANY ELEMENT OF THE BUILDING NOT DEFINED AS AN ARCHITECTURAL FEATURE.

BUILDING HEIGHT CALCULATION

HEIGHT REQUIRED: 35' MAX FROM ABE
 HIGHT PROPOSED: 45' FROM ABE (DEPARTURE REQUEST)

AVERAGE GRADE CALCULATION @ FRONT OF THE BUILDING:

HIGHEST FINISH GRADE = 6,667'
 LOWEST FINISH GRADE = 6,666'
 AVERAGE ELEVATION = $\frac{6667 + 6666}{2} = 6,666.5'$





NORTH ELEVATION



SOUTH ELEVATION

MATERIAL LEGEND

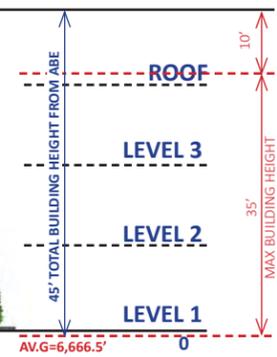
-  LOW ROOF:
STANDING SEAM METAL ROOF
-  MAIN ROOF:
ASPHALT SHINGLES
-  DARK WOOD
-  SHINGLE SIDING
-  HORIZONTAL SIDING
-  NATURAL STONE



WEST ELEVATION



EAST ELEVATION





MARRIOTT, WEST YELLOWSTONE, MT
VIEWS





MARRIOTT, WEST YELLOWSTONE, MT
VIEWS





MARRIOTT, WEST YELLOWSTONE, MT
VIEWS





MARRIOTT, WEST YELLOWSTONE, MT
VIEWS





MARRIOTT, WEST YELLOWSTONE, MT
VIEWS



VARIANCE REQUEST 1: BUILDING HEIGHT – 45’

Request:

Allow a maximum building height of **45 feet to top pitch of roof** to permit a structurally necessary pitched roof on a three-story hotel — an effective height increase of 4 feet from the current allowed code height. Current code allows for 35’ plus an additional 6’ for Architectural Features for a total allowable building height of 41’.

SUMMARY NARRATIVE

The applicant seeks a height variance to a pitch height of 45’, effectively a request of an additional four feet of overall building height to construct a three-story pitched-roof hotel consistent with the established architectural character, climatic needs, and development pattern of the B-4 zoning district. The goal is to build a three-story structure with a pitched roof — the very form used throughout the existing district — while remaining within the general scale and intent of what the code envisions for this zone.

A zoning code amendment adopted in late 2024 significantly changed the way building height is measured. The updated code now calculates height to the *highest point* of a pitched roof, rather than using the former midpoint measurement method. While this change creates a more straightforward definition, it also produces an unintended consequence: it effectively eliminates the feasibility of three-story pitched-roof construction, the most common building form allowed to date in the B4 zone. This change pushes new 3 story structures to have flat roofs, despite the fact that pitched roofs define the district’s existing built character and are operationally necessary in West Yellowstone’s extreme snow environment.

Under the current code, a building may reach 35 feet, with an additional 6 feet permitted for architectural features. While a pitched roof does not meet the code’s definition of an architectural feature, this framework clearly contemplates that buildings may extend to an effective envelope of approximately 41 feet — and that architectural expression above the base 35 feet is not only acceptable, but anticipated.

In practice, the Town of West Yellowstone has historically approved three-story hotels with pitched roofs at ridge heights well above this range. In fact, every existing 3-story hotel in the B-4 zone has a pitched roof, and their ridge heights frequently exceed 50 feet. This is not an anomaly — it is the prevailing architectural form for three-story hotel construction in this climate. Pitched roofs have been universally incorporated due to snow load requirements, operational safety, and the community’s established development pattern.

The 2024 change to the height measurement method now prevents a pitched-roof form that aligns with this longstanding development pattern. As a result, the applicant — whose parcel is the sole remaining undeveloped site in the B-4 district — is the only property subject to this new and more restrictive interpretation. All other parcels in the zone were previously allowed to construct three-story pitched-roof structures at effective heights that could not be replicated under the strict application of the current code.

Additionally, the subject parcel is subject to the CC&R's established as part of the Grizzly Park Addition. The CC&R's require that a building undergo specific scrutiny and that "all architectural character of each proposed building or structure shall be designed in a style which will be of a high standard of construction and appearance, and providing for interesting and tasteful exteriors. Unconventional and eclectic styles will not be permitted."

In addition to the regulatory context described above, the subject parcel is affected by several unique and site-specific physical characteristics that, when considered together, create a hardship not shared by other parcels in the B-4 district.

These unique physical characteristics include:

- The parcel's location as the sole remaining undeveloped site within the B-4 zoning district, where all other three-story hotels were constructed under the prior height-measurement standard and incorporate pitched roofs at ridge heights exceeding current limits.
- Extreme snow-load and wind-drift exposure inherent to the site, including adjacency to large open areas that contribute to unbalanced snow accumulation and drift patterns that materially affect roof performance.
- Mandatory fire-access and circulation requirements imposed through life-safety review, which require full perimeter fire lanes and materially restrict site layout flexibility, snow-storage capacity, and mechanical placement options.
- Recorded utility and access easements that further reduce usable site area and eliminate locations that might otherwise accommodate snow storage or ground-mounted mechanical systems.
- Binding CC&R requirements that mandate architectural compatibility with surrounding development and discourage unconventional building forms, including exposed rooftop mechanical equipment and incompatible roof profiles.

These conditions are inherent to the parcel and its regulatory environment, were not created by the applicant, and cannot be mitigated through reasonable design alternatives without forcing underdevelopment or creating operational and safety conflicts.

Forcing a flat roof as the only compliant option for a 3 story building creates a genuine hardship. Flat roofs are inconsistent with the district's architectural character and appearance. In the context of the existing structures in this district, a flat roof would be

considered unconventional for this environment and location. Additionally, not allowing a pitched roof would create significant structural, safety and operational concerns in West Yellowstone's severe snow and freeze-thaw environment. These environmentally driven factors include increases in snow accumulation, risk of collapse, water intrusion, ice damming, and long-term maintenance challenges. In contrast, a modest increase in allowable height restores the functionality, safety, and appearance of buildings that the Town has consistently approved in this zone.

The applicant's request does not seek a departure from the spirit of the code, which is intended to keep new buildings in West Yellowstone at 3 stories or below, and consistent with the existing infrastructure. In fact, the primary driver of the height requirements is to ensure serviceability for the fire department. Fire Chief Shane Grube has reviewed the plan and stated that the pitched roof design is not problematic to service and that the fire department has no problem with our proposed building height. Additionally, site circulation and access requirements imposed through Fire Department life-safety review further restrict site layout flexibility and directly affect snow management, mechanical placement, and building form, creating a physical and unavoidable hardship. A letter of site circulation requirements as required by the Hebgen Basin Fire District is attached as Exhibit A.

With this height request, we seek to continue the form of three-story hotel development that has defined the B-4 district for decades, while ensuring the building is structurally safe and contextually appropriate. This variance provides equitable treatment to the only remaining parcel in this district, while maintaining the community's architectural character, tax base, and development expectations.

HARDSHIP CRITERIA ANALYSIS (HEIGHT)

CRITERIA 1. "That the physical makeup of the subject parcel presents a hardship outside of the applicant's control."

Response:

The hardship affecting the subject parcel arises from a unique convergence of physical, environmental, regulatory, and contextual conditions that no other property in the B-4 zoning district has been required to address. These conditions—including extreme snow-load demands, binding architectural covenants, a mid-process zoning amendment altering

height measurement methodology, and the parcel's status as the sole remaining undeveloped site in a fully built-out district—collectively impose a hardship that is inherent to the land and its context, not the result of applicant action.

Courts have long recognized that hardship may arise not from a single factor in isolation, but from the interaction between physical conditions of the land and zoning regulations, particularly where strict application results in inequitable treatment of one parcel as compared to similarly situated properties. (*Carlson v. Yellowstone County Bd. of Adjustment*, 2017 MT 186, ¶¶ 18–21; *Lambros v. Bd. of Adjustment*, 153 Mont. 20, 452 P.2d 398 (1969); *Otto v. Steinhilber*, 282 N.Y. 71 (1939)).

The unique combination of the physical conditions of the land and zoning regulations create a hardship that is unreasonable for the applicant to bear and constitutes a clear hardship. These conditions are detailed below.

A. Extreme Snow Load, Wind Exposure, and Snow Management Constraints Represent a Physical Environmental Condition That Necessitates a Pitched Roof

West Yellowstone is subject to extreme ground snow loads that materially affect structural design. Under ASCE 7 – Minimum Design Loads for Buildings and Other Structures and the International Building Code (IBC)—the nationally adopted structural standards—roof slope is expressly recognized as a critical factor in snow-load performance. Sloped roofs reduce sustained snow accumulation, mitigate unbalanced snow loading, limit ice dam formation, and reduce freeze-thaw degradation and long-term structural stress.

ASCE 7 explicitly accounts for roof slope through snow-load reduction factors, reflecting the engineering consensus that pitched roofs perform materially better than flat roofs in heavy-snow climates. Industry guidance routinely identifies roof slopes in the range of 4:12 to 6:12 as appropriate for regions experiencing heavy, wet snow and repeated freeze-thaw cycles—conditions that define West Yellowstone.

Consistent with these engineering principles, every existing three-story hotel in the B-4 district has been constructed with a pitched roof. A flat-roofed three-story structure would expose this parcel to increased structural loading, greater maintenance demands, heightened water-intrusion risk, and long-term durability concerns—risks that no other B-4 hotel has been required to bear.

In addition to vertical snow load, the physical exposure of this parcel materially intensifies snow-related risk. The site directly abuts a large open parking lot to the northwest and a 20-plus-acre open RV park to the southwest, creating a largely unobstructed upwind exposure that materially increases wind-driven snow drift and unbalanced loading. Flat roofs are particularly susceptible to snow accumulation at parapets, mechanical screens, and roof

edges, resulting in drift patterns that significantly increase localized design loads and ongoing maintenance requirements. A pitched roof mitigates these risks by shedding snow naturally and reducing unbalanced accumulation—an engineering response dictated by site exposure and climatic conditions, not architectural preference.

The Fire Department's reviewed plans and written comments found in Exhibit A confirm that continuous fire-apparatus access lanes, turning radii, and clear widths are mandatory on all sides of the building and cannot be encroached upon or used for snow storage. These requirements, when combined with the parcel's exposure to wind-driven snow from adjacent open land, materially eliminate the ability to safely manage snow accumulation associated with a flat roof, which would otherwise require frequent roof snow removal and on-site storage. The inability to store removed snow without violating fire-access requirements is a physical limitation of the site itself and directly necessitates a pitched roof that sheds snow naturally.

These conditions are not shared uniformly across the district. The combination of open upwind exposure, lack of wind buffering from surrounding structures, and site-specific orientation results in drift behavior and snow accumulation risks that are materially intensified on this parcel relative to others in the B-4 zone.

Courts consistently recognize that environmental and natural conditions affecting safe construction—such as flood elevation, wind exposure, soil instability, or similar forces, including snow load and drift behavior—constitute physical characteristics of land that may give rise to hardship when zoning regulations prevent a safe or reasonable response.

In *Pokoik v. Silsdorf*, the court held that environmental constraints affecting safe construction may constitute hardship where strict zoning compliance would produce an unreasonable or impractical result (40 N.Y.2d 769 (1976)). Similarly, in *Deardorf v. Board of Adjustment*, the court recognized that hardship may arise where the physical conditions of the land, when combined with zoning requirements, impose a unique and unreasonable burden on a particular parcel (254 N.W.2d 204 (Iowa 1977)).

Here, West Yellowstone's extreme snow-load environment is a physical condition that materially affects structural design. As recognized by ASCE 7 and the International Building Code, roof slope is a critical factor in snow-load performance, with pitched roofs reducing sustained snow accumulation, ice damming, and freeze-thaw deterioration. This snow-load environment becomes a parcel-specific hardship because the amended height-measurement rule now prevents the use of the only roof form—a pitched roof—that safely responds to these conditions, while every other parcel in the district was permitted to do so.

A flat-roofed three-story structure under these conditions would also require frequent manual snow removal, compounding safety risks and operational challenges associated with snow storage and access on an already constrained site. By contrast, a pitched roof manages snow through passive shedding, reducing both structural risk and long-term maintenance burden.

An independent roof type recommendation from DCI Engineers, a structural engineer firm reviewing this project is attached as Exhibit B to this narrative. This is a physical and climatic hardship, inherent to the land and its exposure, not a design preference.

B. Unique Parcel Geometry, Utility Easements, and Life-Safety Requirements Materially Constrain Site Function, Snow Management, and Mechanical Placement

The subject parcel is one of fifty-nine (59) parcels originally platted within the Grizzly Park Addition, which exclusively comprises the B-4 zoning district. While all parcels in the district share the same zoning classification, the subject parcel is distinguished by a combination of physical encumbrances and geometric constraints not present on other B-4 parcels.

The subject parcel is encumbered by a 30-foot utility easement along both the north and south property lines. No other parcel within the B-4 zone—or within the Grizzly Park Addition—contains utility easements of this magnitude on two opposing sides of the site. This condition materially reduces the usable and functional area of the parcel, eliminating land that would otherwise be available for building placement, parking, snow storage, mechanical systems, and circulation necessary to meet engineering and fire-life-safety requirements.

Compounding this constraint, the north property line is not parallel to the south property line, creating a uniquely irregular parcel geometry. As a result, the western portion of the site is approximately 30.84 feet narrower than the eastern portion (East property line: 251.48 feet; West property line: 220.64 feet). While a small number of parcels within the Grizzly Park Addition exhibit some degree of non-parallel geometry, none experience this magnitude of angular constraint, and all other similarly constrained parcels are already developed. The subject parcel is the only remaining undeveloped site impacted by this condition.

In addition to utility easements and parcel geometry, the site is further constrained by a 25-foot access easement along the southern boundary, which eliminates additional land area otherwise available for parking, snow storage, or mechanical placement. These easements are legal encumbrances running with the land and are entirely outside the applicant's control.

Mandatory fire-department access and circulation requirements, as documented in the Fire Department review dated September 16, 2025, require fire lanes to be maintained around the building perimeter. These life-safety requirements significantly limit available open areas on the site and further restrict the ability to store snow removed from roofs or paved surfaces without encroaching into required fire access zones.

Taken together, these physical characteristics—dual 30-foot utility easements, irregular parcel geometry, access easements, and required fire-lane clearances—materially reduce the site’s capacity to manage snow, locate mechanical equipment, and maintain safe circulation in a manner typical of other B-4 parcels. Unlike other sites in the district, the subject parcel lacks surplus or flexible areas where snow removed from a flat roof could be relocated without violating life-safety or easement constraints.

As a result, roof design becomes a critical site-planning and safety tool, not an architectural preference. A pitched roof allows snow to shed naturally and minimizes the need for manual snow removal and ground-level storage that this site physically cannot accommodate. Similarly, a pitched-roof structure allows mechanical systems to be concealed within attic or interstitial spaces, avoiding roof-mounted equipment, parapets, or ground-mounted installations that would otherwise exacerbate snow-drift accumulation and conflict with both fire-access requirements and CC&R design standards.

These constraints arise from the physical makeup of the parcel itself and mandatory safety requirements applied to it—not from any action of the applicant. Exhibit C (Grizzly Park Addition Plat Map) illustrates the unique combination of parcel geometry, utility easements, and access constraints affecting the subject parcel, conditions not present in combination on any other undeveloped parcel within the B-4 zoning district.

C. Fire Access, Easements, and Site Geometry Eliminate the Feasibility of Flat-Roof Snow Management

As established in Sections A and B, the subject parcel is constrained by mandatory fire-access requirements, dual utility easements, an access easement, and irregular site geometry that collectively limit usable site area. These constraints are not discretionary design choices, but life-safety and infrastructure requirements imposed on this specific parcel. These conditions directly affect the feasibility of snow management strategies that would be required by a flat-roof building form.

Beyond roof performance itself, the physical configuration of the site materially limits the ability to manage snow removal if a flat roof were required. Unlike pitched roofs, which shed snow naturally and distribute loads vertically through the structure, flat roofs in this

climate require routine mechanical snow removal, creating the additional requirement that removed snow be stored or relocated on-site in a manner compliant with fire-access and life-safety standards. A flat roof therefore introduces an ongoing operational requirement to mechanically remove snow and manage its placement elsewhere on the site—an obligation that does not exist with a pitched-roof design.

The parcel is uniquely encumbered by the following mandatory conditions:

- full fire-lane circulation requirements on all sides of the building, as directed by the Fire Department;
- a recorded access and utility easements along the north and south property line; and
- irregular parcel geometry that restricts usable yard and storage areas.

On the subject parcel, the mandatory fire-access lanes required around the building perimeter must remain continuously clear and unobstructed, eliminating their use for snow storage. The utility easements and access easement further restrict the remaining site area available for snow placement. As a result, the parcel lacks any feasible location to stockpile snow removed from a flat roof without encroaching into required fire lanes, easements, or access corridors.

In a flat-roof scenario, snow must be mechanically removed from the roof and deposited elsewhere on the site. However, the required fire lanes must remain clear at all times and cannot be used for snow storage. The south access easement similarly prohibits snow stockpiling as it must remain clear for adjacent parcel access. The odd shaped parcel lines and 30' utility easements along the north and south property lines further restrict the ability to layout efficient parking and include added snow storage areas that would be required under a flat roof design. The site design constraints are detailed further in our parking variance request, but directly relate to inclusion of added snow storage areas necessitated by a flat roof design. These constraints leave no feasible on-site location to place removed roof snow without compromising fire access, emergency circulation, or neighboring property rights.

These snow-storage limitations are unique to this parcel. Other properties in the B-4 district were developed without the combined burden of dual 30-foot utility easements, a full-building fire lane requirement, and irregular parcel geometry, and therefore did not face the same operational conflict between roof design and site functionality.

A pitched roof materially reduces or eliminates the need for mechanical roof snow removal, allowing snow to shed gradually and predictably to grade in a manner consistent

with existing development in the district. This is not a design preference—it is a functional response to site-specific physical limitations.

These conditions are a direct consequence of the parcel characteristics described in Section B and the mandatory fire-access requirements imposed during life-safety review, and are not conditions created or intensified by the applicant. The inability to safely manage roof snow under a flat-roof condition due to fire-lane, odd parcel configuration and easement constraints constitutes a physical hardship inherent to the parcel.

D. The Parcel Is Uniquely Burdened as the Only Site Subject to the New Height-Measurement Standard

In late 2024, the Town amended its zoning code to measure building height to the highest point of a structure, replacing the former “mean roof height” methodology. Every existing three-story hotel in the B-4 district was approved and constructed under the former standard, resulting in pitched-roof structures with ridge heights commonly exceeding 45 to 55 feet.

Because the B-4 district is now fully built out except for the subject parcel, this site is:

- the only undeveloped parcel in the district,
- effectively, the only parcel required to comply with the amended height-measurement method, and
- the only parcel prohibited from constructing the architectural form uniformly approved for all predecessor properties.

Courts have repeatedly held that zoning regulations must operate uniformly across similarly situated parcels, and that a zoning amendment which—due to timing or circumstance—imposes a burden uniquely on a single parcel may constitute hardship warranting variance relief.

In *Otto v. Steinhilber*, the court established that hardship exists where strict zoning enforcement deprives a property of development rights commonly enjoyed by other parcels in the same district. (*Otto v. Steinhilber*, 282 N.Y. 71 (1939)).

Montana courts have adopted this same principle. In *Carlson v. Yellowstone County Board of Adjustment*, the Montana Supreme Court emphasized that hardship exists where strict application of zoning regulations deprives the applicant of rights commonly enjoyed by other tracts in the same zoning district. (*Carlson*, ¶ 21).

Here, the B-4 district is fully built out except for the subject parcel. Every other three-story hotel was approved under the former height-measurement method and constructed with pitched roofs at effective heights well above what the current code would allow. The applicant's parcel is the only property subject to the amended standard, creating an inequitable and unique burden unrelated to any physical difference in the land itself.

Where a regulation deprives one parcel of development parity enjoyed by all others in the same district, courts describe this as an inequitable application of zoning—precisely the circumstance for which the variance mechanism exists.

This hardship is not self-created. It is the product of regulatory timing and district build-out, both entirely outside the applicant's control.

E. Binding CC&Rs Create a Regulatory Double-Bind That Conflicts with Strict Application of the Height Code

The subject parcel is governed by the Grizzly Park CC&Rs, which run with the land and impose binding architectural and design requirements independent of the zoning code. These CC&Rs require that all buildings be designed with a high standard of appearance and architectural character consistent with surrounding development and expressly prohibit unconventional or incompatible building forms.

While the CC&Rs do not mandate a specific roof pitch, they plainly require contextual architectural compatibility. In the B-4 district, that context is unambiguous: every existing three-story hotel was approved and constructed with a pitched roof. A modern flat-roofed three-story building in this district—particularly in West Yellowstone's extreme snow environment—would represent a clear departure from the established architectural pattern and would reasonably be considered unconventional within the meaning of the CC&Rs.

Strict application of the amended height-measurement rule would therefore force the applicant to construct a flat-roofed three-story structure that is fundamentally incompatible with the surrounding development pattern and inconsistent with the CC&R standards governing the parcel. This architectural conflict did not exist for any prior development in the district and arises solely because of the post hoc change in height measurement methodology.

In addition to architectural compatibility, the Grizzly Park CC&Rs impose specific constraints on mechanical equipment and roof penetrations, stating that vertical roof projections, roof-mounted equipment, vents, stacks, and similar elements should be avoided, and that all roof penetrations must be organized in a manner integral to the architectural form of the building.

In a heavy-snow environment such as West Yellowstone, flat roofs inherently rely on rooftop mechanical units, parapets, and screening elements. These features increase snow-drift accumulation, exacerbate unbalanced loading, and conflict directly with the CC&Rs' directive to minimize roof-mounted equipment and visually intrusive elements. Flat roofs therefore compound both structural and design conflicts under the CC&Rs.

Ground-mounted mechanical equipment is not a viable alternative on this parcel. Required fire-lane clearances around the building, access easements, snow-storage limitations, and the constrained geometry of the site eliminate the physical ability to locate mechanical equipment at grade without violating safety, circulation, or operational requirements.

A pitched-roof structure resolves these conflicts by allowing mechanical systems to be concealed within attic or interstitial spaces, minimizing roof penetrations, reducing drift-inducing elements, and maintaining compliance with both architectural and mechanical screening requirements of the CC&Rs. This is not a design preference; it is the only configuration that simultaneously satisfies structural safety, operational functionality, and binding private covenants.

Courts recognize that hardship may arise where strict zoning compliance places a property into conflict with binding private covenants not created by the applicant. In *Ewen v. Maccherone*, the court acknowledged that private restrictions running with the land may be considered in evaluating hardship where they impose constraints unique to the property (32 A.D.2d 422 (N.Y. App. Div. 1969)). Montana courts similarly recognize that hardship analysis must account for external constraints that materially affect a property's ability to be reasonably developed under zoning regulations (*Lambros v. Bd. of Adjustment*, 153 Mont. 20, 452 P.2d 398 (1969)).

Here, the Grizzly Park CC&Rs impose mandatory architectural and mechanical design requirements that every prior parcel in the district was able to satisfy through pitched-roof construction. Strict enforcement of the amended height rule would uniquely force this parcel into a regulatory double-bind: either violate binding CC&R obligations or accept materially increased structural risk and operational burden that no other parcel in the district has been required to bear.

This conflict exists only because of the zoning amendment and only as applied to this parcel. It represents a bona fide hardship arising from conditions outside the applicant's control and squarely supports the granting of variance relief.

F. Requiring a Two-Story Building Is Not a Legally Valid Alternative

The suggestion that the applicant can avoid hardship by constructing a two-story building with a pitched roof misstates the governing legal standard. Courts have long rejected the

notion that hardship is defeated merely because a smaller, inferior, or underdeveloped version of a permitted use could be constructed.

In *Fuhst v. Foley*, 45 N.Y.2d 441 (1978), the court held that a variance cannot be denied on the basis that the applicant could construct a lesser or substandard structure that technically complies with zoning. Likewise, in *Otto v. Steinhilber*, the court made clear that hardship analysis turns on whether strict enforcement prevents reasonable use, not whether some minimal use remains.

Three-story hotels are expressly permitted in the B-4 district, and every other parcel in the district was allowed to develop to that full permitted intensity. Requiring the final parcel to accept a materially diminished form of a permitted use—solely because of a later code change—would impose an inequitable burden that variance law expressly prohibits. (*Sasso v. Osgood*, 86 N.Y.2d 374 (1986)).

G. Summary of Hardship Under Item #1

The hardship affecting this parcel arises from a combination of physical and situational factors specific to this parcel, recognized by both Montana courts and national variance doctrine:

- Extreme snow-load and wind conditions that necessitate a pitched-roof
- Unique parcel shape, access easements, and fire lane requirements, eliminating site snow storage opportunity for removal of snow from flat roof.
- A zoning amendment and height measurement rule that uniquely impacts the pitched roof development on this parcel alone;
- A fully built-out district where all other parcels were approved under a different standard;
- Binding CC&Rs requiring architectural compatibility and mechanical screening that cannot be achieved on ground level, due to unique site constraints.
- Reducing to two stories would destroy reasonable use of the parcel and contradict permitted district intensity. This would create a regulatory framework that would otherwise force underdevelopment of a permitted use.

Taken together, these conditions of this parcel impose a physical hardship squarely within the meaning of variance law and fully outside the applicant's control.

CRITERIA 2. “That the hardship was not the result of a lack of due diligence during the purchase period.”**Response:**

The applicant entered into contract and completed due diligence on the project before the September 2024 code amendment. At that time, three-story hotels with pitched roofs were the universal, established building type within the B-4 district. A clear precedence had been set by the town’s application and interpretation of code, which allowed for 3 story structures with pitched roofs on ALL 9 hotel projects in this zone. Nothing in the code, the community development pattern, or the Town’s feedback suggested that pitched roofs would become unfeasible under a revised height interpretation.

Due diligence could not have anticipated a definitional change that inadvertently rendered all existing hotels nonconforming. The hardship emerged only after the Town revised the height definition, shifting the measurement to the highest point of the structure. This change could not have been reasonably anticipated, given the Town’s long history of approving pitched-roof hotel structures at effective heights beyond 50 feet.

CRITERIA 3 — “That the hardship is not resulting from the actions of the applicant.”

Response

The hardship affecting the subject parcel is not the result of any action by the applicant. Rather, it arises from a combination of regulatory change, district build-out, mandatory life-safety requirements, recorded utility and access easements, and physical environmental conditions entirely outside the applicant’s control.

The Fire Department requirements, as documented in Exhibit A, were imposed through formal life-safety review and are not discretionary design choices of the applicant. Similarly, the utility and access easements affecting the north and south boundaries of the parcel are recorded land-use constraints that predate this application and materially limit site flexibility independent of any applicant decision. These requirements mandate continuous fire-apparatus access, minimum clear widths, and turning radii around the building, which materially reduce available snow-storage areas, mechanical placement options, and overall site flexibility. These constraints are therefore not self-created, but a direct consequence of mandatory public-safety standards applied to this specific parcel.

The applicant’s request for a pitched roof is a reasonable and necessary response to these externally imposed conditions. It is intended to mitigate snow accumulation and operational risk where roof snow removal and on-site snow storage are constrained by required fire access, not to circumvent or avoid zoning regulations.

The applicant did not create the site-specific fire and life-safety requirements identified in the Fire Department review, did not create the zoning amendment, did not control the timing of its adoption, did not create the parcel’s unique status as the last undeveloped site in the B-4 district, and did not create the extreme snow-load conditions that govern safe building design in West Yellowstone.

Courts have consistently held that a hardship is not “self-created” merely because an applicant seeks to develop a property in a manner expressly permitted by zoning, nor because the applicant declines to reduce the scale or intensity of a permitted use in response to later-imposed regulatory constraints.

A. Exercising a Permitted Use Does Not Constitute Self-Created Hardship

Courts uniformly reject the notion that a hardship is self-created simply because an applicant proposes to develop property at the full intensity allowed by the zoning district.

The applicant's proposal for a three-story hotel is fully consistent with the permitted uses and development intensity of the B-4 zoning district and mirrors the form and scale of every other hotel in the district. Climatic conditions and established development context necessitate the use of a pitched roof for that same three-story building—an approach uniformly adopted across all prior developments in the zone.

In *Otto v. Steinhilber*, the court made clear that hardship analysis does not turn on whether an applicant could construct a lesser or inferior structure, but whether strict enforcement deprives the property of reasonable use consistent with district permissions (282 N.Y. 71, 76 (1939)).

Similarly, in *Fuhst v. Foley*, the court held that a variance may not be denied on the theory that the applicant could build a smaller or less useful structure that technically complies with zoning, explaining that such reasoning improperly penalizes the exercise of permitted development rights (45 N.Y.2d 441, 445–46 (1978)).

Montana law adopts the same principle. In *Carlson v. Yellowstone County Board of Adjustment*, the Montana Supreme Court emphasized that hardship exists where strict application of zoning regulations deprives a property of rights commonly enjoyed by other tracts in the same zoning district, even where some lesser development option remains possible (2017 MT 186, ¶¶ 18–21).

Here, every other parcel in the B-4 district was allowed to develop a three-story hotel. The applicant's pursuit of the same permitted intensity is not a self-created hardship.

B. The Hardship Results from Regulatory Change and Mandatory Safety Requirements, Not Applicant Choice

Courts distinguish between hardships arising from voluntary applicant conduct and those arising from subsequent regulatory changes or mandatory requirements imposed after acquisition or entitlement expectations are established.

In *Deardorf v. Board of Adjustment*, the court recognized that hardship is not self-created where zoning restrictions, when applied after the fact, uniquely impair a parcel's reasonable development compared to similarly situated properties (254 N.W.2d 204, 208 (Iowa 1977)). Montana courts similarly recognize that hardship is not self-created where it results from zoning regulation rather than applicant action (*Lambros v. Bd. of Adjustment*, 153 Mont. 20, 452 P.2d 398, 402–03 (1969)).

Here, the hardship arose only after the Town amended the height-measurement methodology in late 2024—after the district was built out and after the applicant

reasonably relied on the Town's long-standing interpretation and approval history of three-story pitched-roof hotels.

In addition, fire department requirements were imposed through the design review process and are non-discretionary. Required fire lanes around the building, access easements, and turning radii materially constrain the site layout and directly limit snow storage areas, mechanical placement options, and operational flexibility. These requirements were not elective design choices; they are mandatory life-safety standards imposed by third-party authorities and finalized late in the design process.

The applicant did not create these requirements and has no authority to modify or waive them.

C. Fire Lane and Snow Management Constraints Are Not Self-Created Conditions

The hardship is further compounded by the interaction between mandatory fire access requirements and snow management realities inherent to the site.

Fire lanes must be kept clear year-round. As a result, snow removed from roofs—particularly from flat roofs that require active snow removal—cannot be stockpiled within these lanes or adjacent easement areas. The parcel's constrained geometry, required access easements, and full perimeter fire-lane requirement materially reduce available snow storage capacity on site.

These limitations are not the result of applicant action. They arise from:

- Mandatory fire department access standards
- Recorded access easements benefiting neighboring parcels
- The parcel's fixed shape and size
- Regional snow accumulation levels

A pitched roof mitigates these constraints by naturally shedding snow and reducing the need for mechanical snow removal and ground-level snow storage. The inability to accommodate flat-roof snow management strategies on this site is therefore a function of imposed safety requirements and site conditions—not applicant choice.

Courts consistently hold that physical and regulatory conditions imposed by law or nature are not self-created hardships (*Pokoik v. Silsdorf*, 40 N.Y.2d 769 (1976); *Deardorf*, 254 N.W.2d at 208).

D. “Just Build Two Stories” Is Not a Valid Basis for Finding Self-Created Hardship

The suggestion that the applicant could avoid hardship by constructing a two-story building improperly conflates design discretion with self-created hardship.

In *Sasso v. Osgood*, the court explained that the availability of a lesser development alternative does not defeat a hardship claim where the zoning ordinance permits the proposed use and the alternative would deprive the owner of development parity (86 N.Y.2d 374, 384–85 (1995)).

Montana law is consistent with this reasoning. The variance inquiry does not ask whether the applicant could build less, but whether strict enforcement deprives the parcel of development rights commonly enjoyed by other parcels in the same district (*Carlson*, ¶ 21).

Requiring the only remaining parcel in the B-4 district to accept a two-story building—when every other parcel was allowed three stories—would impose an inequitable burden unrelated to applicant action and contrary to established variance doctrine.

E. Conclusion Under Item #3

The hardship affecting this parcel is not self-created. It arises from:

- A zoning amendment adopted after the district was fully built out;
- Mandatory fire department access and safety requirements imposed during design review;
- Physical site constraints that limit snow storage and mechanical alternatives;
- Extreme snow-load conditions inherent to the region; and
- The applicant’s lawful exercise of a permitted use consistent with all surrounding development.

Under both Montana law and well-established national variance doctrine, these circumstances do not constitute self-created hardship and strongly support the granting of variance relief.

CRITERIA 4 — “That the variance does not constitute a rezone of the parcel.”

Response

The requested variance does not constitute a rezone of the parcel. The zoning classification, permitted uses, development intensity, and overall site program remain exactly as allowed under the B-4 zoning district.

A three-story hotel is an expressly permitted use in the B-4 zone. This proposal does not increase the number of stories, introduce a new or more intensive use, alter the site’s permitted occupancy, expand building footprint beyond what is otherwise allowed, or modify any dimensional standard other than the specific height limitation necessary to accommodate the roof form. All other zoning requirements—setbacks, lot coverage, parking, circulation, and access—remain fully compliant or are addressed through separate, clearly defined variance requests.

Courts consistently distinguish between use variances, which may approach rezoning, and dimensional variances, which adjust a specific development standard while leaving the underlying zoning framework intact. A dimensional variance that allows a modest adjustment to height—without increasing use intensity, density, or entitlement—does not constitute a rezone.

Here, the requested relief does not alter:

- The zoning district;
- The permitted use category;
- The number of stories;
- The development intensity;
- The functional use of the site; or
- The relationship of the project to surrounding properties.

Instead, the variance allows the project to be developed in the same general form, scale, and intensity that the B-4 district contemplates and that characterizes all other comparable developments in the zone.

Because the variance neither expands the range of permitted uses nor increases development intensity beyond what the zoning district allows, it cannot reasonably be characterized as a rezone. The proposed roof structure is a simple dimensional variance, limited in scope and fully consistent with the purpose and intent of the B-4 zoning designation.

VARIANCE REQUEST 2: PARKING STALL WIDTH (10' → 9')

Request:

A variance to permit 9-foot-wide parking stalls instead of the required 10-foot stall width for standard perpendicular (90-degree) parking.

SUMMARY NARRATIVE

The applicant seeks a variance to allow 9-foot-wide parking stalls in lieu of the 10-foot standard dimension required by West Yellowstone Code for perpendicular parking, solely to satisfy the additional parking demand created by the inclusion of on-site workforce housing.

Absent workforce housing, the project requires 108 parking stalls, which the site accommodates using fully compliant 10' × 18' stalls. Once workforce housing is added—an operational necessity and a recognized public benefit in West Yellowstone—the required parking count increases to 114 stalls. With the granting of a variance to a 9' parking stall, **applicant will surpass the required stall count and will provide 116 parking stalls at 9' wide.**

Despite extensive site planning and multiple layout iterations, the parcel **cannot physically achieve 114 stalls at a 10-foot width** due to constraints that are not discretionary, including fire-lane requirements reviewed and confirmed by the Fire Department. These requirements materially reduce the developable parking area and directly limit stall yield.

As part of the site design process, the applicant engaged the West Yellowstone Fire Department to review fire access, apparatus circulation, and emergency lane requirements. The resulting fire-lane widths and full-building circulation requirements—imposed for life-safety reasons—consume a significant portion of the site and eliminate otherwise usable parking areas. These fire-lane requirements are not optional and cannot be reduced without compromising emergency access.

Even after attempting code-compliant angled parking layouts, the applicant achieved fewer stalls, not more, due to the parcel's geometry and circulation constraints. Only by reducing stall width to 9 feet—a dimension already permitted under the Town's angled-parking standards—can the site physically meet the Town's required stall count while retaining workforce housing.

It is important to distinguish this request from a reduction in parking count. The applicant is not seeking fewer stalls; the applicant is seeking the only dimensional adjustment that allows full compliance with the Town's numerical parking requirement under mandatory life-safety constraints.

Further, a 9' × 18' stall is widely recognized as a standard and safe dimension for perpendicular parking throughout the United States. National parking design guidance and Zoning Codes routinely treat 9 feet as the baseline stall width for standard vehicles, including sedans, SUVs, and pickup trucks. Requiring a 10-foot stall width exceeds what many jurisdictions treat as the minimum standard and, on this site, renders compliance impossible.

A copy of previous design iterations attempted by the applicant are provided as Exhibit D to this hardship analysis. While the site plans presented may show achievement of the code required stall width and minimum number of stalls, the regulations of the fire department and other engineering standards preclude these designs from being feasible. The applicant attempted several iterations of site plan, all failing to fully meet engineering, fire department, and dimensional standards for parking stalls.

HARDSHIP CRITERIA ANALYSIS — PARKING STALL WIDTH

CRITERIA 1. "That the physical makeup of the subject parcel presents a hardship outside of the applicant's control."

Response :

The hardship arises directly from the parcel's physical configuration combined with mandatory fire-department circulation requirements, not from any discretionary design choice by the applicant.

The applicant evaluated dozens of site configurations and engaged the Fire Department early in the design process to confirm emergency access needs. The Fire Department required compliant fire lanes and turning radius on the north, east, and south sides of the building, as well as full on-site circulation due to the lack of cross-block access. These requirements materially reduce the amount of land available for parking and are binding

life-safety standards, not negotiable design preferences. A letter of site circulation requirements as required by the Hebgen Basin Fire District is attached as Exhibit A.

A. Unique Parcel Geometry and Utility Easements Severely Limit Parking Yield

The subject parcel is uniquely constrained within the Grizzly Park Addition and the B-4 zoning district. The B-4 zone applies exclusively to the Grizzly Park Addition, which contains 59 originally platted parcels. The subject parcel is one of only a small number of parcels with non-parallel boundary conditions and is the only remaining undeveloped parcel impacted by this degree of constraint.

Unlike other parcels in the B-4 district, the subject site is burdened by **30-foot-wide recorded utility easements on both the north and south property lines**. No other parcel in the Grizzly Park Addition is encumbered by utility easements of this magnitude on two sides of the property. These easements eliminate the ability to shift building placement toward a property line, remove an entire row of potential parking, and materially reduce flexibility for snow storage, circulation, and fire-access compliance.

In addition, the parcel's north property line is non-parallel to the south property line, creating an irregular site geometry not present on other developed parcels in the zone. The angled north boundary constrains the western portion of the site to a width approximately **30.84 feet narrower** than the eastern portion (251.48 feet east vs. 220.64 feet west). This irregular geometry prevents efficient double-loaded parking layouts and further reduces achievable stall yield.

Only five of the 59 parcels in the Grizzly Park Addition exhibit any non-parallel boundary condition, and none exhibit this degree of dimensional disparity. The subject parcel is the only remaining undeveloped parcel subject to this condition. A plat map illustrating these unique constraints is included as **Exhibit C**.

These geometric and easement-related constraints are inherent to the parcel, were not created by the applicant, and directly compound the site's inability to achieve required parking counts under rigid dimensional standards.

As a direct result of these mandatory conditions, The site is further constrained by:

1. The prohibition on street parking in the B-4 zone;
2. The non-rectangular, odd-angled geometry of the parcel, particularly along the north property line, which prevents efficient double-loaded parking rows;
3. Fire-lane widths and apparatus circulation paths required on three sides of the building as dictated and approved by the Fire Department.

4. The absence of cross-block fire access, necessitating full on-site fire circulation around the entire building(not just 2 sides);
5. A recorded access easement benefiting the adjacent southern property, which eliminates an entire row of potential stalls.

These constraints, taken together, make it physically impossible to achieve 114 parking stalls using 10-foot-wide spaces. This conclusion is supported by multiple site layouts and fire-reviewed plans included with this application.

Importantly, when the applicant tested angled parking layouts using the Town's code-approved 9-foot width, those configurations yielded fewer stalls, not more, due to aisle and circulation inefficiencies caused by the parcel's geometry.

Accordingly, the only way to physically meet the Town's required stall count—while fully complying with Fire Department access and circulation requirements—is to allow 9-foot-wide perpendicular stalls.

This hardship is a direct result of the parcel's physical characteristics and mandatory safety regulations, both of which are entirely outside the applicant's control.

CRITERIA 2. “That the hardship was not the result of a lack of due diligence during the purchase period.”

Response:

The hardship is not the result of any lack of due diligence by the applicant. Rather, it arises from a convergence of conditions that could not have been resolved, avoided, or predicted during the acquisition phase.

At the time of purchase and throughout early design, the applicant conducted extensive zoning, site, and operational due diligence. That analysis confirmed two factors that now drive this variance request:

First, West Yellowstone faces an acute and well-documented shortage of workforce housing. At the time of acquisition, there was—and remains—no available off-site housing stock for hotel employees and no realistic opportunity to develop or acquire such housing due to:

- the long-standing development moratorium,
- the absence of vacant or marketable land, and
- the effective build-out of the surrounding area.

This condition is structural and town-wide. No level of due diligence could have produced an off-site housing solution where none exists. Incorporating workforce housing on-site therefore became the only viable operational response, not a discretionary design choice.

Second, the full extent of the site’s parking constraints could not be known until detailed site planning and agency coordination occurred. In particular, Fire Department circulation requirements—which are imposed for life-safety reasons and reviewed later in the design process—materially reduced the developable parking area. These requirements include full-building fire-lane circulation, apparatus turning radii, and aisle widths that supersede conceptual layouts and significantly constrain stall yield.

Due diligence cannot alter:

- the irregular and angled geometry of the parcel (especially along the north boundary),
- the recorded access easement on the south,
- the prohibition on street parking in the B-4 zone,
- required snow storage areas, or

- Fire Department access standards that are finalized only after site plans are prepared.

The applicant undertook numerous parking layout iterations, including angled parking configurations expressly permitted by code, and still could not achieve the required stall count at a 10-foot width. This limitation only became apparent after full design-level testing and agency review—precisely the point at which variances are intended to be evaluated.

Accordingly, the hardship arises not from inadequate diligence, but from unavoidable physical and regulatory constraints that emerged through a thorough and responsible design process.

CRITERIA 3. “That the hardship is not resulting from the actions of the applicant.”**Response:**

The hardship affecting the subject parcel is not the result of any action by the applicant. Rather, it arises from regulatory change, district build-out, mandatory life-safety requirements, and physical environmental conditions imposed on the parcel, all of which are entirely outside the applicant’s control. The applicant did not create:

- the parcel’s irregular shape or constrained dimensions,
- the access easement burdening the southern portion of the site,
- the 30’ utility easements burdening the north and south portion of the site.
- the lack of cross-block access requiring full on-site fire circulation,
- the Fire Department’s mandatory lane and apparatus requirements, or
- the Town’s dimensional standard requiring 10-foot-wide stalls.
- The necessary inclusion of snow storage areas.

Furthermore, the applicant did not create the workforce housing shortage that necessitates additional parking. To the contrary, the applicant is responding to a documented community need by incorporating on-site housing where no off-site alternatives exist.

As documented in the Fire Department review (Exhibit A), full fire-lane circulation, apparatus access, and turning radii are required around the building perimeter due to the lack of cross-block access and the specific characteristics of this parcel. These requirements are binding public-safety standards, not discretionary design choices. They materially restrict usable site area, eliminate potential snow-storage locations, and constrain mechanical placement options. The resulting site limitations exist regardless of the applicant’s preferred building design and would apply to any development of this parcel.

Importantly, the applicant is not seeking to reduce the number of required parking stalls, in fact the applicant will exceed the code minimum by 2. This is not a request driven by convenience, economics, or design preference. The applicant is seeking the only dimensional adjustment that allows full compliance with the Town’s own parking requirements while satisfying mandatory life-safety standards.

Suggestions that the applicant should eliminate core hotel components or materially under-develop the site do not negate hardship. Variance law does not require an applicant to abandon normal, functional elements of a permitted use—or to accept a materially diminished version of that project—simply to avoid dimensional relief. The applicant is entitled to develop the property in a manner consistent with other similarly situated sites, subject to reasonable dimensional flexibility where strict application makes compliance impossible.

Courts have consistently held that a hardship is not “self-created” merely because an applicant seeks to develop a property in a manner expressly permitted by zoning, nor because the applicant declines to reduce the scale or intensity of a permitted use in response to later-imposed regulatory constraints. Exercising a permitted use does not convert externally imposed limitations into self-created hardship.

Here, three-story hotels are expressly permitted in the B-4 zoning district, and every other parcel in the district was allowed to develop to that full intensity. The applicant’s proposal to construct a three-story hotel therefore represents the lawful exercise of a permitted use, not a voluntary intensification or self-imposed hardship.

The hardship instead results from the interaction of mandatory fire-access requirements, site-specific physical constraints, extreme snow conditions, and a zoning amendment adopted after the district was fully built out. The applicant’s request for a pitched roof is a reasonable and necessary response to these imposed conditions, not an attempt to circumvent zoning regulations or manufacture hardship.

Under Montana law and well-established variance doctrine, these circumstances do not constitute self-created hardship.

CRITERIA 4. “That the variance does not constitute a rezone of the parcel.”

Response:

The requested variance does not constitute a rezone, nor does it alter the fundamental development characteristics of the property.

Allowing a 9-foot stall width:

- does not change the zoning designation,
- does not alter permitted uses,
- does not increase building size or height,
- does not increase the number of rooms,
- does not affect site intensity or traffic generation, and
- does not modify entitlements.
- does not reduce the number of stalls provided, just the width of them.e

The project remains a permitted hotel use, developed at the same scale and intensity contemplated by the B-4 zoning district. The only effect of the variance is to allow compliance with the Town’s required parking count using a stall dimension that the Town already recognizes as safe and appropriate in other parking configurations.

This is a classic **dimensional variance**, narrowly tailored to address a site-specific constraint. It does not expand development rights, reclassify land use, or confer any special entitlement beyond what is already permitted by right.

EXHIBIT A

Hebgen Basin Fire District Plan Review and Recommendation Letter
Plan Set Reviewed and Approved by Fire District incorporating fire lane widths and
access



HEBGEN BASIN RURAL FIRE DISTRICT

P.O. Box 1508 • West Yellowstone Montana 59758 • Phone: (406) 646-9094 • Fax: (406) 646-9090

October 3, 2025

Craig Davenport

RE: Townplace Suites

To whom it may concern:

I have looked at the preliminary site plan of the Townplace Suites project and have the following comments so far.

This letter is to provide the written documentation for the codes and the methodology in regards to Hebgen Basin Fire District's position. When a project is reviewed, all aspects are looked at; this includes size of building, square footage and stories, fire flow requirements, access roads, hydrant placement and any other special requirements.

The District has reviewed the changes to the site drawing plan as discussed. The items were:

1. Provided a 26 ft wide fire lane on the south side of the building
2. Provided a 25ft wide parking lane on the north side of the building
3. Expanded the 12ft wide one-way lane on the east side of the building by 5 ft by using a rolled curb between the concrete sidewalk and the asphalt paving, providing trucks with 17 ft of driving width.
4. Increased the radius of turn lanes to the eastern one-way drive to accommodate fire truck turns.

The District agrees with and approves the changes.

When looking over the property a question has come up, where are you going to move the electrical boxes and infrastructure to that is located in the Northwest corner of the property. It currently is sitting right in the middle of the 25 wide fire lane on the north side of the property.

IFC C105 Distribution of Fire Hydrants

IFC C105.1 Hydrant spacing. "The average spacing between fire hydrants shall not exceed that listed in table C105.1. Regardless of the average spacing, Fire hydrants shall be located such that all points on the street and access roads adjacent to a building are within the distances listed in Table C105.1." The maximum distance is 250 feet.

Hebgen Basin Fire District has required that Standpipes be installed in all R1 and R2 building three stories constructed within the Fire District.

IFC 905.1 in the commentary states “The Requirements for standpipes are based on practical requirements of typical fire-fighting operations and national recognized standard NFPA 14”. Due to our limited manpower and staff on shift we operate outside the typical fire-fighting operations.

IFC 905.3.1 Height In the commentary it states “Given the available manpower on the fire department vehicle, standard firefighting operations and standard hose sizes, a standard 30-foot vertical distance is generally considered the maximum height to which a fire department engine company can practically extend hose lines. Thus, the maximum vertical travel height threshold is based on the time it would take a typical fire department engine company to manually suppress a fire. The standpipe connection reduces the time needed for the fire department to extend hose lines.” This additional requirement we have falls within this scope.

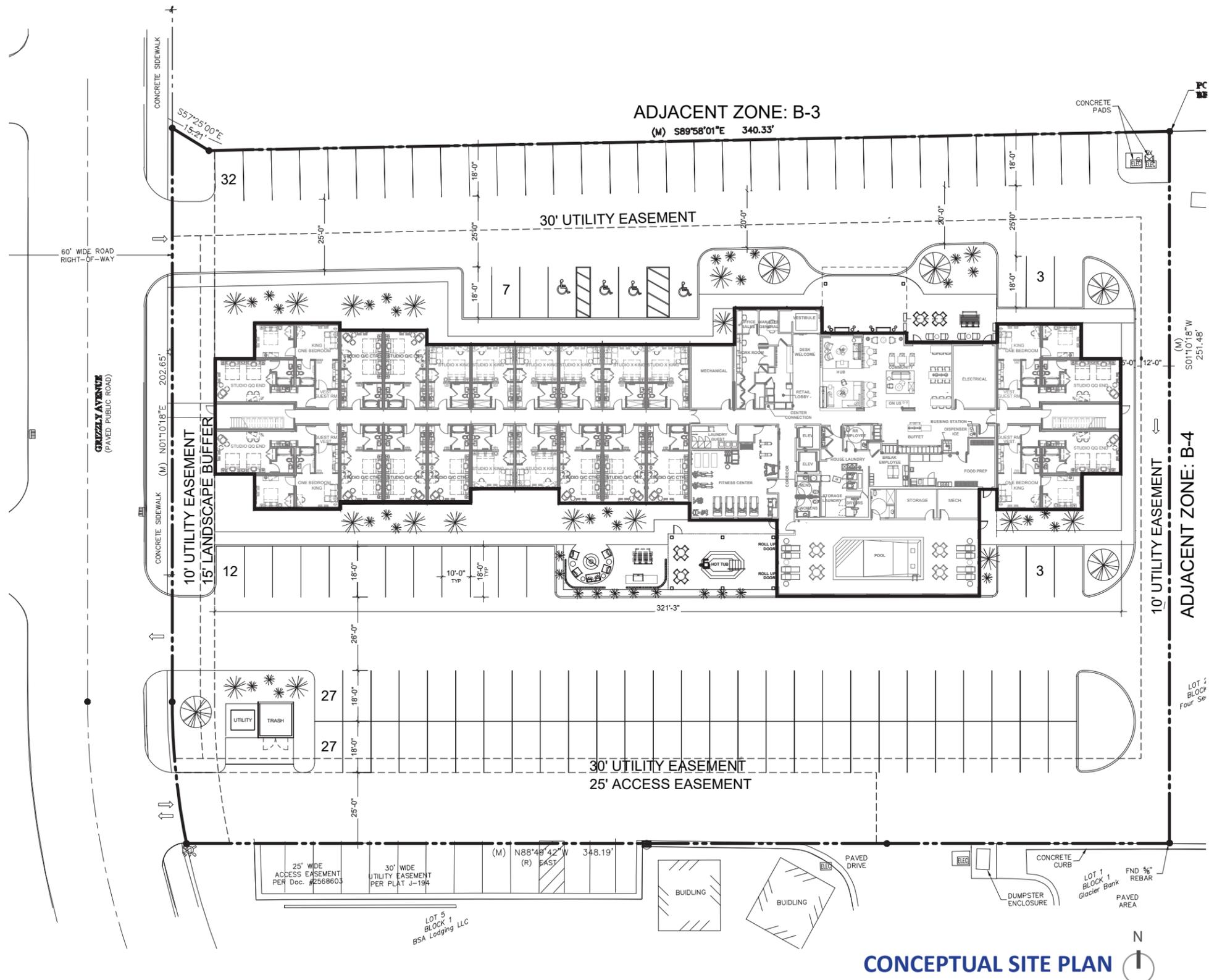
The Hebgen Basin Fire District is the Agency Having Jurisdiction “AHJ” for the Town of West Yellowstone. It has been a requirement of the Hebgen Basin Fire District since 2012 to have Class 1 Standpipes installed in all R1 and R2 buildings three stories in height. The Standpipes shall be installed in all egress stairways. HBFD recognizes this requirement is more restrictive than outlined in the 2021 IFC code but is necessary due to our limited manpower and available mutual aid. Since amending the code there have been 4 new 3 story R1 buildings constructed in West Yellowstone, all have met the requirement. I have been told that going the extra mile on Standpipes has led to a significant reduction in fire insurance rates.

IFC 507.5.1.1 Hydrant for standpipe systems states buildings equipped with a standpipe system installed in accordance with IFC Section 905 shall have a fire hydrant within 100 feet of the fire department connection.

We will need an additional hydrant installed on the Northwest side of the property.

Sincerely,

Shane Grube
Fire Chief



CONCEPTUAL SITE PLAN

SITE PLAN CONCEPT SUMMARY

UNIT COUNT: 98
 BUILDING AREA: 58,860 SF
 PARKING: REQUIRED: 106 SPACES MIN.
 PROPOSED: 111 SPACES
 HEIGHT: MAX ALLOWED: 35'
 PROPOSED: 35' (3 STORIES)

	UNIT TYPE				TOTAL ROOM COUNT	TOTAL BUILDING AREA
	QQ	QQ-B	K	1BR		
LEVEL 3	19	2	12	4	37	18,820
LEVEL 2	19	2	12	4	37	18,820
LEVEL 1	12	0	8	4	24	21,220
TOTAL	50	4	32	12	98	58,860

FIRE DEPARTMENT REVIEWED PLAN -
 NOTE - Plan does not include added employee housing, or a fully dimensioned site plan by Civil Engineer. Final Site Plan submitted, fully incorporates the additional required parking, snow storage needs and maintains fire lane standards required by the fire department as reviewed on this plan.



EXHIBIT B

Structural Engineer Snow Load - Roof Recommendation Letter

December 17th, 2025

High West Development Group
Attn: Kevin Perry

**Re: TownePlace Suites Hotel
West Yellowstone, Mt.**

Dear Kevin:

During the early design of the project, DCI Engineers was requested to provide recommendations for the proposed roof structure and roof profile. During this time a conceptual drawing was provided showing a flat roof with parapets and a gable roof truss type structure. Our recommendation for the project was to proceed with the gable roof truss system for its structural efficiency to support the roof snow loads required at this project site location. The gable roof truss system typically performs better to support heavier loads with less building material to span to the required bearing wall locations. A flat roof truss would also potentially cause ceiling height issues while staying below the required building height. The flat roof option would also cause additional snow loading through snow drifts along the perimeter of the building at the exterior parapets and any screening elements that would increase the structural load on the roof and supporting structure.

Sincerely,
DCI Engineers



Craig Crowley PE
Principal, COO

EXHIBIT C

Grizzly Park Addition Plat Map and B4 Zoning Map

A SUBDIVISION PLAT OF THE GRIZZLY PARK ADDITION - PHASE 2

J-194

SHEET 1 OF 2

Grizzly Park Plat Map - Site Markup

TO THE TOWN OF WEST YELLOWSTONE, MONTANA

A TRACT OF LAND IN GOVERNMENT LOTS 3 AND 6 AND THE NE 1/4 OF SW 1/4 OF SECTION 34, T13S, R5E, P.M.M., C.

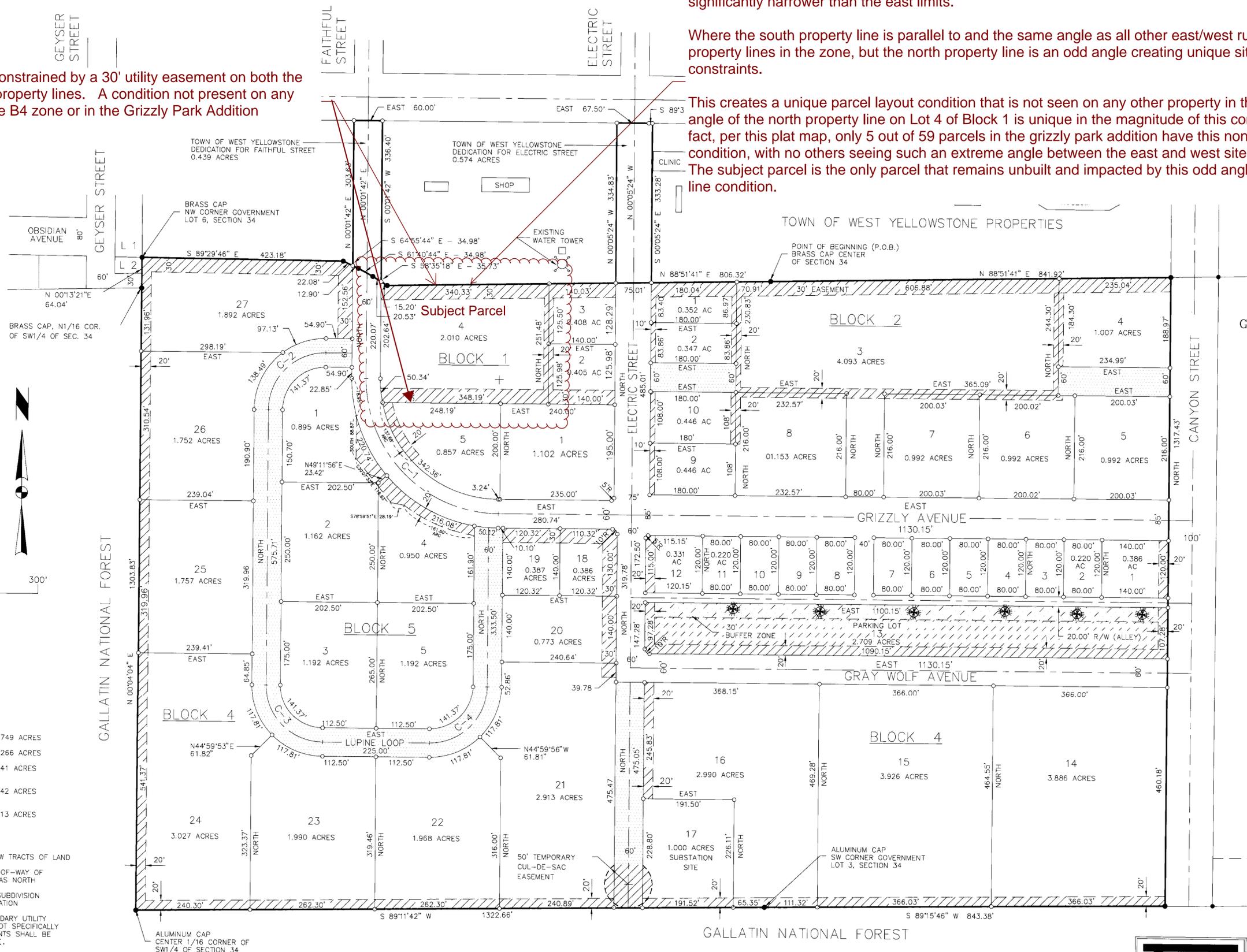
LAND OWNER: FIREHOLE LAND

Angle of north property line is non-parallel to the south property line, creating an odd shape parcel. The north property line is at an angle that constrains the western limits of the site by being significantly narrower than the east limits.

Where the south property line is parallel to and the same angle as all other east/west running property lines in the zone, but the north property line is an odd angle creating unique site layout constraints.

This creates a unique parcel layout condition that is not seen on any other property in the zone. The angle of the north property line on Lot 4 of Block 1 is unique in the magnitude of this condition. In fact, per this plat map, only 5 out of 59 parcels in the grizzly park addition have this non-parallel condition, with no others seeing such an extreme angle between the east and west site constraints. The subject parcel is the only parcel that remains unbuilt and impacted by this odd angled property line condition.

Site is uniquely constrained by a 30' utility easement on both the north and south property lines. A condition not present on any other parcel in the B4 zone or in the Grizzly Park Addition



CURVE DATA

* CURVE NO. 1
 $\Delta = 90^{\circ}00'00''$
 $R = 280.00'$
 $L = 439.82'$

* CURVE NO. 2,3,4
 $\Delta = 90^{\circ}00'00''$
 $R = 120.00'$
 $L = 188.50'$



GRIZZLY PARK ADDITION PHASE I

LEGEND

- BOUNDARY LINE
- PROPERTY LINE
- EASEMENT LINE
- CENTERLINE
- LANDSCAPED BUFFER ZONE
- UTILITY EASEMENT
- PROPERTY OWNERS ACCESS EASEMENT
- PARKING LOTS
- FOUND REBAR & YELLOW SURVEY CAP OR AS NOTED
- SET 5/8" X 24" REBAR & CAP

TOTAL AREA OF SUBDIVISION 65.749 ACRES
 AREA OF LOTS 55.266 ACRES
 AREA DEDICATED ROADS & ALLEYS 6.841 ACRES
 AREA PROPERTY OWNERS ACCESS RIGHT-OF-WAY 3.642 ACRES
 AREA OF ROADS BEING DEDICATED BY THE TOWN OF WEST YELLOWSTONE 1.013 ACRES

REASON FOR SURVEY: TO CREATE NEW TRACTS OF LAND
 BASIS OF BEARING: WESTERLY RIGHT-OF-WAY OF CANYON STREET AS NORTH
 THIS SUBDIVISION IS A COMMERCIAL SUBDIVISION AND DOES NOT REQUIRE PARK DEDICATION
 UTILITY EASEMENTS USED FOR SECONDARY UTILITY SERVICES TO INDIVIDUAL LOTS ARE NOT SPECIFICALLY SHOWN ON THIS PLAT. THE EASEMENTS SHALL BE 10' WIDE AND ALONG ANY LOT LINE.

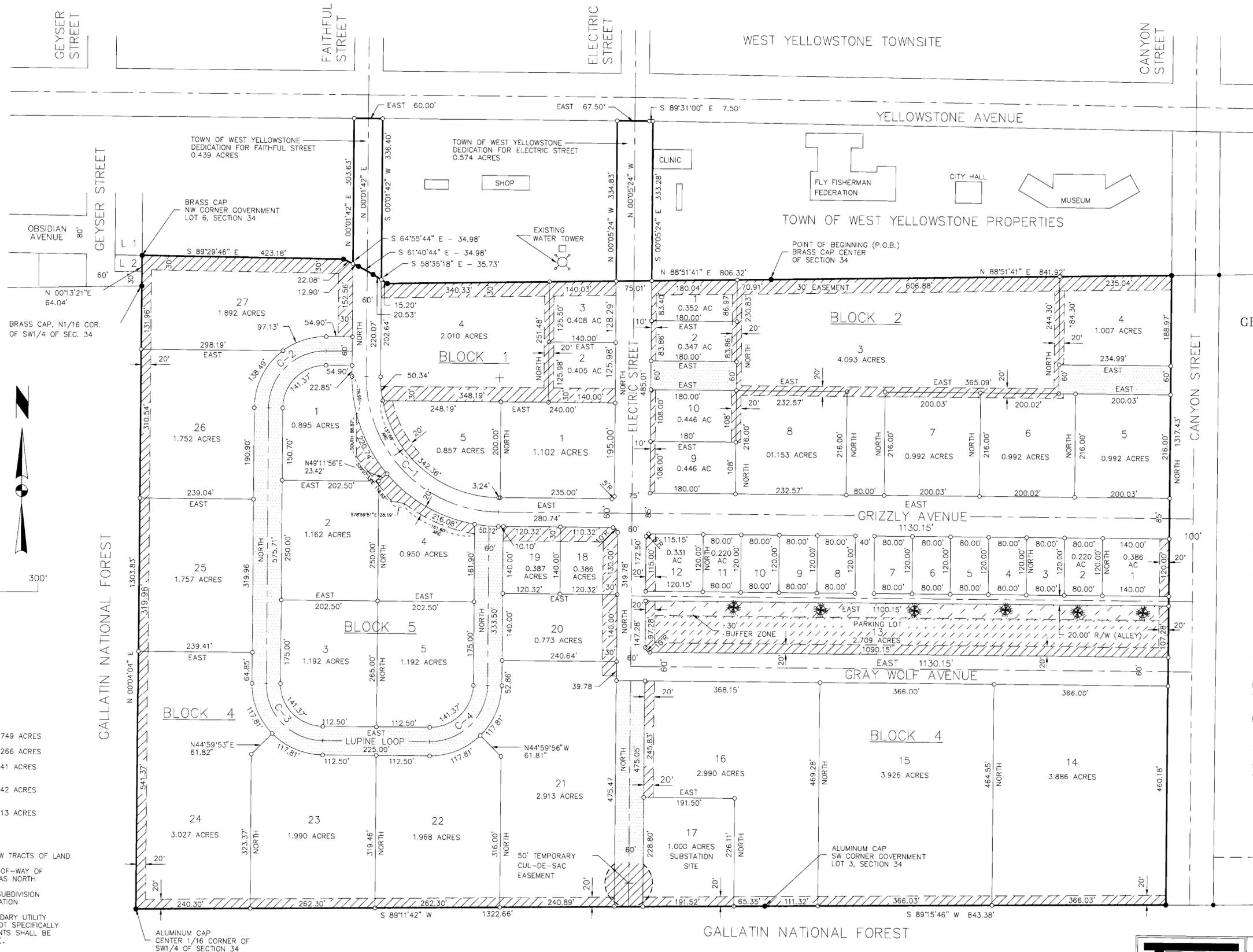
A SUBDIVISION PLAT OF THE GRIZZLY PARK ADDITION - PHASE 2
TO THE TOWN OF WEST YELLOWSTONE, MONTANA

J-194

SHEET 1 OF 2

A TRACT OF LAND IN GOVERNMENT LOTS 3 AND 6 AND THE NE 1/4 OF SW 1/4 OF SECTION 34, T13S, R5E, P.M.M., GALLATIN COUNTY, MONTANA

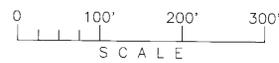
LAND OWNER: FIREHOLE LAND CORP.



CURVE DATA

* CURVE NO. 1
 $\Delta = 90^{\circ}00'00''$
 $R = 280.00'$
 $L = 439.82'$

* CURVE NO. 2,3,4
 $\Delta = 90^{\circ}00'00''$
 $R = 120.00'$
 $L = 188.50'$



GRIZZLY PARK ADDITION
PHASE I

LEGEND

- BOUNDARY LINE
- PROPERTY LINE
- EASEMENT LINE
- CENTERLINE
- LANDSCAPED BUFFER ZONE
- UTILITY EASEMENT
- PROPERTY OWNERS ACCESS EASEMENT
- PARKING LOTS
- FOUND REBAR & YELLOW SURVEY CAP OR AS NOTED
- SET 5/8" X 24" REBAR & CAP

TOTAL AREA OF SUBDIVISION 65.749 ACRES
 AREA OF LOTS 55.266 ACRES
 AREA DEDICATED ROADS & ALLEYS 6.841 ACRES
 AREA PROPERTY OWNERS ACCESS RIGHT-OF-WAY 3.642 ACRES
 AREA OF ROADS BEING DEDICATED BY THE TOWN OF WEST YELLOWSTONE 1.013 ACRES

REASON FOR SURVEY: TO CREATE NEW TRACTS OF LAND
 BASIS OF BEARING: WESTERLY RIGHT-OF-WAY OF CANYON STREET AS NORTH

THIS SUBDIVISION IS A COMMERCIAL SUBDIVISION AND DOES NOT REQUIRE PARK DEDICATION

UTILITY EASEMENTS USED FOR SECONDARY UTILITY SERVICES TO INDIVIDUAL LOTS ARE NOT SPECIFICALLY SHOWN ON THIS PLAT. THE EASEMENTS SHALL BE 10' WIDE AND ALONG ANY LOT LINE.

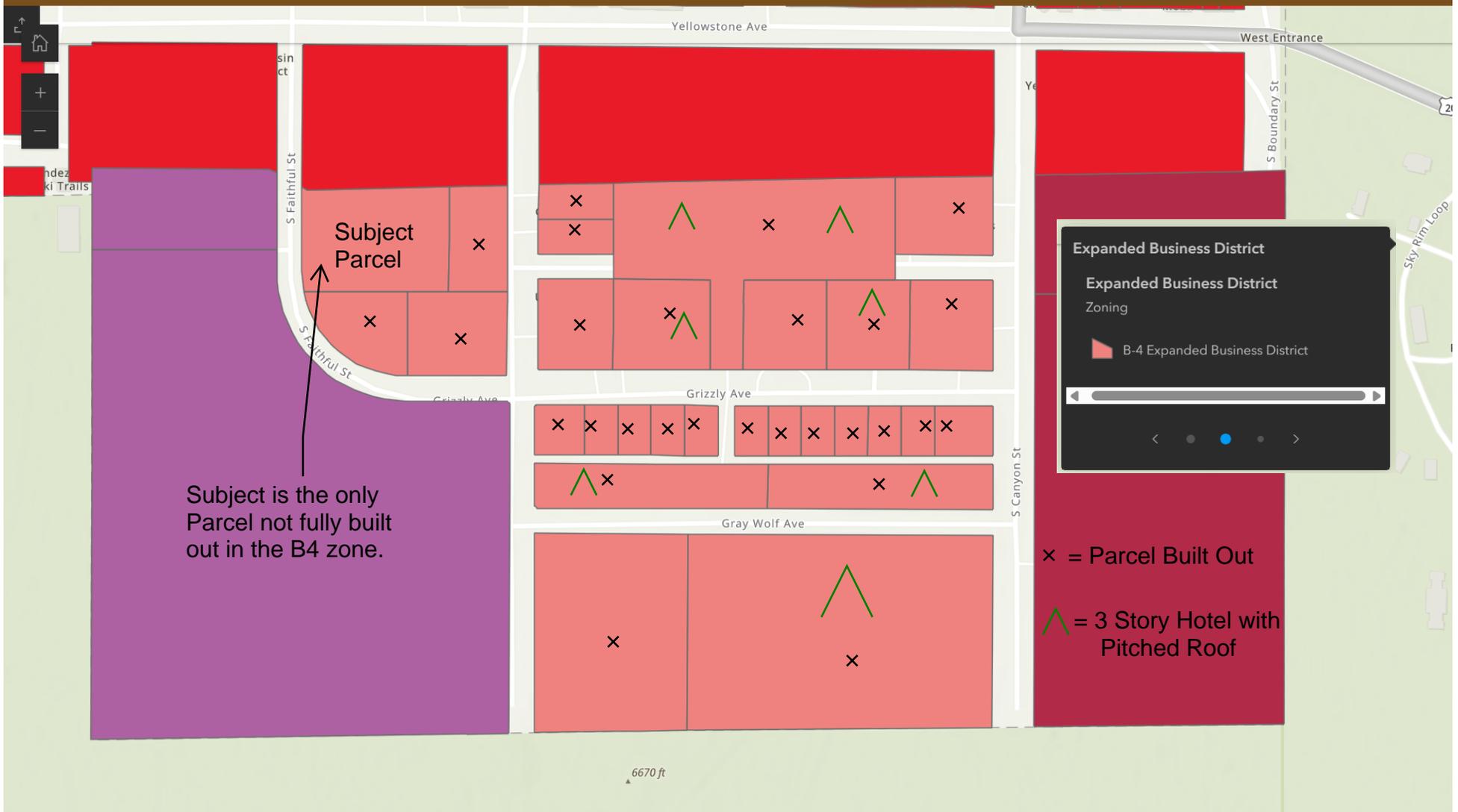
PH2-PLAT.DWG



THOMAS, DEAN & HOSKINS INC.
 ENGINEERING CONSULTANTS
 GREAT FALLS-BOZEMAN-KALISPELL MONTANA
 SPOKANE WASHINGTON

Map of B4 Zone Build Out and 3-Story Pitched Roof Hotels

West Yellowstone Official Zoning Map



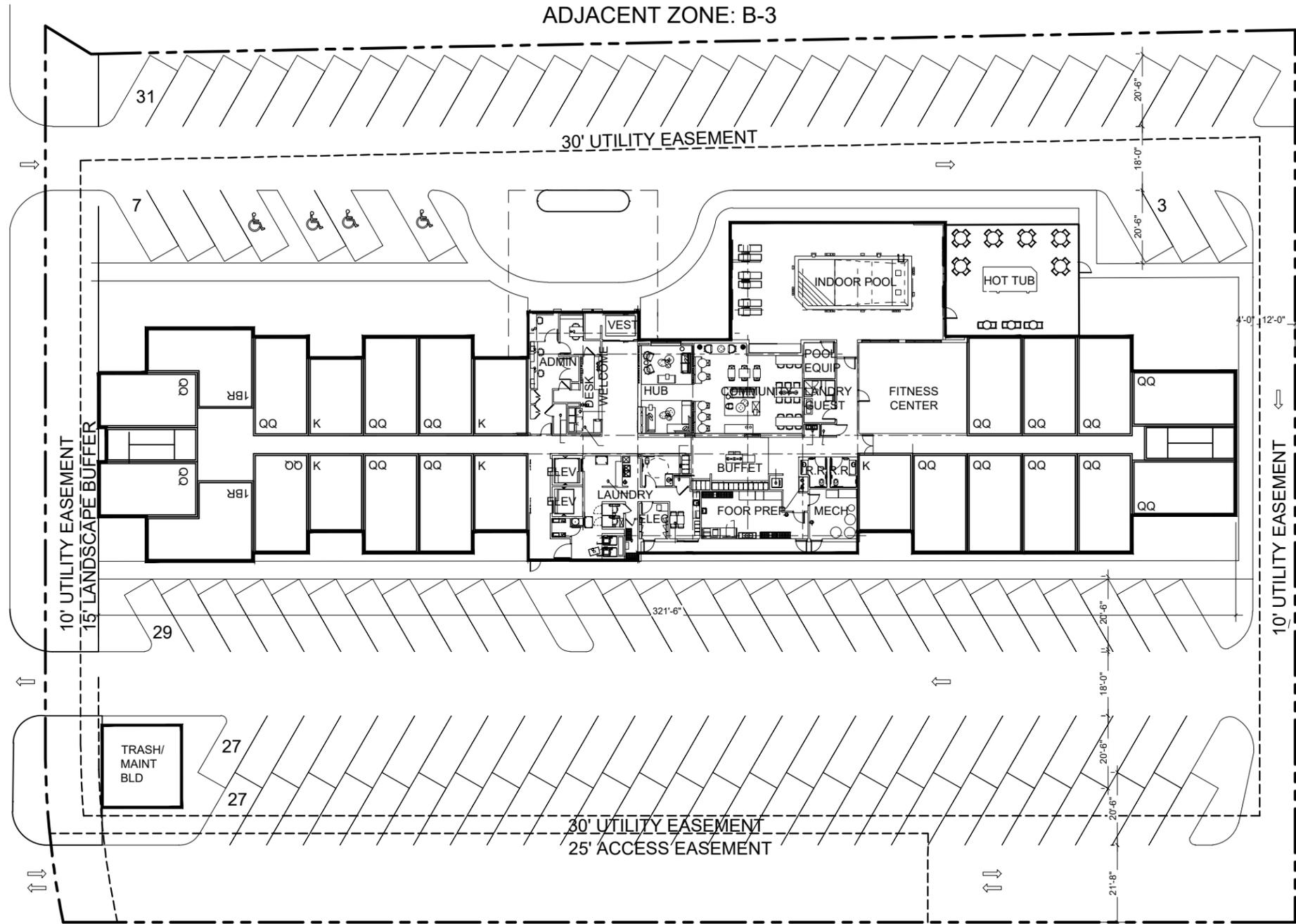
Subject is the only Parcel not fully built out in the B4 zone.

x = Parcel Built Out
△ = 3 Story Hotel with Pitched Roof

EXHIBIT D

Previous Site Design Iterations.

These design iterations represent site plans that were attempted, but ultimately did not work for the site for various reasons, including mechanical, snow storage, fire department access and other site design requirements.



20 ft FIRE LANE CONTINUATION

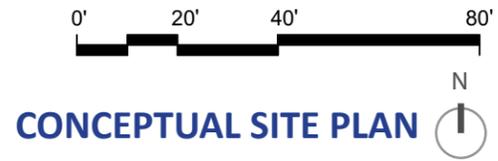
SITE PLAN CONCEPT SUMMARY

UNIT COUNT: 98
 BUILDING AREA: 57,421 SF
 PARKING: REQUIRED: 106 SPACES MIN.
 PROPOSED: 124 SPACES
 HEIGHT: MAX ALLOWED: 35'
 PROPOSED: 35' (3 STORIES)

	UNIT TYPE				TOTAL ROOM COUNT	TOTAL BUILDING AREA
	QQ	QQ-B	K	1BR		
LEVEL 3	25	2	8	2	37	18,402
LEVEL 2	25	2	8	2	37	18,402
LEVEL 1	17	0	5	2	24	20,617
TOTAL	55	4	21	12	98	57,421

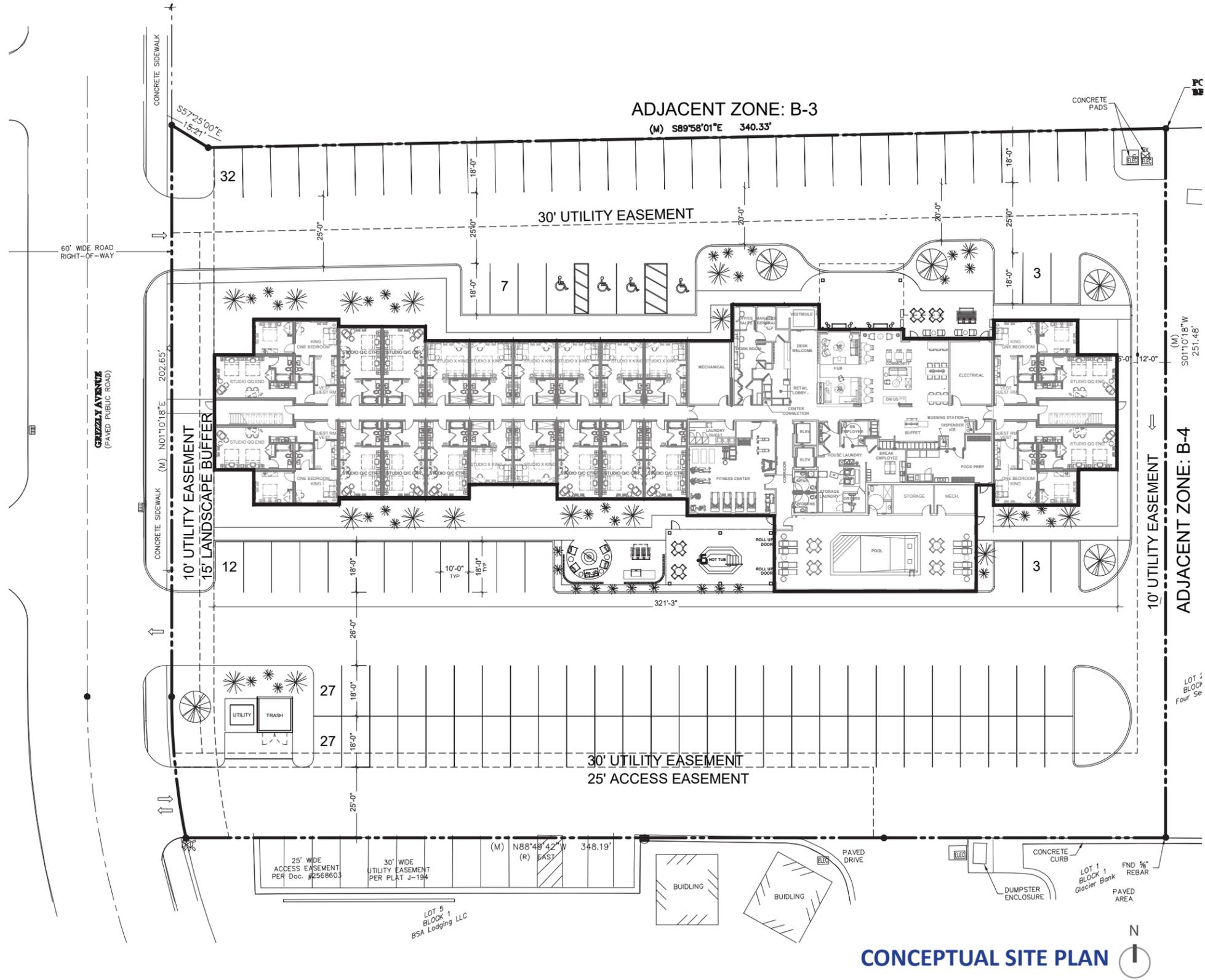
20 ft FIRE LANE CONTINUATION

Conflicts with Fire Lane Requirements, achieves more stalls, but disallowed by fire reqs.



CONCEPTUAL SITE PLAN





CONCEPTUAL SITE PLAN

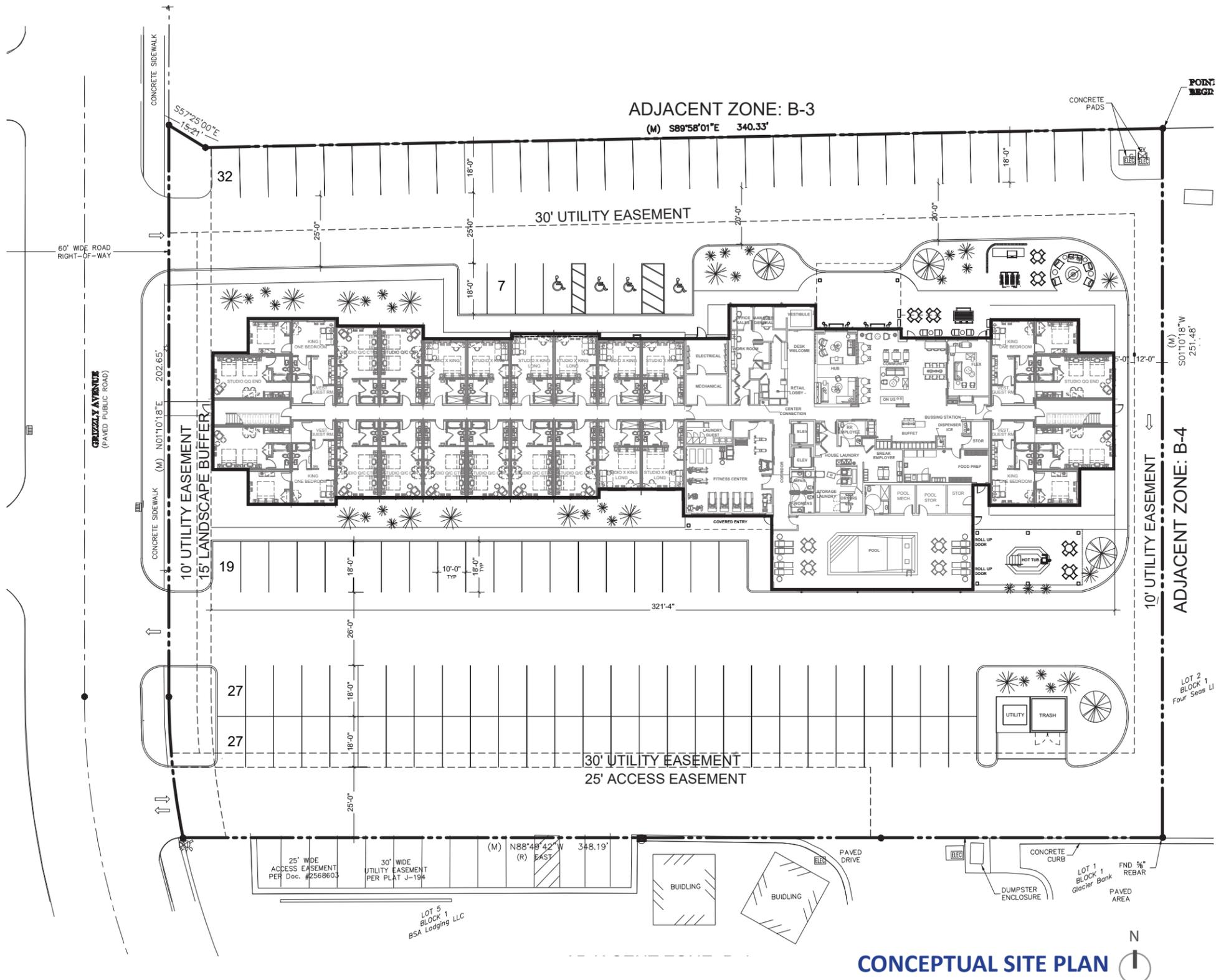
SITE PLAN CONCEPT SUMMARY

UNIT COUNT: 98
 BUILDING AREA: 58,860 SF
 PARKING: REQUIRED: 106 SPACES MIN.
 PROPOSED: 111 SPACES
 HEIGHT: MAX ALLOWED: 35'
 PROPOSED: 35' (3 STORIES)

	UNIT TYPE				TOTAL ROOM COUNT	TOTAL BUILDING AREA
	QQ	QQ-B	K	1BR		
LEVEL 3	19	2	12	4	37	18,820
LEVEL 2	19	2	12	4	37	18,820
LEVEL 1	12	0	8	4	24	21,220
TOTAL	50	4	32	12	98	58,860

Reviewed and approved by fire dept.
 Does not include consideration for
 employee housing required parking, or for
 snow storage needs.





SITE PLAN CONCEPT SUMMARY

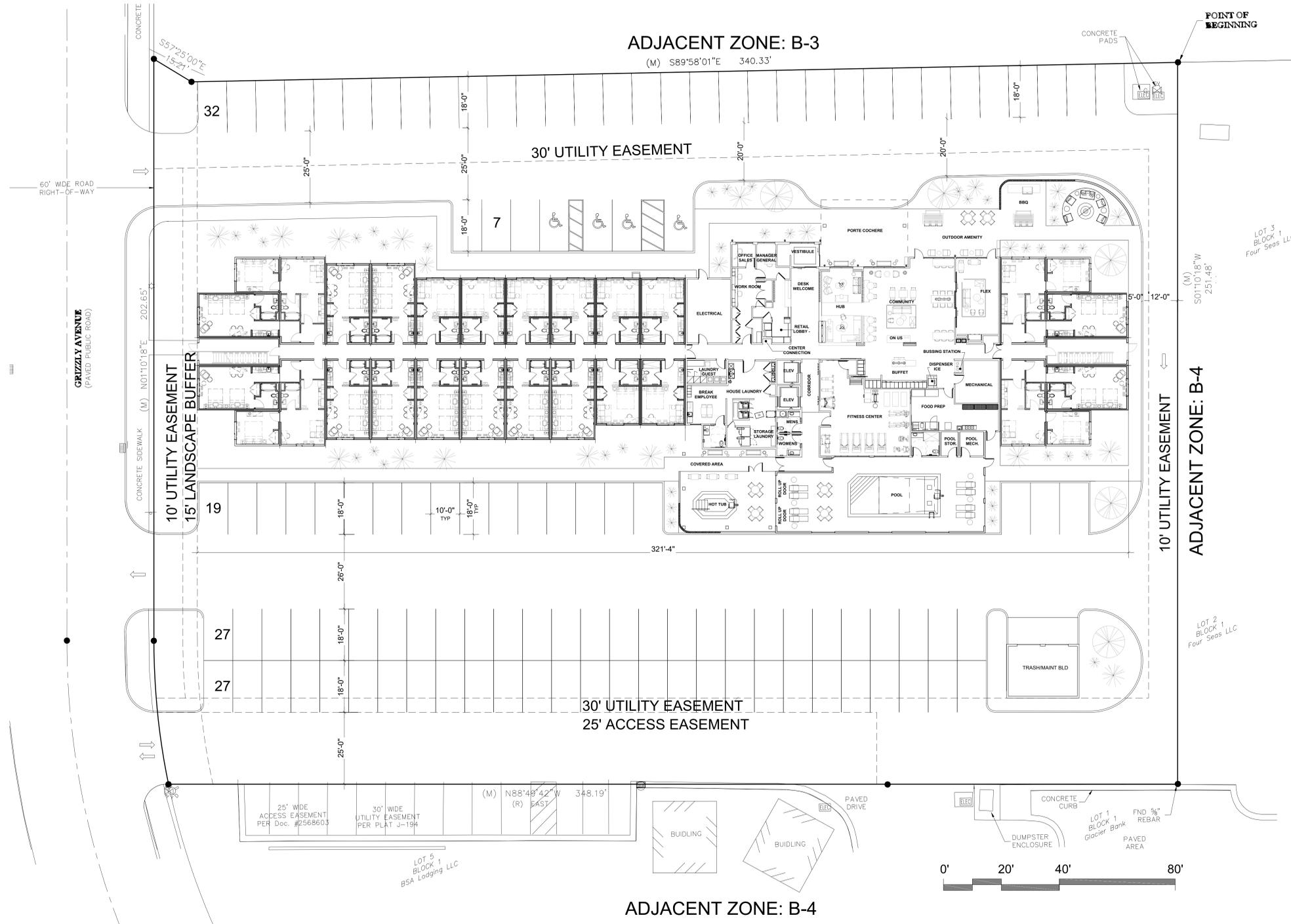
UNIT COUNT:	98
BUILDING AREA:	58,860 SF
PARKING:	REQUIRED: 106 SPACES MIN. PROPOSED: 112 SPACES
HEIGHT:	MAX ALLOWED: 35' PROPOSED: 35' (3 STORIES)

	UNIT TYPE				TOTAL ROOM COUNT	TOTAL BUILDING AREA
	QQ	QQ-B	K	1BR		
LEVEL 3	19	2	12	4	37	18,820
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LEVEL 1	12	0	8	4	24	21,220
TOTAL	50	4	32	12	98	58,860

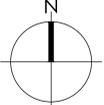
Does not include snow storage areas, or stalls for employee housing, dumpster turn around not feasible.

CONCEPTUAL SITE PLAN





1 SITE PLAN
1/16" = 1'-0"



Does not include snow storage areas, or stalls for employee housing, dumpster turn around not feasible.

SITE PLAN CONCEPT SUMMARY

UNIT COUNT:	98
BUILDING AREA:	58,860 SF
PARKING: REQUIRED:	106 SPACES MIN.
PROPOSED:	112 SPACES
HEIGHT:	MAX ALLOWED: 35'

	UNIT TYPE				TOTAL ROOM COUNT	TOTAL BUILDING AREA
	QQ	QQ-B	K	1BR		
LEVEL 3	19	2	12	4	37	18,820
LEVEL 2	19	2	12	4	37	18,820
LEVEL 1	12	0	8	4	24	21,220
TOTAL	50	4	32	12	98	58,860

MARK	DATE	DESCRIPTION							
DRAWN BY:									
CHECK:									
NOTES:									
PLOT DATE:									
JOB NO:		2540							
<p style="text-align: center;">Jensen Davenport Architects 14424 Woodinville-Redmond Rd NE Woodinville, WA 98072 TEL: 425.216.0218 FAX: 425.216.0229</p>									
SCHEMATIC DESIGN									
<p style="font-weight: bold; font-size: 1.2em;">TOWNE PLACE SUITES BY MARRIOTT</p> <p>105 S Faithful Street West Yellowstone, MT 59758</p>									
SITE PLAN									
SHEET:									
OF: SHEETS									

Request For Variance

Town of West Yellowstone

105 S. Faithful Street – Hotel Development

Site Address: 105 S. Faithful Street, West Yellowstone, MT. 59758

Applicant: High West Development Group – Developer/Authorized Agent of Owner

Primary Project Contact: Kevin Perry – Kevin@highwestgroup.com, 801-739-4737

Additional Contact for all project communications: JDA Architects

Contact: Craig Davenport, Architect of Record – Craig@JD-Arch.com, 425-426-4994

Owner of Record: Beachfront LLC and RAMP Properties LLC.

Contact: Doug Perry, Manager. Doug@thebuyoutcompany.com, 303-941-1920

17.23.090 Building Height

Request to allow building height up to 45' to top of roof pitch from Average Building Elevation. An increase from code requirement of 35' building height.

17.37.030 17.37.030 Parking layouts.

Where more than three off-street parking spaces are required, they must be constructed in accordance with one of the designs shown in Figure 17.37.030 or other parking layout approved by the building official and the town council.

Request for 90 Degree Stall Dimension to be 9'x18', rather than 10'x18'

Attachments :

Site Plan Dated 12/16/2025

Design Package – Dated 12/16/2025

Variance Request – Narrative and Associated Exhibits



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 2, 2026
<u>Meeting Date:</u>	January 6th, 2026 @ 7:00 p.m.
<u>Petitioner(s):</u>	Kevin Perry on behalf of High West Development Group
<u>Staff:</u>	Scott Hazelton AICP, CFM
<u>Zoning:</u>	B-4 Expanded Business District
<u>Address:</u>	105 South Faithful St. West Yellowstone, MT 59758
<u>Legal Description:</u>	GRIZZLY PARK ADD PH 2, S34, T13 S, R05 E, BLOCK 1, Lot 4, ACRES 2.01, (IMPS ONLY RRG70560) PLAT J-194
<u>Assessor Code(s):</u>	00RRG32660
<u>Geocode(s):</u>	06-0062-34-3-76-01-0000
<u>Submitted Materials:</u>	Application, Site Plan, and Narrative

OVERVIEW

The petitioner, Kevin Perry on behalf of High West Development Group, seeks approval of two separate variance request in the B-4 Expanded Business Zoning District. The variances are for an increase in the allowable height in the B-4 District and to reduce the required width of ninety-degree turn in parking. The property was previously the ropes course across the street from Westmart. The applicant is proposing to develop the site into a one hundred bed hotel with four two-bedroom workforce housing units in the basement. The applicant submitted a narrative, variance application, and a site plan proposing a height of forty-five feet, which exceeds the thirty-five feet maximum building height in the B-4 District, and proposes to have ninety-degree parking stalls that are nine feet wide opposed to ten feet wide.

Title 17 Chapter 37 of the West Yellowstone Municipal Code requires that 90-degree parking stalls must be 10' wide. Title 17 Chapter 23 establishes a maximum building height of 35' unless an architectural feature, which can allow for an added 6'.

The applicant is proposing two separate variances. The variance requests are unique and do not directly impact each other. The first variance deals solely with the height requirements of the B-4 District. The second variance deals solely with the width of parking spaces in the Town.

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

This application is for variance from the following sections of the Town of West Yellowstone Municipal Code:

- 17.23.090 Building height.
- 17.37.030 Parking layouts, Figure 17.37.030 90-degrees

EVALUATION

Staff provides their evaluation of the review criteria for the Board of Adjustments 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 variance requests 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.

Variance Request #1: Variance from 17.23.090 Building Height

Review Criteria: 17.50.030(F)(1-4)

1. Does the physical makeup of the subject parcel present a hardship outside of the applicant's control?
 - a. Applicant Response: That the site's extreme snow load, wind exposure, and snow management constraints represent a physical environmental condition that necessitates a pitched roof. That the fire departments requires continuous fire-apparatus access lanes, turning radii, these areas cannot be used for snow storage. The lack of snow storage limits the use of the property. That the site's unique parcel geometry, utility easements, and life-safety requirements materially constrain site function, snow management, and mechanical placement. That the site's fire access, easements, and site geometry eliminate the feasibility of flat roof snow management. The parcel is uniquely burdened as the only site subject to the new height-measurement standard and that a flat roof would present a different architectural form. That the site is regulated by binding CC&Rs create a regulatory double-bind that conflicts with strict application of the height code. Reducing to two stories would destroy reasonable use of the parcel and contradict permitted district intensity. This would create a regulatory framework that would otherwise force underdevelopment of a permitted use.
 - b. Staff Evaluation:
 - i. *Staff finds that the snow load, wind exposure, and snow management are not substantially unique to the parcel, that the environmental limitations of development apply to all structures in the B-4 District. Staff further understand that there are flat roof structures in West Yellowstone generally and within the B-4 District as well. Further, staff wants to clarify that the zoning code has no limitations on the type of roofs that can be used by the applicant, merely that the structure has a maximum allowable height of 35'. Staff also finds that the Geyser Inn located at 167 S. Electric St. in the B-4 District is a flat roof hotel.*
 - ii. *Staff understands the importance of fire access, turning radii, and keeping these areas clear the variance request is for height not for lot coverage or setbacks. The legal restrictions on the use of the surface of a property have little to no impact on the ability of a developer to build a structure as tall or as short as is allowable by the zoning district.*
 - iii. *The parcel's unique geometry, utility easements, and life-safety requirements similarly impact the use of the site at the surface and have minimal impacts on the building's height.*
 - iv. *The applicant states that the snow management of a flat roof is impractical given the easements, fire access, and other site constraints. Managing the snow in West Yellowstone is not impacted by the roof type. Regardless of whether the roof is pitched or flat the snow will likely need to be removed from the site or stored on the site. The roof type does not impact the amount of snow that will be present on the site. Furthermore, this is a variance for the height of the building and the Town of West Yellowstone Zoning Code does not provide any direction on roof type.*

- v. *Staff finds that the applicant's statement that they are "the only site subject to the new height-measurement standard" is false and is a misapplication of zoning standards. All projects moving forward are required to conform to the zoning district's height requirement. Previous development patterns are allowed to continue under the non-conformity chapter of the Town of West Yellowstone Code (Chapter 17.39). If any new projects or substantial improvements that invalidated any structures non-conformity were submitted to the Town they would be required to meet the standards as set forth in the zoning code at the time of the new application.*
 - vi. *The requirements of the Grizzly Park Architectural Committee could be met with a flat roof. Staff spoke with the GPAC and they stated that flat roofs have been used in the Grizzly Park Addition, that they care more about the aesthetics and color palette over the form of the structure, and that they have not provided the applicant with any directive that they must have a pitched roof.*
 - vii. *Staff finds that the applicant's statement that "Three-story hotels are expressly permitted in the B-4 district" is false and misleading. The Town's code has "hotels and motels" as a permitted use in the B-4 district. The number of floors is nowhere in the permitted use section of the code. The applicant has misconstrued what the permitted use section dictates for the district.*
 - viii. *Staff finds the statement that "Reducing to two stories would destroy reasonable use of the parcel" is irrelevant to the application of the zoning code. The applicant themselves has submitted a design form of three stories with a flat roof to the DRG group that complies with the height requirement for which they request a variance. Staff believes that the applicant is attempting to state that the Town zoning code removes their economic use and invest backed expectations of development on the property. This is not an accurate characterization of the zoning code. The applicant has shown that the property can be developed with a permitted use in the B-4 District. The code does not provide any guidance on roof type, number of floors required, nor design elements. The applicant is free to design a project that complies with the zoning code's dimensional and use requirements. The applicant has provided such a design that would comply with the zoning code.*
2. Does the hardship result from a lack of due diligence during the purchase period?
- a. *Applicant Response: The applicant states that due diligence was completed prior to the adoption of the code amendment. The applicant states that "three-story hotels with pitched roofs were the universal, established building type within the B-4 district." The applicant states that all 9 hotel projects in the zone are three story structures with pitched roofs. The applicant states that pitched roofs are infeasible under the code amendment.*
 - b. *Staff Evaluation: The property purchase was recorded on 10/20/2025. This purchase date is after the adoption of the code update. There are many buildings in the B-4 district that are not 3 story hotels and hotels are not the universal building type in the B-4 district. The B-4 district has a wide variety of uses that the applicant is free to pursue. The Geyser Inn, located in the B-4 district, has a flat roof. The code amendment does not make flat roofs infeasible, a pitched roof that conforms to the height requirements of the zone would be an acceptable building form. The Town code gives no guidance on roof form or type.*
3. Does the hardship result from the actions of the applicant?
- a. *Applicant Response: The applicant states that the hardship arises from the zoning amendment adopted after the district was fully built out. That the mandatory fire department access and safety requirements create a hardship. That the physical site constraints limit snow storage create the hardship. That the extreme snow-load conditions inherent to the region create the hardship. And finally, that the applicant's proposal of a*

permitted use consistent with surrounding development requiring a variance creates a hardship.

b. *Staff Evaluation:*

- i. *The Town is free to amend the zoning code as a valid exercise of the police power. The Town found that altering how the height requirements of the district were calculated increased the ease of enforcement, was in line with the firefighting capabilities of the Hebgen Rural Fire District and promoted a uniform standard for the Town. The district being fully built out has no impacts on the actions of the applicant.*
- ii. *Mandatory access and firefighting lanes is a life safety measure that all applicants must design around. Required easements and fire access is not a recognized hardship.*
- iii. *Snow management and snow storage is a requirement of each new project in West Yellowstone. The Town equally applies this standard due to the impacts that the winter climate has on all development in the Town. Snow management and storage has no stated impacts on the height of a building.*
- iv. *The snow load of the property has little to no impacts on the height of the building.*
- v. *The Town's requirement for a variance to a dimensional standard does not relate to the underlying use of the property. This standard is applied to projects if it is categorized as a permitted use or a conditional use.*

4. Does the variance function as a rezone of the property?

- a. *Applicant Response: The applicant states that the variance does not alter the zoning district, use categories, number of stories, development intensity, nor the relationship of the project to surrounding properties.*
- b. *Staff Evaluation: Staff concurs that this does not function as a rezoning of the property. The height requirement is uniform across the Town.*

Variance Request #2: Variance from 17.37.030 Parking layouts, Figure 17.37.030 90-degrees

Review Criteria: 17.50.030(F)(1-4)

1. Does the physical makeup of the subject parcel present a hardship outside of the applicant's control?
 - a. *Applicant Response: The parcel's unique parcel geometry, utility easements, fire lanes, lack of cross block fire access, and recorded easements limit the ability to provide parking.*
 - b. *Staff Evaluation:*
 - i. *The parcel is largely rectangular in shape and is over two acres in size.*
 - ii. *The utility easements on the property do not limit the ability to place parking on these easements only that in the case of access the Town is not required to replace any existing improvements.*
 - iii. *That the fire lanes are a necessary health safety requirement that do impact ability to have parking, however drive lanes for parking circulation are required regardless of fire access.*
 - iv. *The applicant states generally that there are other recorded easements but does not provide whether or not parking can be placed on these easements.*
2. Does the hardship result from a lack of due diligence during the purchase period?
 - a. *Applicant Response: The Applicant's states that due diligence cannot alter the irregular and angled geometry of the parcel, the recorded access easement on the southern property line, the prohibition on street parking in the B-4 District, required snow storage areas, or the fire department access standards.*
 - b. *Staff Evaluation: Staff agrees that due diligence cannot alter these requirements. However, staff does find that many of these items are available and found through the due*

diligence period. The shape of the parcel, recorded easements, the prohibition on street parking the B-4 District, requirements for snow storage were all present during the due diligence period. This information and requirements of the Town are documented and provided through the Town website, zoning code, and other relevant places. The applicant was aware of the shape of the parcel at time of purchase, was aware of recorded easements if they performed a proper title search, and that the Town requirements for snow storage and parking in the B-4 District have not changed. The applicant's statement about fire access standards is misleading in the fact that the fire department is going to need to respond to the proposed development of the site for fire access and relies on the applicants proposal to determine proper fire access. While site specific fire access cannot be determined until a project is submitted the applicant should have been aware that the fire department must access a commercial project safely and efficiently.

3. Does the hardship result from the actions of the applicant?
 - a. Applicant Response: The Applicant states "it arises from regulatory change, district build out, mandatory life safety requirements, and physical environmental conditions imposed on the parcel, all of which are entirely outside the applicant's control."
 - b. Staff Evaluation:
 - i. Staff finds that the regulatory change was simply a clarification of the dimensional standards of the Town.
 - ii. Staff is unclear how the district being built out impacts the applicant's ability to provide parking on their property.
 - iii. Staff finds that mandatory life safety requirements are outside of the applicant's control but are a required design consideration of commercial development.
 - iv. Staff finds that the physical and environmental conditions on the property are not greatly different from surrounding uses. While not in the applicant's control there are certain elements of design and development in West Yellowstone that apply to all parcels in the Town and that adherence to standards that the Town has created do not count as a hardship.
4. Does the variance function as a rezone of the property?
 - a. Applicant Response: The request does not change the zoning designation, permitted uses, building size or height, number of rooms, affect site intensity or traffic generation, modify entitlements, nor reduce the number of stalls provided.
 - b. Staff Evaluation: *The proposed variance of the applicant would not function as a rezone.*

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:

- A. Such modifications will not be inconsistent with the intent and purpose of this title and/or any adopted growth policy.
- B. That strict compliance with the provisions of this title would create unnecessary hardship or unreasonable situation on a particular property due to unusual or extreme topography, unusual shape of the property, or the prevalence of similar conditions in the immediate vicinity of the property
- C. That such modifications will have minimal adverse effect on abutting properties or the permitted uses thereof.
- D. That the lawful conditions stated in the approval are deemed necessary to protect the public health, safety and general welfare.

FINDINGS

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

RECOMMENDATION

Staff makes no formal recommendation to the Board of Adjustment. The Board of Adjustments should evaluate the Review Criteria before deciding on the variance request to address the height request and parking request at 105 S. Faithful St. West Yellowstone, MT. If the Board decides to grant the variance, 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 Board of Adjustments to initially consider:

Variance #1

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. This includes the Grizzly Park Architectural Review Committee.
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.
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.

Variance #2

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.
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 Board of Adjustments 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 High West Development Variance Number _____ finding that the proposed variance is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. I move to adopt the conditions of approval presented in the staff report and adopt the staff evaluation and findings presented for Variance Number _____.

SAMPLE MOTION FOR APPROVAL WITH AMENDMENTS TO ANY CONDITION OF APPROVAL
I move to approve the High West Development Variance Number _____ finding that the proposed variance is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. 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 Variance Number _____.

SAMPLE MOTION FOR APPROVAL REMOVING ANY CONDITION OF APPROVAL
I move to approve the High West Development Variance Number _____ finding that the proposed variance is consistent with the intent of the B-4 District and the Town of West Yellowstone Growth Policy. I further find that strict compliance with the zoning code would create a hardship, that the granting of the variance will create minimal or no adverse impacts to adjacent landowners, and that the proposed staff conditions are sufficient to mitigate any impacts. 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 Variance Number _____.



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

1/2/2026
Date



Town Council Agenda Item Summary Report

Meeting Date: January 6, 2026	
Item Title: Parks Master Plan RFP Recommendation	
Submitted By (Name/Title): Dan Walker, Town Manager	
Discussion Only <input type="checkbox"/>	Discussion/Action <input checked="" type="checkbox"/>
Funding Source: 1000.460430.357	Budgeted <input checked="" type="checkbox"/>
Estimated Date of Completion: 6/30/26	

Item Summary

The Parks and Recreation Board sent out an RFP to develop a Parks and Recreation Master Plan in September 2025. The Town received 3 RFP submittals in response.

A subcommittee of the Parks and Rec Board met in early December and decided to conduct zoom interviews with 2 of the firms. The full Parks and Rec Board met on 12/17/25 for the interviews. After the interviews and based on the information provided in the RFP responses, the Park and Recreation Board unanimously recommended moving forward with Sunflower Peak Planning. They also made a motion to extend the date of completion to June 30, 2026, to give the consultant extra time to complete the project.

The scope of work is attached as attachment 1 to the service agreement. The budget for this project is \$18,000. I would anticipate the work to begin later this month.

Staff Recommendation

Staff and The Park and Recreation Board recommend Sunflower Peak Planning to complete the Parks and Recreation Master Plan for a not to exceed cost of \$18,000 and to extend the deadline for completion to June 30, 2026.

Suggested Motion

I move we recommend we approve the service agreement with Sunflower Peak Planning to complete the Parks and Recreation Master Plan for a not to exceed cost of \$18,000 and to extend the deadline for completion to June 30, 2026.

**TOWN OF WEST YELLOWSTONE
AGREEMENT FOR
DEVELOPEMENT OF PARKS
AND RECREATION MASTER
PLAN**

THIS AGREEMENT is made by and between: the **TOWN OF WEST YELLOWSTONE**, 440 Yellowstone Avenue, Montana 59758 (the "TOWN"); and Sunflower Peak Planning ("CONTRACTOR").

In consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

1. Scope of Work. CONTRACTOR shall perform all labor to complete the Scope of Work set out in its proposal for Parks and Recreation Master Plan, dated September 26, 2025, attached here as Exhibit 1.

2. Term: The Term of this Agreement is from December 18, 2025, to July 1, 2026.

3. Compensation. TOWN shall pay CONTRACTOR the amount set out in Contractor's Budget set out in Exhibit 1- up to but not to exceed \$18,000.00.

4. Contract Representatives. CONTRACTOR shall name Scott Hazleton as its contact person who shall receive and examine the documents supplied by the TOWN, act as the liaison between the TOWN and the CONTRACTOR and respond to requests from the TOWN in writing promptly. CONTRACTOR will not release information to any third party without prior written approval from the TOWN'S contact person. TOWN shall name Daniel Walker as the Town's representative to act as the liaison between the TOWN and the CONTRACTOR and respond to requests from the CONTRACTOR in writing promptly to prevent unreasonable delay in the performance of the Scope of Work

5. Additional Provisions. The Parties agree to be bound by all of the provisions set out on page 2 of this Agreement.

IN WITNESS WHEREOF the parties have signed this Agreement for Services consisting of 2 total pages plus any referenced attachments.

TOWN

CONTRACTOR (EIN. # _____)

Date: _____

Date: _____

PLEASE SEE BACK FOR ADDITIONAL PROVISIONS

ADDITIONAL TERMS AND CONDITIONS OF CONTRACT FOR SERVICES

1. Default and Remedies. The parties agree each term contained herein is material and of the essence. This Agreement may be terminated by either party immediately should the other party fail to perform in accordance with any term or condition of this Agreement after it fails to cure within ten days written notice.

2. Insurance. CONTRACTOR shall carry comprehensive general liability insurance that includes bodily injury, property damage, in the amount of \$750,000 for each claim and \$1,500,000 for each occurrence and Automobile liability in the amount of \$1,500,000 combined single limit. Nothing herein shall waive the TOWN's right to protection under Section 2-9-108, MCA. Certificates of Insurance evidencing the above, naming Town of West Yellowstone as an additional insured, must be supplied within five days of executing this Agreement. Such certificate shall require no less than 15 days notice of cancellation to TOWN. Any insurance carried by CONTRACTOR shall include no exclusions related to toxic substances or hazardous waste. CONTRACTOR shall put TOWN on immediate notice of any changes or cancellation in coverage. As an independent contractor, CONTRACTOR must provide Workers Compensation for all employees in the amount required by Montana law. A Certificate of Insurance showing compliance with Montana Workers Compensation law (or exemption therefrom) must be supplied to TOWN within ten (10) days of executing this Agreement. CONTRACTOR shall require all subcontractors to meet the same insurance coverage, make the same certifications as above and require the certificates to be forwarded to TOWN within ten days of entering into the subcontract.

3. Laws and Regulations. CONTRACTOR shall comply with all applicable state, federal and local laws and regulations (including safety, equal opportunity and labor preference) now in effect. If during the term of this Agreement new laws or regulations become applicable, CONTRACTOR shall also comply with them without notice from TOWN.

4. Liens. CONTRACTOR shall pay all valid bills and charges for material and labor incurred by it and arising out of the Scope of Work and will hold TOWN free and harmless against all liens and claims of liens or services, labor and materials filed against the property upon which the Scope of Work is commenced.

5. Waiver, Indemnification, Damages.

CONTRACTOR waives any and all claims and recourse against TOWN or its officers, agents or employees, including the right of contribution for loss or damage to person or property arising from, growing out of or in any way connected with or incident to the performance of this Agreement except claims arising from the intentional acts or concurrent or sole negligence of TOWN or its officers, agents or employees.

CONTRACTOR will indemnify, hold harmless, and defend the TOWN and its agents, principals, and employees from and against any and all claims, demands, damages, costs, expenses, losses, liability (including liability where activity is inherently or intrinsically dangerous), judgments, defense expenses, and attorney's fees rising out of or resulting from CONTRACTOR'S wrongful acts, errors, omissions, or negligence, or from Contractor's failure to comply with the requirements of this Agreement or with all federal, state and local law applicable to the performance of this Agreement. In the event of an action filed against TOWN resulting from CONTRACTOR'S performance under this Agreement, TOWN may elect to represent itself and incur all expenses and

all damages caused to TOWN property or property owned by other parties, shall be paid by CONTRACTOR. These obligations shall survive termination of this Agreement.

6. Independent Contractor. CONTRACTOR and its consultants and subcontractors shall at all times be considered independent contractors. Notwithstanding its obligation to fulfill the Scope of Work herein, CONTRACTOR and its consultants and subcontractors have been and will continue to be free from control or discretion over their performance under this Agreement and in fact.

TOWN will not be responsible for withholding any state or federal taxes or social security, nor will the Town extend any of the benefits to the CONTRACTOR that it extends to employees. The CONTRACTOR is required to maintain necessary records and withholding.

7. Attorney's Fees. If it is necessary for either party to bring an action to enforce the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees to be set by the appropriate court, including fees of the Town Attorney.

8. Venue. An action to enforce this Agreement shall be brought in the District Court of the Eighteenth Judicial District, Gallatin County, Montana.

9. Notice. All notices and certifications made pursuant to this agreement shall be delivered to the addresses above by first class mail, certified mail or personal delivery in care of the person set forth in Section 3 of this Agreement. A party shall give the other notice of any change in address.

10. Interpretation.

a. This Agreement shall be governed and interpreted according to the laws of the State of Montana.

b. Section headings are for convenience only and are not intended to define or limit any provisions of this Agreement.

c. The provisions of this Agreement are independent and severable, and the invalidity, partial invalidity, or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision.

11. Time Is of the Essence. The time of complying with this Agreement is of the essence and a violation is a material breach.

12. Non-Waiver. The waiver or failure to enforce any provision of this Agreement shall not operate as a waiver of any future breach of any such provision or any other provision.

13. Entire Agreement. This document represents the entire and integrated Agreement between the TOWN and CONTRACTOR and supersedes all prior negotiations, agreements or representations, either written or oral. This Agreement may be amended only by written instrument signed by both TOWN and CONTRACTOR.

14. Non-Assignment. TOWN and CONTRACTOR, respectively, bind themselves, their successors, assigns and legal representatives to the other party with respect to all covenants, terms, or conditions of this Agreement. Neither TOWN nor CONTRACTOR shall assign this Agreement without the written consent of the other.

15. Execution of Agreement. The Clerk/Treasurer of the TOWN will keep the original Agreement. An exact unaltered copy of the original Agreement has the same force and effect as the original.

Exhibit 1

Proposal for the Town of West Yellowstone Parks and Recreation Master Plan

Prepared for: The Town of West Yellowstone, Montana

Prepared by: Sunflower Peak Planning

Date: September 26, 2025



SUNFLOWER PEAK PLANNING

**SUNFLOWER PEAK PLANNING
7137 TULANE AVE. UNIT 2F
UNIVERSITY CITY, MO 63130
406-475-2969**





Dear Mr. Dan Walker, Town Manager,

On behalf of Sunflower Peak Planning, we are pleased to submit this proposal in response to the Town of West Yellowstone's Request for Proposals to develop a Parks and Recreation Master Plan. We believe that our firm is in a great position to complete this plan due to existing relationships with your community, local knowledge, and our ability to integrate this plan with the 80-Acres Project. We are confident that we can provide a comprehensive, action oriented plan, focused on maintaining existing facilities while growing recreation amenities responsibly.

Background on Sunflower Peak Planning

Sunflower Peak Planning is a land use firm with experience providing communities with high quality planning documents. Our team has been working with West Yellowstone on various projects since 2024. We appreciate the opportunity to continue to assist the Town with managing its community assets. Sunflower Peak Planning is aware of the hurdles to implementing long range plans. We specifically draft our plans to be straightforward and easy for a community to use. Our goal, in any plan or project we undertake, is to provide the community with a clear guide to move projects into the construction phase. There is typically a lot of work that occurs before any project becomes reality and we want to ensure that our plan lays out that process clearly.

Proposed Approach and Methodology

Our approach is designed to be comprehensive and highly technical, ensuring the final Master Plan is not just a document, but a powerful tool for park funding and growth. Our methodology aligns directly with the Scope of Work outlined in the RFP.

Internal Assessment and Project Administration

Our approach to this project will be based in cataloguing existing assets, planning for the future, and developing a plan to connect park facilities with pedestrian, bike, and trail access. We will utilize GIS data, existing conditions, and local knowledge to make this plan useful.



We plan to identify a few chapters for the document:

- Existing Conditions
 - ◆ Mapping existing facilities
 - ◆ Mapping existing connections
 - ◆ Identifying holes in the recreation network
 - ◆ Understanding the 80 acres impact
- Planning for the Future
 - ◆ Identifying areas that are underserved for recreational opportunities using the mapping identified in the first phase
 - ◆ Understanding location of anticipated recreational opportunities in the 80-Acres Project
 - ◆ Developing plans that are low maintenance, low water use, and aesthetically pleasing
 - ◆ Research for Park Improvement Districts, partnerships with other entities (USFS, NPS, Gallatin County)
- Implementing for the Future
 - ◆ Examining existing grant funds, local government budget
 - ◆ Analyzing current maintenance costs, reviewing local budget
 - ◆ Identifying what types of amenities are needed, how budget allocations and grants interact with the needed amenities
 - ◆ Outlining general process and timeline for park implementation

Community Engagement

Our strategy for engaging your community will rely on existing relationships with the Town. We have an existing relationship with people who are key to ensuring these large community projects move forward.

Our firm is remote and will be utilizing on-line methods to communicate with your residents. We propose to have zoom meetings with the Parks Board and Town Council throughout this project.

Sunflower Peak Planning will use online ESRI tools to provide residents the ability to map out where they want to have parks, trails, and other community assets. These tools allow for clear communication of data, ability for residents to interact with maps of existing and proposed projects, and finally provide comments on the draft document.



Data Collection and Technical Analysis

This is where our technical expertise in GIS comes to the forefront. We will conduct a spatial analysis to assess the quantity, distribution, condition, and proximity of parks and green spaces using existing conditions.

We will also conduct a community-wide statistically valid needs assessment survey on recreation and park programs and facilities. This will include mapping exercises where your community can spatially show Sunflower Peak Planning where the deficiencies in recreational assets are. We also expect to work with the USFS to identify their existing recreational facilities and identify areas that the Town can partner with the USFS to promote these areas.

Implementation and Funding

The main goal of this project is to provide a clear guide to the Town for further development of recreational amenities. This plan will identify relevant grants at the state and federal level, the proposed complexity of drafting a grant application, and the amount and types of projects that the grants fund.

We want this plan to be implementation focused. With Sunflower Peak Planning's knowledge of the local community, our proposal will be focused on utilizing the existing adoption and methods of the Town.

Development of Final Plans and Supporting Materials

The final Master Plan will be a clear, actionable "roadmap" supported by charts, graphs, maps, and other data visualizations. Our GIS capabilities will enable us to create clear and compelling visuals that articulate the plan and its recommendations to the appropriate audiences. The plan will include written goals, objectives, policy statements, and a financial plan based on grants and the Town's existing budget.

Project Team and Timeline

Our team is composed of professionals with expertise in GIS, community planning, and project management. The project team will consist of Scott Hazelton AICP, CFM, and Sean Simpson. Scott Hazelton has a history of working on GIS, community planning, and development activities in the Town of West Yellowstone. He looks forward to the



opportunity to continue to work with the Town on community development projects. Scott will serve as the Project Lead for West Yellowstone. He is responsible for all elements of the project and will oversee deliverables. Scott is expected to spend 110 hours on this project.

Sean Simpson will serve as a design and native plant consultant. Sean's expertise with local non-profits to eliminate noxious weeds, promote native plants, and smart management of water resources will help your plan highlight West Yellowstone's natural beauty while not being a draw on community resources. Sean will be involved with the implementation, design, and grant research portions of the plan. Sean is expected to work 55 hours on this project.

We have established a timeline for this project that aligns with the RFP's schedule. We expect to begin our research and drafting in December 2025 with an existing condition draft and maps available for the Town in early 2026. Upon completion of the first step of analysis Sunflower Peak Planning proposes to begin holding public engagement meetings to gather community input. We expect to begin the public engagement portion in earnest in early February 2026. This timeline allows Sunflower Peak Planning together existing conditions and build maps to effectively communicate with your community. Sunflower Peak Planning will present a final draft to the Town's Parks and Recreation Board on May 1st and will assist with the adoption process following the submission of this draft. Our timeline is flexible to meet the needs of the Town if any changes arise.

Insurance

We maintain comprehensive liability and errors and omission insurance to protect all parties involved. We have provided this information to the Town in regards to our service as the on-call planner. We are happy to provide additional copies of our professional insurance.



References

- **Town of Manhattan**
 - Mayor, Traig Howells
 - Manhattan, MT
 - manhattanmayor@gmail.com
 - Projects Include:
 - ◆ Growth Policy Update
 - ◆ Planning Area Growth Policy Update
 - ◆ Sewer Policy
- **Madison County**
 - Housing Board President, Mary Beth Walsh
 - Madison County, MT
 - kwalsh@3rivers.net
 - Projects Include:
 - ◆ Housing Needs Assessment
 - ◆ GIS Mapping
- **Gallatin County**
 - Deputy County Attorney, LeeAnn Certain
 - Gallatin County, MT
 - leeann.certain@gallatin.mt.gov
 - Projects Include:
 - ◆ Planning Area Growth Policy
 - ◆ Memorandum of Understanding for Planning Area Jurisdiction

Budget

Please review the included budget breakdown based on the project phases that have been identified in this RFP Submission.

Thank you for taking the time to review our submission. Please reach out to Scott Hazelton with any questions that you may have regarding this project. Scott can be reached at shazelton@sunflowerpeakplanning.com or 406-475-2969.

Sincerely,

Scott Hazelton AICP, CFM

Owner, Sunflower Peak Planning

shazelton@sunflowerpeakplanning.com

406-475-2969



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

Professional Land Use Consultant

Proposed Project Budget for West Yellowstone Parks Plan

The below project costs represent a not-to-exceed price and all work will be completed within the proposed budget below.

	Hours	Cost
Existing Conditions	25	\$ 2,400.00
Engagement	60	\$ 6,400.00
Planning for the Future	40	\$ 4,600.00
Implementing for the Future	40	\$ 4,600.00
Total	165	\$ 18,000.00

APPLICATION TO MAINTAIN AN ENCROACHMENT

Town of West Yellowstone
Gallatin County, Montana

DATE: 12-19-2025
APPLICANT: One Horse Motel
MAILING ADDRESS: P.O. Box 2129
PHYSICAL ADDRESS: 216 Dunraven St
PHONE: 406-646-7735
INTEREST IN PROPERTY: _____

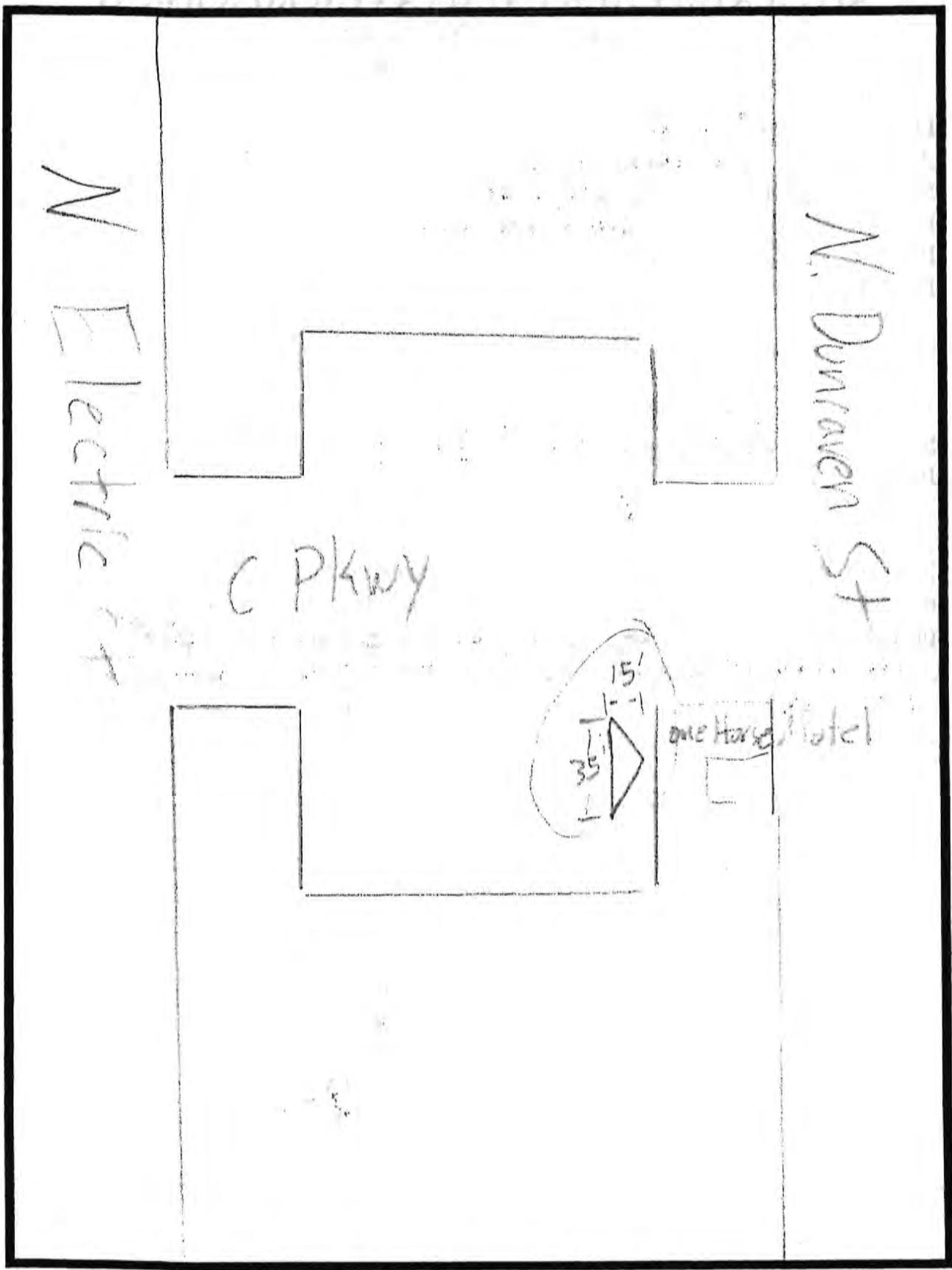
OWNER OF RECORD'S SIGNATURE: _____

1. LEGAL DESCRIPTION:
Subdivision: West Yellowstone Original Plat
Block: 12 Lot: 8
Zoning District Number: B3

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. We would like to extend our 15'x35' encroachment behind the One Horse Motel an additional
_____ ; Two months - 2/28/26


Signature of Applicant
12-30-25
Date

FOR OFFICE USE ONLY		
____ Approved	____ Disapproved	____ Mayor/Town Manager
		____ Date



PLEASE INDICATE DIRECTION

N ↑

Marketing and Promotions Advisory Board

NAME	CURRENT TERM	LENGTH
Katrina Wiese, Chamber Rep	2025, 2026, 2027	3 years
Jerry Johnson	2025, 2026, 2027	3 years
Janna Turner	2025, 2026, 2027	3 years
Brian Thompson	2024, 2025, 2026	3 years
Kim Howell	2023, 2024, 2025	3 years
John Greve, Secretary	2023, 2024, 2025	3 years
Travis Watt, TC Representative	Concurrent with Town Council Term	

Official terms began 1/1/08 as decided by the board at its first meeting 10/22/07. Term length is three years, but in order to provide for staggered terms, some initial appointments were for only one or two years.

According to Resolution No. 515, composition of the board shall include one sitting member of the Town Council or the Town Council's designee, one member of the WY Chamber of Commerce Marketing Committee, and one member from the business community who does not belong to the Chamber of Commerce.

Updated 6/18/25 er

From: [John Greve](#)
To: [Elizabeth Roos](#); [Brittany White](#)
Cc: [Kim Howell](#); [Jerry Johnson](#); [Janna Turner](#); [Katrina Wiese](#); [Thompson, Brian - FS, MT](#); [Travis Watt](#)
Subject: My MAPFAB term ends 12.31
Date: Friday, December 12, 2025 11:08:06 AM

Liz and Brittany,
My and Kim Howell's current 3 year MAPFAB terms end on 12.31.25.

I'd like to submit my request to be considered for reappointment to another 3 year term by the Town Council. Let me know if there's anything else I need to do to follow through on this request and be added to the Council's 1.6 or 1.20.26 meeting agenda for consideration of reappointment.

Kim will need to contact you separately with her intentions. I know you'll have to publicly post the 2 vacancies for some time period. Thus, I wanted to let you know about this pending issue now. Thanks!

John Greve
406.580.1520



APPLICATION FOR BOARDS AND COMMITTEES

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone (Home): _____ (Work): _____ (Cell/Other): _____

E-Mail Address: _____

Are you a resident of West Yellowstone? _____ Length of residency in West Yellowstone: _____

Board or Committee you are applying for: _____

Occupation: _____

Employer: _____

Have you previously served on a County or City board? _____

If so, which board, and for how long? _____

Past Memberships and Associations: _____

Current Memberships and Associations: _____

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

What are your primary objectives for serving on this board? _____

References (Individual or Organization):

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Signature: John M. Grove Date: _____

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

From: [Kimberly Howell](#)
To: [Elizabeth Roos](#)
Subject: Re: advisory seat renewal
Date: Friday, January 2, 2026 9:13:10 AM

Deer town Council

I would like to request reappointment of a three year term on the Map fund advisory board.

Kimberly Howell
Mountain Mama's Cafe
Wild Game Delicatessen and Bakery
17 Madison Avenue
West Yellowstone, Montana
Phone: 4064611024



APPLICATION FOR BOARDS AND COMMITTEES

Name Kimberly Howell Date Dec 30, 2025

Address 99 Fishing Lane

City West yellowstone State MT Zip 59758

Phone (Home): 4064611024 (Work): (Cell/Other):

E-Mail Address: mountainmamascafe@gmail.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 22 years

Board or Committee you are applying for: MAP FUND

Occupation: small business owner

Employer: self

Have you previously served on a County or City board? yes,

If so, which board, and for how long? currently on the MAP FUND board, 3 years

Past Memberships and Associations: chamber board, Map Fund Board

Current Memberships and Associations: member of ACSA, Montana snowmobile association,

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer:

I have managed several applications as a Map fund board member. I understand the processes of funding events, evaluating events or possible funding, and seeing the applications through to completion.

What are your primary objectives for serving on this board?

My primary objective is to oversee applications and events and evaluate them thoroughly before they are presented to the board for possible funding.

References (Individual or Organization):

Kristy Coffin Phone: 406-640-0333

Katrina Wiese Phone: 406-539-1713

Phone:

Signature: Kim Howell Date: Dec 30 2025

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

Parks & Recreation Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Neil Courtis	11/1/22	10/31/26	treadandcast@gmail.com
Kelli Hart	3/18/25	3/17/29	kelli@freeheelandwheel.com
Brian Thompson	2/21/23	2/20/27	clayshooterranger@gmail.com
Brock Wilson	6/6/23	6/5/27	brockwilson400@gmail.com
Vacancy			
Vacancy			
Brian Benike, Town Council – concurrent with term			bbenike@townofwestyellowstone.com

Staff Support – concurrent w/ employment

Rachel Spence, Recreation Coordinator rspence@townofwestyellowstone.com

Reorganized by the Town Council 2/1/11 via Resolution No. 591, 4-year terms.

Reorganized by the Town Council 9/18/18, Resolution No. 719, 4 new positions added.

Reorganized by the Town Council 4/9/24 via Resolution No. 799, 2 positions eliminated, board is now composed of 6 citizen members and one Town Council member.

January 2026 – Spence transitioned from board member to Recreation Coordinator

Updated 1/1/26 er



Received
12/30/25
ER

APPLICATION FOR BOARDS AND COMMITTEES

Name Bradley Delaney Date 12/28/25

Address 302 moose Drive

City West Yellowstone State MT Zip 59758

Phone (Home): (518)578-0670 (Work): _____ (Cell/Other): _____

E-Mail Address: Redpariscar@yahoo.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 13 yrs

Board or Committee you are applying for: Parks and Rec

Occupation: maintenance

Employer: Buffalo Bar

Have you previously served on a County or City board? yes

If so, which board, and for how long? _____

Past Memberships and Associations: Expo committee, snowshoot, Rod Run, Kids N snow Chamber of commerce

Current Memberships and Associations: Sno shoot, Kids N snow, Rod Run

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: _____

What are your primary objectives for serving on this board? Help support the community

References (Individual or Organization):

Phone: _____

Phone: _____

Phone: _____

Signature: Brad Delaney Date: 12-28-25

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.



APPLICATION FOR BOARDS AND COMMITTEES

Name Thomas Buchanan Date 12/30/25

Address 209 North Electric PO Box 216

City West Yellowstone State MT Zip 59758

Phone (Home): 406 640 1992 (Work): — (Cell/Other): ←

E-Mail Address: buchanant924@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 24 yrs

Board or Committee you are applying for: Parks & Recreation Board

Occupation: Guide / Heavy Equipment operator

Employer: See Yellowstone Providence Carpentry

Have you previously served on a County or City board? No

If so, which board, and for how long? —

Past Memberships and Associations: Approximately 8 yrs SAR
volunteer. Still registered but only active for Summer searches

Current Memberships and Associations: —

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: I feel qualified for this board because I have raised four children in this town and in doing so have heard from the children and their parents ~~there~~ were our parks succeed, and were they fall short.

What are your primary objectives for serving on this board? To improve the recreational quality of our town parks while implimenting revenue functions that allow our parks to be self sustaining monetarily

- References (Individual or Organization):
- Travis Watt Phone: 406 640 0393
 - Glen Hales Phone: 801 360 7473
 - Alma Clark Phone: 312 515-0560

Signature: [Signature] Date: 12/30/2025

Please return this application to the Town Offices at 440 Yellowstone Avenue, PO Box 1570, West Yellowstone, MT, 59758, or by email to: info@townofwestyellowstone.com. Thank you in advance for your interest.

Health Care Services Advisory Board

NAME	DATE APPOINTED	TERM EXPIRES
Kyle Goltz (406) 646-4444 kgoltz@hotmail.com	7/21/15 4/16/19 4/5/22	7/21/18 4/16/22 4/5/26
Jennifer Jordan 646-7068 (W) 303-908-4196 (C) parksdept@outlook.com	8/4/15 4/16/19 4/5/22	8/4/18 4/16/22 4/5/26
Kenny Jones (307) 690-9562 kjones@kennyjonesphoto.com	2/16/21 6/18/24	2/16/24 6/18/27
Robin Eyman (206) 819-5840 robineyman@live.com	4/6/21 4/8/25	4/6/25 4/8/29
Greg Forsythe (406) 640-1555 (Cell) gforsythe2@wyellowstone.com	4/6/21 4/22/25	4/6/25 4/22/29
Lisa Griffith, Town Council Rep (858) 735-6039 lgriffith@townofwestyellowstone.com	3/1/22	Concurrent w/ employment
Shane Grube, Fire Chief (406) 640-0301 sgrube@hbrfd.com	4/6/21	Concurrent w/ employment

Revised 4/2025 - er

West Yellowstone Planning Board

NAME	DATE APPOINTED	TERM EXPIRES
1. Jerry Johnson - Chair (7/9/24) PO Box 405, 712 N Hayden C: (406) 640-7000 westmayor@aol.com	8/3/22 9/3/24	8/2/24 9/2/26
2. Rob Klatt PO Box 215, 518 Carnelian Court C: (406) 580-2002 W: (406) 646-9523 wbroker@gmail.com	9/5/18 7/2/19 7/6/21 6/18/24 retro to 7/6/23	6/1/19 7/1/21 7/5/23 7/5/25
3. Brad Schmier - Vice Chair (7/9/24) PO Box 1029, 648 Grouse Court C: (406) 640-1241 bschmier@outlook.com	8/3/22 9/3/24	8/2/24 9/2/26
4. Casey McCray 530 Apollinaris Court C: (406) 539-3277 caseymccray@gmail.com	5/19/25	5/18/27
5. County Designee Chipper Smith 175 Grayling Canyon Road West Yellowstone, MT 59758 C: (406) 220-7778 GCRCHIP@Yahoo.com	5/20/14 6/7/16 6/5/18 6/2/20 6/7/22 6/7/24	5/20/16 6/7/18 6/20/20 6/2/22 6/7/24 6/7/26
6. Jon Brown, Interim Public Services Superintendent PO Box 1570 C: (406) 640-9074 jbrown@townofwestyellowstone.com		Concurrent with Employment
7. Jeff Mathews, Town Council Member PO Box 809 C: (805) 207-5270 jmathews@townofwestyellowstone.com		Concurrent with TC Term Appointed 6/7/20

Updated 5/21/25 - er

Business Improvement Advisory Board

BOARD MEMBER	APPOINTED	EXPIRES	E-MAIL ADDRESS
Kelli Hart*	1/23/24	1/23/28	kelli@freeheelandwheel.com
Leah Sherman*	10/19/21	10/18/25	leahksherm@gmail.com
Carrie Coan**	10/18/22	10/18/26	ed@wyfmt.org
Marysue Costello**	2/21/23	2/20/27	marysuec43@gmail.com
Julia Wittmer*	3/18/25	3/17/29	juliawittmer23@gmail.com
Dashelle Boucher*	5/19/25	5/18/29	dashellepurcell@gmail.com

Jeff Mathews, Town Council – concurrent with term

jmathews@townofwestyellowstone.com

Vacancy – WY Chamber of Commerce representative, ex-officio member

Staff Support – concurrent w/ employment
Public Services Director

Reorganized by the Town Council 2/18/2025 via Resolution No. 816, 4-year terms.

**4 positions – business owners*

***2 positions – community at large*

Updated 5/21/25 - er