

Town of West Yellowstone

Tuesday, September 3, 2024

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 WORK SESSION – 6:00 PM

Housing Strategy Presentation, Human Resource Development Council

Discussion

TOWN COUNCIL MEETING – 7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders #6221 to T-Dubs Custom Spraying, weed spraying, \$15,000
#6222 to Sweet Electric, install lighting in front of Town Hall, \$15,500
#6635 to Idaho Traffic Safety, pavement striping, \$28,000

Claims

Business License Applications: DGM Geysir Holdings, residential rentals

Consent Agenda

Minutes: **August 20, 2024 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: FY 2025 Budget

NEW BUSINESS

Resolution No. 807, Tourism Business Improvement District Assessment

Discussion/Action

Ordinance No. 276, Revised Zoning Code, 2nd Reading

Discussion/Action

Site Plan Review, 209 Electric Street

Discussion/Action

Planning Board Appointments

Discussion/Action

Correspondence/FYI/Meeting Reminder



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 for 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, 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 Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



West Yellowstone, Montana Local Housing Strategy -Placeholder Month-, 2024



Produced by the Human Resource Development Council of District IX (HRDC), on behalf of the West Yellowstone Community Foundation.

Authors: Rick Simkins and Lila Fleishman

Photo credit: Kestrel Aerial Services



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ACKNOWLEDGMENTS

This community engagement and planning process has been led by the Human Resource Development Council of District IX (HRDC)'s community development team in partnership with the West Yellowstone Foundation (WYF). The West Yellowstone Foundation was formed as the first affiliate of the Montana Community Foundation. WYF is now joined by a collective of community affiliates, dedicated board members whose goal is being advocates for our children, elders, cultural heritage, natural environment, our economic vitality and for the great many visitors we welcome from around the world each year. HRDC is a community action agency and community housing development organization that has served southwest Montana since 1975. HRDC's community development team works to preserve, create, and sustain community facilities and homes that are affordable to people living and working in Gallatin, Park, and Meagher Counties through leading and partnering on development, policy, and capacity-building activities. HRDC's work is guided by the needs of the community within the strategic focus areas of Transportation, Food and Nutrition, Early Childhood Education, Housing, Senior Empowerment, Energy, Emerging Adults, and Financial Opportunity. Relevant team members included:

Rick Simkins, HRDC Community Development Project Manager
Lila Fleishman, HRDC Community Development Director
Carrie Coan, WYF Executive Director

We would like to thank the many local leaders, residents, organizations, businesses, advocates, and partners who participated in both the Housing Needs Assessment and Local Housing Strategy. We would also like to acknowledge and thank the West Yellowstone Foundation for its role as a local convener, elevating the conversation, bringing together a wide variety of stakeholders and perspectives, and supporting this work. Thank you to the West Yellowstone Housing Working Group volunteer members who dedicated their time to developing this document and strengthening the process. The members of the West Yellowstone Housing Working Group:

Ellen Butler, Carrie Coan, Connie Cusick, Dusty Dunbar, Patti Hostetter, Kim Howell, Jeff Mathews, Charlotte Mooney, Katie Thompson, Andie Withner, and Dan Walker

The West Yellowstone Local Housing Strategy was funded in part by the Montana Healthcare Foundation. HRDC is solely responsible for the statements and conclusions in this report. To match support from the Montana Healthcare Foundation, HRDC contributed additional in-kind support in developing the West Yellowstone Local Housing Strategy.

INTRODUCTION

The West Yellowstone Local Housing Strategy aims to define clear goals, strategies, policies, priorities, and responsible parties for implementation to create and preserve homes affordable to West Yellowstone residents. Two of the main factors influencing the community's housing challenges are its desirability as a place to live and its bustling tourism economy. As a gateway community to Yellowstone National Park, West Yellowstone has a unique set of challenges and opportunities surrounding housing, and this strategy is intended to provide a flexible framework to accommodate increased demand and sustain a resilient year-round community. As West Yellowstone's housing market continues to change, so must the response to the challenges created by those changing conditions.

Quantitative and qualitative data collected as a part of this process and the process of creating the 2023 Housing Needs Assessment (HNA) both point towards housing challenges experienced by nearly all segments of West Yellowstone, including homeowners, renters, business owners struggling to find employees, and seasonal workers. The West Yellowstone Growth Policy, adopted in 2017, also recognized a "lack of available rental and affordable owner-occupied housing."

The strategy is built around the idea that there is no silver bullet to solving housing challenges; no one tool, organization, or person can do it themselves. The Town of West Yellowstone has an extraordinary opportunity created by the 80-acre addition, and this strategy was created intentionally to help guide the upcoming land use decisions. Certain tools will be more effective than others, and some tools will take longer time periods in order to be effective. The tools contained in this document all require an investment in time and resources by the community of West Yellowstone to be successful. However, there are also costs associated with inaction, which can take the form of lost community members priced out of the community. Without funding put towards housing efforts, it will be difficult, if not impossible, for West Yellowstone to bring its housing costs down to a level that is affordable for residents who earn their wages at local businesses. A subsidy is almost always required to create truly affordable housing.

The strategy was developed to reflect the values of a wide variety of community stakeholders from West Yellowstone, including residents, nonprofits, governmental, and business partners, in a process facilitated by the Human Resource Development Council of District IX. In addition to expertise in regional housing development and policy, the facilitation team leveraged the existing resources available on LocalHousingSolutions.org, a digital housing policy platform intended to assist communities in developing, implementing, and monitoring local housing solutions while educating the community and shaping the framework of the Local Housing Strategy. As a part of this process, the HRDC released the [2023 West Yellowstone Housing Needs Assessment \(HNA\)](#), also available in [Spanish](#), in November 2023 as a companion document to provide data and insight into the Local Housing Strategy recommendations.

KEY TERMS

AFFORDABLE HOUSING OR “HOMES RESIDENTS CAN AFFORD”

Affordable housing is relative to household income. This assessment uses the standard of the monthly rent or mortgage payment being equal to or less than 30% of gross household income (before taxes) for renters towards contract rent and utilities and 33% of gross income towards the mortgage, insurance, taxes, utilities, and condominium association fees if applicable for owners.

AMERICAN COMMUNITY SURVEY (ACS)

The ACS is part of the Decennial Census Program of the US Census. The survey was fully implemented in 2005, replacing the decennial census long-form, and has been administered annually since. Typically, ACS data for localities represent the aggregate results of five years of responses; for example, the 2019 ACS cited in this report reflects data collected between 2015 and 2019. Because it is based on a sample of responses, its use in smaller areas (under 65,000 persons) is best suited for monitoring general changes over time rather than for precise estimates due to margins of error.

AREA MEDIAN INCOME (AMI)

The AMI is a Housing and Urban Development (HUD) calculation of the midpoint of a region's household income distribution. This metric is a common tool for setting household income limits in affordable housing programs.

COMMUNITY LAND TRUST (CLT)

A CLT is a community-based organization established to serve as the long-term steward of the land and to protect the community's long-term affordability and access to housing.

COST-BURDENED

When housing costs exceed 30% of a household's gross (pre-tax) income. Housing costs include rent or mortgage and may or may not include utilities, homeowner association fees, transportation, or other necessary costs depending upon its application.

DEED RESTRICTION

A covenant that imposes requirements for land use that sets restrictions for tenant or owner eligibility standards and/ or ensures long-term affordability.

HOUSING CHOICE VOUCHER

The housing choice voucher program (also referred to as Section 8 Housing Choice Vouchers) is the federal government's largest rental assistance program for assisting very low-income families, the elderly, and people with disabilities to afford decent, safe, and sanitary housing in the private market. Since housing assistance through the housing choice voucher program is provided on behalf of a family or individual directly to the owner of a rental unit of their choice,

participants can find their own housing, including single-family homes, townhouses, and apartments.

LOW-INCOME HOUSING TAX CREDIT (LIHTC)

The LIHTC is the largest federal subsidy program for the development of affordable rental housing through new construction and substantial rehabilitation. Generally allocated by state housing finance agencies, it subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants.

MARKET RATE

Housing with no restrictions; property owners or sellers are free to set prices.

RESIDENT-OWNED COOPERATIVE (ROC)

In resident-owned manufactured housing communities, the lot rent goes to the resident cooperative and is managed to meet community needs and maintain affordability. NeighborWorks Montana provides the ROC program in Montana as part of the ROC USA® Network and works with local partners to create and preserve ROCs.

SHORT-TERM RENTAL (STR)

STRs in Montana are defined as any housing unit with a rental period of fewer than 30 consecutive days.

SUBSIDIZED HOUSING

A kind of low-income housing where a qualified tenant pays a fixed share of their income towards rent. These subsidies are typically provided by federal programs funded by HUD or USDA Rural Development.

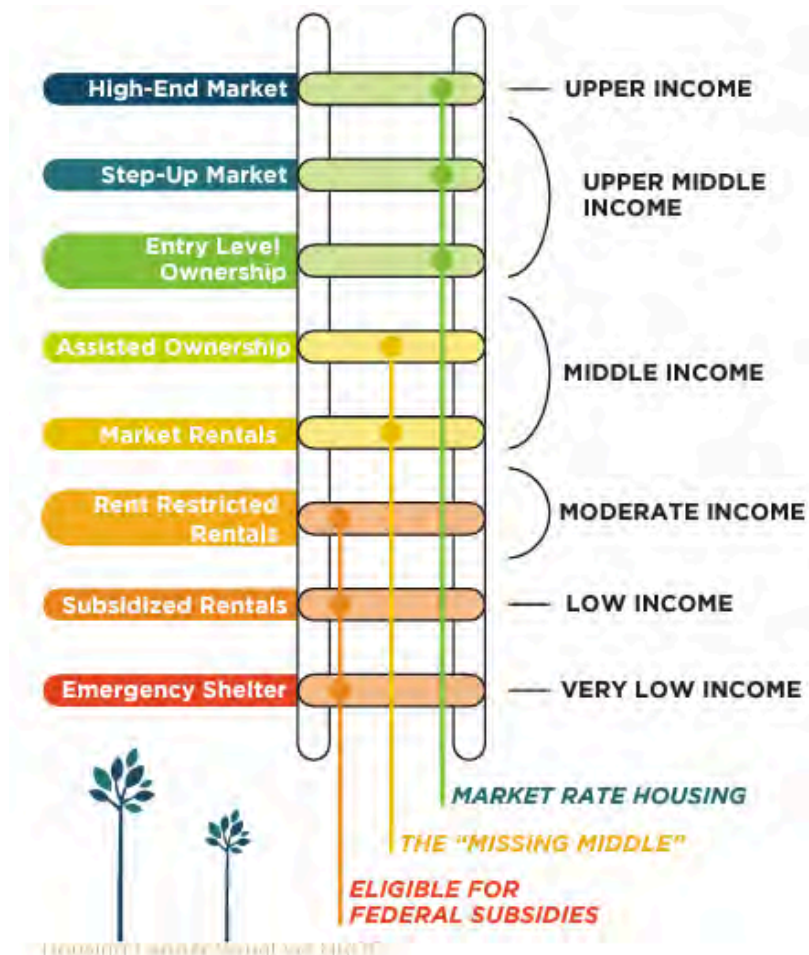
WORKFORCE HOUSING

A broad term typically used for housing for employees earning local wages and may or may not include housing for rent or sale below market rates.

BACKGROUND & CURRENT CONDITIONS

Increasing access to homes affordable to people who live or work in West Yellowstone is a top priority of residents, local governments, businesses, and nonprofit partners, as evidenced by housing affordability and availability being the number one “Key Issue” in the 2017 Growth Plan Update and by the responses to the Community Priorities Survey. Of the 162 West Yellowstone Community Members surveyed, 92% disagreed (9.9%) or strongly disagreed (82.1%) that “people living and working in West Yellowstone had sufficient opportunities to access safe housing at a price people in my community can afford.” The Community Priorities Survey is discussed further in the planning process section.

As shown by the 2023 Housing Needs Assessment (HNA), the current market conditions do not provide enough opportunities for rent or ownership to meet current or future housing needs. While various factors impact a household’s ability to secure affordable, safe, and stable housing, affordability is relative to a household’s income. The 2023 HNA found the community’s least expensive market-rate rentals are unaffordable for nearly half of renting households and that even with a \$153,750 (20%) down payment and no additional debt, a household would need to earn over \$180,000 annually, about three and a half times the 2022 median income, to be able to afford the median home sales price of \$768,750 without being cost-burdened. The data contained in the HNA shows housing needs continue to increase along the housing continuum, causing more downward pressure on households with lower incomes. In a housing market with reduced options, the “rungs of the ladder” shown in the graphic below become further apart.



The 2023 HNA found that the median income of a household renting in West Yellowstone is approximately \$40,000, which translates to a maximum affordable rental payment of \$1,000. This is also the low end of the range for market rentals, which means that for half of households who rent and who earn wages below the median income, households are cost-burdened, overcrowded, or potentially both. West Yellowstone has approximately 65 renter households with annual incomes of less than \$21,350, while only 20 homes have rental subsidies attached to ensure monthly rent is affordable to households in this income range. Households earning above the median income may be able to afford a rental payment but may have trouble finding an available year-round rental. The table below, originally produced for the HNA shows a breakdown of household incomes, the amount of households in each category, and what housing payments are affordable. The table illustrates both the lack of affordable rentals for households below 100% area median income (AMI) as well as the large gap between affordable purchase prices and the median home price of \$768,750.

	Household Income	HUD AMI Range	Renting HHs	Owning HHs	Affordable Rent*	Affordable Purchase Price**	Availability
Households earning >80% AMI can afford market-rate rentals, but not necessarily ownership	\$88,906 or more	> 125%	16	99	\$2,223 or more	\$253,818 or more	market rentals, limited home ownership
	\$71,125 to \$88,906	100-125%	21	15	\$1,778 to \$2,223	\$203,055 to \$253,818	market rentals
	\$56,900 to \$71,125	80-100%	31	15	\$1,423 to \$1,778	\$162,464 to \$203,055	market rentals
Households earning <80% AMI are designated "low income" by HUD	\$35,600 to \$56,900	50-80%	37	44	\$890 to \$1,423	\$101,631 to \$162,464	rent-restricted, entry-level, and market-rate rentals
	\$21,350 to \$35,600	30-50%	26	16	\$533 to \$890	\$60,937 to \$101,631	eligible for housing-choice vouchers
	Less than \$21,350	< 30%	65	35	\$533 or less	\$60,937 or less	eligible for housing-choice vouchers
Data from 2021 ACS 5-Year, table B25118 and HUD's 2021 income limits.							
*No more than 30% of gross monthly income is spent on housing costs, including utilities.							
**Estimated using Calculator.net's house affordability calculator: https://www.calculator.net/house-affordability-calculator.html							
Estimate assumes a 5% down payment, 7.0% interest rate, 30 year term, and a conventional loan.							



The 2023 HNA also found that, while housing affordability is a challenge in West Yellowstone, housing availability is also a significant barrier. Decennial Census and American Community Survey data illuminate the dearth of affordable or unaffordable housing in West Yellowstone. Vacancy rates in West Yellowstone are near zero percent, which means losing housing can lead to a forced move outside of the town's boundaries. While Gallatin County and Montana were experiencing high population growth from 2010 to 2020, West Yellowstone's year-round population grew by only a single resident. Members of the community hypothesized this lack of growth was related to or directly caused by the lack of available housing. Many property managers reported having properties in their portfolio that were leased long-term during winter months but are unavailable during West Yellowstone's busy summer months.

West Yellowstone has two major challenges when considering its ability to increase housing supply, the first being the lack of available land and the second being moratoriums on new sewer connections, the latest of which has been in effect since 2022. The 80-acre expansion is addressing the land availability challenge, and the moratorium on sewer connections is expected to be lifted in the spring of 2026 upon completion of a new wastewater treatment facility.

Related to the challenge of year-round housing availability is the prevalence of unoccupied homes in West Yellowstone. According to the 2020 Census, 307 (36%) of the town's 849 homes are vacant. These vacancies represent both homes rented on the short-term rental market and homes for "seasonal, recreational, or occasional use."

Quantitative data indicates that the West Yellowstone housing stock is well matched to its resident's household sizes. However, interviews with community members conducted for the HNA indicated the quantitative data is likely skewed by the prevalence of smaller housing units owned by employers that do not make the housing available to the general population. This hypothesis is supported by Census data indicating a large degree of overcrowding of homes, with 19% of occupied homes experiencing crowding, which would be unlikely if household sizes were matched to housing unit size. For a more detailed snapshot of West Yellowstone's housing needs as of November 2023, please review the [2023 West Yellowstone Housing Needs Assessment \(HNA\)](#), also available in [Spanish](#).

PLANNING PROCESS

A draft of this strategy, supported by the 2023 HNA, was released to the public in July 2024.

-----place holder: narrative for public engagement on draft Local Housing Strategy-----

Community Priorities Survey

As a part of the process of developing this Local Housing Strategy, the WYF conducted a Community Priorities Survey during the 2023-2024 winter season to get information and perspectives from community members on local housing challenges and opportunities. The survey had several purposes. First and foremost, it gave the facilitators and eventual West Yellowstone Housing Working Group (HWG) members a feeling of how community members understood and were impacted by their housing experience in West Yellowstone. The survey also gave community members their first chance to participate in this process and was used to recruit community members to undergo the full planning process used to create the Local Housing Strategy. The survey was available for all community members online and was publicized at the post office, in person by community members, as well as online utilizing community Facebook groups “West Yellowstone Forum” and “West Yellowstone Public Voice (Forum).” The survey was completed by 162 unique individuals who self-identified as West Yellowstone community members. The results of this survey helped guide the entire planning process.

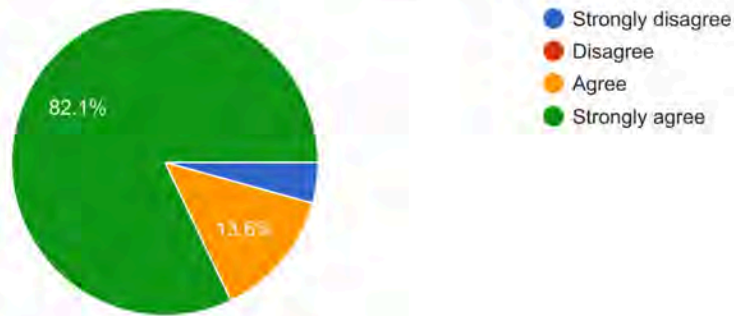
The community priorities survey asked:

- As a yes or no question, if the respondent thought there were sufficient opportunities to access safe housing at an affordable price?
- As a yes or no question, if the respondent thought West Yellowstone needed new and/or expanded solutions to address the availability of housing?
- With multiple-choice options, housing for which income ranges should be prioritized?
- As an open-ended response question, what groups or kinds of housing options should be prioritized?
- As an open-ended response question, when you imagine your community in 10 years, what are you most concerned about housing?
- As an open-ended response question, did the respondent have any helpful information the HWG should know while undergoing the planning process?
- Finally, as a yes or no question, was the respondent interested in serving on the HWG?

As shown by the graphs below, responses to the survey showed that the community overwhelmingly believes the lack of affordable housing is a critical need in West Yellowstone and that new and/or expanded solutions are needed to address the availability of affordable housing.

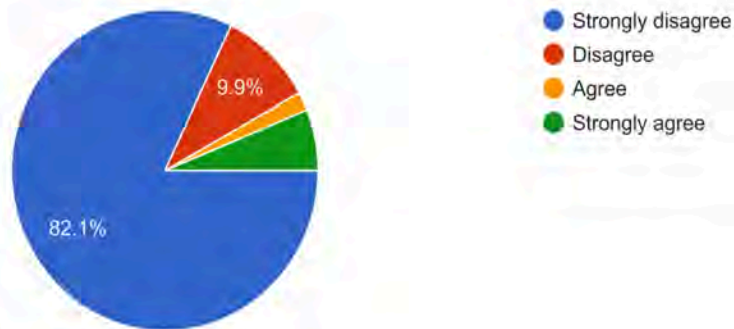
I believe that people living and working in West Yellowstone need new and/or expanded solutions to address the availability of housing that is affordable to local residents.

162 responses



I believe that people living and working in West Yellowstone have sufficient opportunities to access safe housing at a price people in my community can afford.

162 responses



The responses to the open-ended survey questions were diverse. The facilitation team identified several comments that we felt addressed perceived challenges, identified possible solutions, or created a call to action for members of the HWG. The quotes below do not necessarily reflect the opinions of the facilitators, the HWG, or the community as a whole but do represent the feelings of many community members.

“It took a long time to get to this poor position in both our community and our nation, and it's gonna take a long time to dig ourselves out of it.”

“[[I'm] concerned about housing for our professional/essential workforce for a healthy community (emergency responders, health care, government, nonprofit, education).”

“I think that housing should be addressed for more income [earning] employees, as well as affordable income for families and teachers.”

“My concern is that our community will keep losing young people, families, hard working and educated people that would like to live in West Yellowstone but cannot afford to.”

“This has been a problem in this community since I moved here 20 years ago. Other neighboring communities have surpassed us with addressing this issue, we need to be more proactive.”

“PLEASE build up our community. Help the people who live here. Make it easier for good people to live in our community. So many teachers leave the school because they do not have an affordable place to live, or a place to live at all. I am sure this is the case for other year round people as well.

“I'm a new transplant here, and my living here for about a year has taught me that the community is nothing but excellent, however we seem to be lacking enough housing for employees and workers, as well as locals in town. I don't consider it to be "affordable" in our current economy. I hope that changes within the next 10 years. I also feel there needs to be more options for lower-income folks.”

“The data shows that second homeowners maintaining a primary residence elsewhere far outnumber Short-Term-Rentals and nothing is in place to restrict or limit this type of growth. These ARE the people with the means to come buy market rate real-estate, thusly the most likely to do so. I see the value these wealthy people/families bring to town, but a healthy community needs a good portion of the working class to be home-OWNERS and the attractiveness of our area makes us extremely vulnerable to an imbalance if restrictions aren't put in place to limit an increase in the already astounding number of vacant homes”

“[[find] ways to keep [housing] affordable, not just for the first generation that buys it.”

“I am hoping we can get a plan set into place and get it rolling! I’ve been in this area for about six years now and there’s been a lot of talk about improving the housing situation here but I really haven’t seen any changes.”

“Having lived in West Yellowstone for almost 20 years, I can tell you, every month I worry I might lose my housing.”

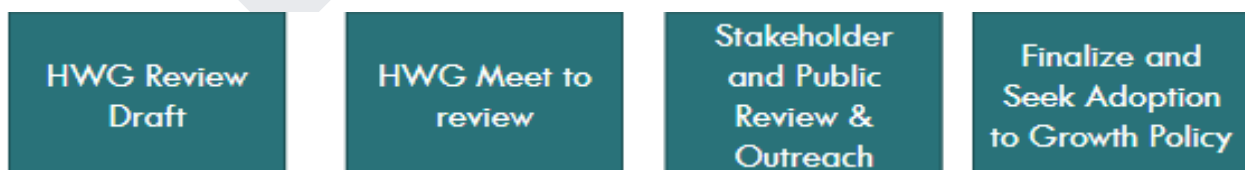
The West Yellowstone Housing Working Group

This strategy is an outcome of the work of the West Yellowstone HWG. WYF Executive Director Carrie Coan and HRDC staff selected eleven HWG members with varied complementary strengths, perspectives, diverse levels of community engagement, lived experience, community leadership, and perspectives on housing challenges in West Yellowstone. The eleven members included representatives from the Town Council, Town of West Yellowstone staff, local business owners, long-time locals, retired teachers, and a mix of homeowners and renters.

Beginning in February 2024, this group met monthly to identify key focus areas and preferred housing strategies that would best address the community’s unique housing challenges and opportunities. Each of the four sessions was well attended by members of the HWG and lasted two to two and a half hours. The meetings for the housing working group included the following focus and timelines.



HRDC Community Development staff led the housing working group meetings. Through this process, HRDC produced the draft Local Housing Strategy in June 2024. The steps below occurred from June 2024 to PLACEHOLDER.



Public Engagement on the Local Housing Strategy

-----PLACEHOLDER FOR PUBLIC ENGAGEMENT INFORMATION-----

The Local Housing Strategy and the Growth Policy

This process is consistent with the 2017 West Yellowstone Growth Policy Update goals. Tools that are prioritized in this strategy may also have been recommended by the 2017 Growth Policy Update but have not been implemented. Specifically, this process and this Local Housing Strategy are consistent with the West Yellowstone Growth Policy 2037 Vision and support the following goals from the adopted 2017 West Yellowstone Growth Policy Update:

“Though housing vacancies remain low, West Yellowstone residents can find high quality housing within their means and the Town’s seasonal workforce is provided suitable living arrangements.” West Yellowstone Growth Policy 2037 Vision - Page 4.

Goal 1: Increase Supply of Affordable and Workforce Housing

Goal 2: Mitigate the Adverse Impacts of Short-Term Commercial Rentals

Goal 3: Ensure Development of the 80 Acres Supports a High Quality of Life for Residents

Goal 4: Prioritize Residential Uses on the 80 Acres

Goal 5: Plan for the Future Needs of the Town of West Yellowstone

GUIDING PRINCIPLES

Housing working group members established a set of principles to guide the values and priorities of the Local Housing Strategy in the winter of 2024. The guiding principles that shaped our discussion and process are as follows:

Housing should be safe, clean, modern, secure, attainable, and dependable, with diverse housing options for the workforce and long-term residents.

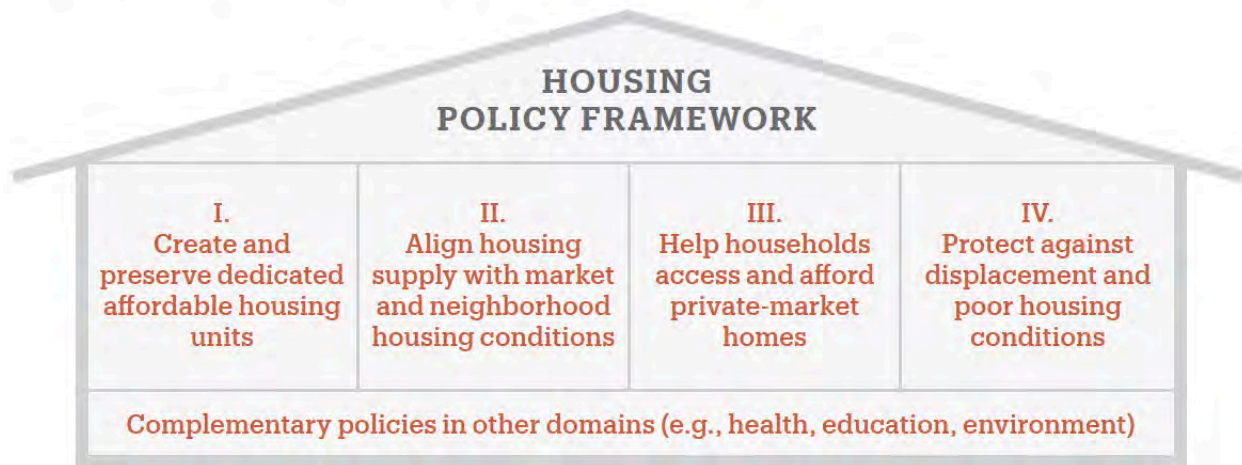
Affordability in existing housing should be encouraged, and the housing stock for folks who want to live and contribute in West Yellowstone should be expanded.

Community engagement, education, and buy-in are critical to changing the current housing momentum in West Yellowstone.

FRAMEWORK

This Local Housing Strategy aims to address challenges along the housing continuum with a balanced set of tools and strategies that are informed by community engagement, leverage local resources, and are appropriate to the needs of West Yellowstone and its residents. facilitators utilized tools from LocalHousingSolutions.org, a digital housing policy platform that assists communities in developing, implementing, and monitoring local housing solutions. We encourage anyone interested in learning more about the tools and framework to visit their [website](#). One of the tools facilitators utilized is the following framework for a balanced local housing strategy.

Identify policy tools to meet local needs



Local Housing Solutions

To enhance local affordability. To foster inclusive communities.

This section categorizes each priority tool, including those that are existing and available for future consideration, in the context of the localhousingsolutions.org balanced framework to show how a multi-pronged approach will address housing from all angles. Tools that are prioritized in this strategy are listed in bold. Tools that are not in bold were not selected for prioritization; each tool is still discussed in this document, though in less detail than the tools that were selected for prioritization.

GOAL: CREATE AND PRESERVE AFFORDABLE HOUSING

- **Dedicated Revenue Sources**
- Tax Increment Financing Districts
- Low-Income Housing Tax Credits

- Below Market Rate Financing of Affordable Housing
- **Use of Publicly Owned Property for Affordable Housing**
- **Community Land Trusts**
- **Deed restrictions**
- Limited Equity Cooperatives
- **Manufactured Housing**

GOAL: ALIGN HOUSING SUPPLY WITH MARKET AND NEIGHBORHOOD HOUSING CONDITIONS

- Reducing Accessory Dwelling Unit Development Barriers
- **Land banking**
- **Increased Residential Zoning**

GOAL: HELP HOUSEHOLDS ACCESS AND AFFORD PRIVATE MARKET HOMES

- Housing Choice Vouchers
- Rental Assistance Programs
- Down Payment Assistance
- Short-Term Rental Policies
- Low Income Home Energy Assistance Program

GOAL: PROTECT AGAINST DISPLACEMENT AND POOR HOUSING CONDITIONS

- Weatherization
- Rehabilitation and Safety Modifications

The HWG met four times, with additional time spent on research and review of materials outside of meetings. The first meeting focused on our collaborative process and creating the guiding principles. During the next three sessions, participants had opportunities to learn from housing policy experts about possible tools, best practices in comparable communities, share their priorities, and discuss West Yellowstone's unique challenges and opportunities related to the implementation of a Local Housing Strategy.

Housing tools were prioritized by a voting process of the HWG, with the resulting rankings representing housing working group preferences. While tools from all four goals were not chosen for prioritization, many of the unprioritized tools are already active in West Yellowstone, even if they could be expanded or utilized by more residents. For instance, this Local Housing Strategy does not prioritize increased Short-Term Rental policies. However, these policies already exist in much of West Yellowstone and are intended to be placed on housing development in the 80-acre expansion. Further, existing programs such as Weatherization are already available to qualifying residents.

PRIORITY TOOLS

This section will look at each of the seven tools recommended for prioritization by the HWG:

1. Community Land Trust
2. Deed Restrictions
3. Using Publicly-Owned Land for Affordable Housing
4. Manufactured Housing and Mobile Homes
5. Land Banking
6. Dedicated Funding Sources for Affordable Housing
7. Increased Residential Zoning

In this section, you will find a brief description of the tool, why it was prioritized, and some examples of other communities that have utilized the tool.

Each tool aims to increase access or availability for West Yellowstone residents to homes that they can afford. The proposed housing tools take into account the current priorities, community needs, and existing resources available to meet the housing needs of residents in West Yellowstone. Some of the tools are new strategies for the community, some of the tools are strategies that have been recommended in the past but have not yet been implemented, and others provide recommendations for altering or expanding existing programs or policies. The unique opportunity to influence the 80-acre expansion shaped the priority tools. It is recommended that West Yellowstone community leaders consider all available tools, though with a focus on the prioritized tools.

Community Land Trust (CLT)

What is this tool?

As an organization, CLTs preserve affordable homeownership through the use of a long-term ground lease. As a nonprofit steward of the land, the CLT will maintain ownership of the land beneath the home and sell the home for a reduced price to income-qualified homeowners. An annual appreciation cap, primary residence and owner occupancy requirements are typically part of the ground lease terms to maintain affordability for future buyers of CLT homes. CLTs provide an opportunity for residents to purchase below-market-rate homes and benefit from stable, affordable housing and equity building while preserving these opportunities in perpetuity.

Why was this tool prioritized?

The current for-sale market does not meet the needs of middle-income households who wish to own a home. CLTs can help provide a housing option between market-rate rentals and market-rate homes for sale. Utilizing CLTs creates permanently affordable ownership housing rather than creating a windfall for whoever is lucky enough to be the first owner. This tool aligns with the 2017 Growth Policy, which also recommended utilizing CLTs in Action 4.1.1.

Recommendations:

1. Set aside land in the 80-acre expansion dedicated to future CLT homes.
2. Educate community leaders and residents on the benefits and tradeoffs of owning a home in a CLT.
3. Seek out funding from public and private sources to help make homes affordable through CLTs.
4. Assist in the creation of CLT homes through a partnership with existing CLT stewards, such as Trust Montana or HRDC, or
5. Create a new CLT organization in West Yellowstone to help create and then steward CLT homes with technical assistance from Grounded Solutions, Trust Montana, and/or HRDC.

Examples:

- HRDC developed the 52-home [MeadowView Community](#) in partnership with the Big Sky Community Housing Trust, which now stewards the land trust homes. Construction was completed in 2021, with funding provided by the Big Sky Resort Tax Board and construction financing provided by First Security Bank.
- Trust Montana partnered with the Helena Area Habitat for Humanity and the Red Lodge Area Community Foundation to build permanently affordable homes utilizing the USDA Mutual Self-Help program in which future homeowners build their own homes with professional assistance.
- In partnership with the City of Livingston and utilizing various federal funding sources, HRDC developed CLT homes in Livingston. The 12 townhomes, completed in 1995, are permanently affordable to households earning at or below 80% AMI.
- “Since 2012, the [Northwest Montana Community Land Trust, Inc.](#) has helped 76 low- and moderate-income families purchase quality homes through a ground lease

mechanism that provides strong homeowner support and preserves the community's investment for future buyers.”

Expected Impact: Create and preserve homes for homeownership that are affordable to residents in perpetuity.

Impacted Players: Year-round households with middle incomes that prefer homeownership to renting and employers of moderate-income households that wish to retain higher-level employees in the community.

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Deed Restrictions

What is this tool?

Deed restrictions place conditions on the deed to a property, defining certain limits or acceptable uses. These conditions are also known as covenants and “run with the land,” which means that they bind current and future homeowners. Deed restrictions have been used by developers and condominium associations for years, typically limiting home size or aesthetic choices. Local governments and nonprofits have also adopted the tool as a method of preserving affordable homeownership or rentals. This requires action by the landowner, who places a deed restriction on their property that limits the property's uses in ways that support local housing goals. These limits may include requirements for the owner's occupation of a home, a prohibition on short-term rentals, occupation of the property by the local workers, and/or income restrictions for owners or renters. It is important to note the inherent tradeoff between the level of affordability and/or availability of a housing unit created by a deed restriction and the cost of obtaining or placing the deed restriction on the home. As the benefit of the restriction to the community is increased, the cost of the deed restriction is increased as well.

Why was this tool prioritized?

The current for-sale market does not meet the needs of moderate-income and middle-income households. Deed restrictions can help provide a housing option not currently available between rent-restricted rentals and market homes for sale. Deed restrictions can make rental and ownership homes permanently available at prices below market levels. A deed restriction program recommended by this strategy aims to preserve existing inventory for locals serving the community.

Recommendations:

1. Develop a deed restriction program in West Yellowstone. This process will require stakeholders to thoughtfully tailor what restrictions are placed on properties within municipal boundaries. This strategy recommends multiple types of restrictions, focusing on an occupancy requirement of somebody who earns their wages at either a business located within the municipal boundaries of West Yellowstone, or public entity that provides services to West Yellowstone residents.
2. Make deed restrictions available before land is sold in the 80-acre expansion to allow residents or developers to utilize cash or purchase price reductions as a “downpayment.”
3. Seek out funding from public and private sources to help make homes affordable through the use of deed restrictions.
4. To ensure deed restriction compliance, partner with a non-profit organization or assign stewardship duties to a Town of West Yellowstone employee.
5. Engage with existing deed restriction programs to better understand best practices and potential pitfalls associated with this housing tool, particularly the tradeoffs between the lower amount of subsidy required for a deed restriction compared to CLTs and the difference in home affordability. An excellent educational resource to guide this process can be found in Appendix C of the [McCall \(Idaho\) Area Local Housing Action Plan](#).

Examples:

- The [“Good Deeds Program”](#) by the Big Sky Community Housing Trust
- The [Vail InDeed](#) program in Vail, Colorado
- The [Whitefish Legacy Homes Program](#) in Whitefish, Montana
- The [Trailview Homes Development](#) in Whitefish, Montana

Expected Impact: Create and preserve homes for ownership and rent that are affordable to residents in perpetuity via a secondary ownership and rental market.

Impacted Players: Households with middle incomes seeking homeownership and households with moderate incomes seeking rentals at rates attainable to the local workforce.

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Using Publicly-Owned Land for Affordable Housing

What is this tool?

High land costs can make it difficult to create new affordable housing for low- or moderate-income households, particularly in high-value, amenity-rich locations like West Yellowstone. Local jurisdictions can help to overcome this obstacle by identifying public property that can be repurposed for residential use and making it available to developers who commit to creating and maintaining ongoing affordability. Development opportunities may be found on surplus or underutilized publicly-owned land through the redevelopment of vacant municipal buildings, on the same lot, or even within public buildings that are still actively used for other purposes. The property may be offered at fair market value, at a discount, or even at no cost.

Why was this tool prioritized?

By making publicly-owned land and buildings available for the development of affordable housing, public land-owning entities can help ensure an adequate supply of lower-cost homes in the area to offset high land costs and limited development opportunities.

Recommendations:

1. Capitalize on the opportunity provided by the 80-acre expansion by intentionally planning how the land can be leveraged for affordable housing.
2. Look for opportunities to utilize land owned by public entities for affordable housing; any development on publicly owned lands should strongly consider the utilization of additional affordable housing tools to ensure a public benefit of the land in the long term.
3. Prioritize infill development of Town of West Yellowstone-owned land located outside the 80-acre expansion, which can be utilized more quickly and cost-effectively.
4. Work with entities such as the school district and the United States Forest Service (USFS) to understand any development opportunities on public lands.

Examples:

- Dillion, CO, is developing affordable housing on land leased long-term from USFS
- Gallatin County is donating land for affordable housing in Bozeman, Montana
- Big Sky School District has built and is building additional teacher housing on its land.

Local Example: West Yellowstone School District developing a triplex on land purchased by the school district.

Expected Impact: Removing or reducing the impact of land prices on development will more easily achieve housing affordability.

Impacted Players: Builders, Developers, Public Entities, Potential Homeowners and Renters. The additional housing would have a community-wide impact, particularly if that housing were affordable.

Manufactured Housing and Mobile Homes

What is this tool?

Manufactured and mobile homes refer to a large trailer or transportable prefabricated structure that is situated in one particular place and used as a permanent living accommodation. In 1976, the HUD Manufactured Home Construction and Safety Standards were released, upgrading the standards and setting the foundation for the modern manufactured homes built today. This new set of design and construction standards greatly surpassed those that had been previously set for mobile homes. Changes included stricter frame requirements, insulation protection, plumbing and electrical, fire safety, and energy efficiency. This tool aims to create new manufactured homes in the 80-acre expansion and preserve existing mobile home communities.

Why was this tool prioritized?

This tool was prioritized for its ability to provide affordable housing in a relatively short amount of time. While owners of manufactured or mobile homes on rented lots may have affordable payments, they do not have the protections associated with owning their lot. Without protections such as the ROC program, deed restriction, or CLT, residents of manufactured home parks are vulnerable to price increases or displacement of the entire community for redevelopment. Manufactured housing is one of the last naturally occurring affordable housing, which meets a critical need for West Yellowstone residents. Many manufactured homes, either rented or owned, provide residents with homes they can afford. In West Yellowstone, manufactured or mobile homes account for 16.5% of the total housing stock. With a limited supply of homes available to residents with low incomes, preserving and stabilizing manufactured homes can ensure residents are able to stay in their homes.

Recommendation:

1. Set aside land in the 80-acre expansion for a manufactured housing community, utilizing a ROC, deed restriction, or CLT model to ensure the homes are protected and affordable in the long term.
2. Educate residents on the difference between mobile homes and manufactured homes, which are built to high-quality HUD standards
3. While it is understood West Yellowstone is currently undergoing a zoning review, the proposed zoning should consider allowing manufactured homes in all zoning designations that allow for single-family residences with no more onerous conditions than those placed on traditional detached single-family residences and ensure zoning definitions outline the differences between mobile homes and manufactured homes.
4. Work with NeighborWorks Montana to understand the opportunity to create a Resident-Owned Community in West Yellowstone.
5. The Town of West Yellowstone should consider adopting HB889, bipartisan legislation that was vetoed by the Governor. This legislation granted mobile/manufactured home residents additional rights and protections, such as guaranteeing them the option of signing one-year leases rather than month-to-month leases.

Examples:

- [Golden Age Village](#) in Emigrant, Montana
- [Stan's Garden](#) in Belgrade, Montana
- [View Vista](#) in Livingston, Montana
- [Sleeping Giant](#) in Livingston, Montana
- [Belgrade Trailer Court](#) in Bozeman, Montana

Expected Impact: Prevent displacement of low- to moderate-income households and provide a lower cost of home ownership opportunity.

Impacted Players: Low- to moderate-income households and employers of low- to moderate-wage workers.

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Land Banking

What is this tool?

Acquiring land, generally when land is inexpensive, or holding land for unspecified future community housing needs. Land can be donated, traded, or purchased.

Why was this tool prioritized?

Although today's needs are pressing, the community of West Yellowstone is expected to continue growing. HWG members expressed a desire to plan for future growth intentionally while recognizing that there is no way to predict the exact needs of the community in the future. This tool builds on the 2017 Growth Policy, which, in action 5.1.2, recommended setting aside land for future development and unforeseen needs such as a future school complex.

Recommendations:

1. Set land aside in the 80-acre expansion for future community housing needs.
2. Identify land owned by public entities such as the Town of West Yellowstone or the West Yellowstone School District, institutional owners, or private donors that can be deed-restricted for future use as community housing.
3. Increase local capacity on land banking by leveraging technical assistance resources from organizations such as the Center for Community Progress
4. Begin the work to understand what would be needed for West Yellowstone to annex additional land in the future.

Examples:

- The [Northside Neighborhood Initiative & Land Bank](#) in Chapel Hill, NC
- The [Missoula Redevelopment Agency](#), in concert with the City of Missoula, Montana

Expected Impact: Create future opportunities by having available land to respond to future circumstances and needs.

Impacted Players: Future generations of West Yellowstone residents.

Dedicated Funding Sources for Affordable Housing

What is this tool?

A dedicated revenue source for affordable housing provides an ongoing committed stream of funds. While the amount of funding raised by a dedicated revenue source can fluctuate from year to year, a dedicated source can help increase the total funding available for affordable housing and reduce the risk associated with housing development. Dedicated revenue sources can be bonded off, which gives the flexibility to access front-loaded funds that could be used to kick-start the development of the 80-acre expansion.

Why was this tool prioritized?

Affordable housing generally requires some form of subsidy. That subsidy can take the form of a grant, forgivable loan, or lower interest-rate financing. While the Town of West Yellowstone's funds are already committed to important uses, housing has become a critical need. The majority of the Town's funds come from resort taxes collected on non-luxury goods, which makes resort tax revenue the most likely source of dedicated funding for affordable housing. The funding for affordable housing could also come in the form of lost revenue to the Town resulting from land sold at reduced prices for affordable housing, particularly in the 80-acre expansion.

Recommendations:

1. The resort tax allocation process should consider additional funding for housing. This funding could take the form of investing in infrastructure that allows housing to be built at a lower cost.
2. Consider the price at which land for housing is sold in the 80-acre expansion, and reduce those prices for projects that provide permanently affordable housing to West Yellowstone's workforce.
3. Explore using bonding capacity to kick-start affordable housing development in the 80-acre expansion.
4. While the HWG chose not to endorse any new taxes or increases in current taxes at this time, continuing to research and understand the tax structure and any associated opportunities to dedicate a revenue stream should be considered.

Examples:

- Whitefish MT dedicates 10% of its resort tax revenue to affordable housing development, which is projected to raise 27 million over the next 20 years
- [Big Sky unofficially dedicates ~15% of its resort tax](#) revenue to housing-related programs
- Bozeman voters declined a 7 mill levy for affordable housing, but the [City typically contributes 8 mills annually](#) to a community housing fund, though the funds are not automatically dedicated.

Expected Impact: A dedicated revenue source lowers the risk of developing affordable housing in West Yellowstone by providing a stable, predictable source of funds to close the affordability gap in housing developments.

Impacted Players: Potential funds could be used to address a range of housing needs along the housing continuum. A dedicated source of funds would also reduce the risk to developers looking to add housing supply in West Yellowstone.

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Increased Residential Zoning

What is this tool?

Zoning codes and ordinances specify the usage permissible in each zoning district and provisions for building form, including size, scale, and location on a lot. In residential zones, these provisions generally limit residential density—that is, how many homes may be built in a given land area. Governments seeking to increase the overall housing supply may wish to revisit their zoning code to facilitate growth by identifying opportunities in existing areas to increase residential density and opening up areas where residential development has not previously been allowed.

Why was this tool prioritized?

Land in West Yellowstone is extremely limited, and the opportunities for future expansions are uncertain. Utilizing the existing land in the most efficient manner possible is critical to increasing the housing supply, especially including affordable housing. This tool aligns with the 2017 Growth Policy, which encouraged high residential densities in action 4.1.4.

Recommendations:

1. Zone the 80-acre addition intentionally with higher-density residential zoning designations.
2. Ensure zoning updates align with the Growth Policy by significantly reducing minimum lot sizes, increasing maximum lot area coverages, allowing for apartment buildings in residential zones, allowing manufactured housing in residential zones, and limiting the amount of land dedicated to detached single-family dwellings.
3. Regularly update residential zoning codes to align with market demands for housing.

Examples:

- The “[Home In Tacoma Project](#),”
- [SB323](#), which allows duplexes in all residential zones in Cities with 5,000 or more people
- The City of Livingston, which is currently undergoing zoning reform

Expected Impact: Increase the supply of homes and the diversity of housing type options.

Impacted Players: Builders, Developers, Homeowners and Renters. A community-wide impact would be expected from increasing the supply of homes.

ADDITIONAL TOOLS FOR FUTURE CONSIDERATION

The following table shows tools that have not been prioritized at this time but were discussed during the planning process with the HWG. These tools may be appropriate for another time or require a larger degree of capacity in the housing space than exists currently in West Yellowstone. Based on the democratic voting process of the HWG members, these tools have not been selected for prioritization at this time. The HWG members may have deprioritized these tools for many reasons, including but not limited to a lack of precedence in peer communities, barriers to implementation, limited perceived impact, or tools deemed less likely to be accepted by residents and/or Town leadership. The seven prioritized tools above prioritized utilization and thoughtful development of the 80-acre expansion. The HWG acknowledges there are strong tools that might fit West Yellowstone that are worth considering but have not been selected at this time. Housing working group members also expressed a strong interest in focusing on increasing the supply of permanently affordable housing.

Tool	Definition	Why wasn't it prioritized	Implementation	Impacted Players
Limited Equity Cooperatives (LEC)	LEC is a homeownership model in which residents or businesses purchase a share in a development (rather than an individual unit) and commit to resell their share at a price determined by formula—an arrangement that maintains affordability at purchase and over the long term. Cooperative members do not need to fund the projects themselves, and projects can still be financed in the traditional sense using this model.	The HWG felt LEC was not the best fit for West Yellowstone and believed CLTs and deed restrictions could achieve similar results without forcing businesses or individuals to cooperate on housing decisions.	Creating a Resident-Owned Community in the 80-acre expansion. Potential partners for this tool include HRDC, NeighborWorks Montana, and Montana Cooperative Development Center.	Businesses participating in a LEC for their employees and moderate-income potential homeowners.
Accessory Dwelling Units	ADUs are accessory apartments or	The HWG prioritized other	West Yellowstone could enact zoning	Homeowners, renters of a

(ADU)	secondary units that serve as additional living quarters on single-family lots independent of the primary dwelling unit. Due to their smaller size and location, ADUs have the potential to provide affordable homes to lower- and middle-income households while providing additional stability to existing homeowners.	tools they felt would provide affordable housing in larger numbers and focused recommendations on the 80-acre expansion. There were concerns related to additional water and sewer constraints if ADUs were placed in existing neighborhoods.	updates found in SB528 to reduce barriers to the creation of ADUs.	range of income levels, and visitors.
Housing Choice Vouchers	Housing Choice Vouchers, also known as Section 8 vouchers, are the federal government's largest program to assist low-income households in affording housing provided by the private market.	The program was not prioritized due to the long waitlist for vouchers, because vouchers do not provide additional housing, and due to the fact the program already exists.	HRDC administers the Housing Choice Voucher program in Gallatin County. Education surrounding the program and its benefits could stabilize housing for eligible West Yellowstone residents.	Low-income long-term renters
Rental Assistance Programs	Rental assistance programs tend to provide short-term assistance to individuals and families struggling to pay market rental rates.	Concerns related to the capacity to administer a rental assistance program and the short-term "bandaid" nature of these programs led to its not being prioritized in this strategy.	The Big Sky Community Housing Trust operates a rental assistance program called Rent Local. Whitefish recently started a rental assistance program. If a rental assistance program is seriously contemplated in West Yellowstone, those jurisdictions should be contacted for educational purposes.	Lower-income renters and employers of low-income employees.

<p>Short-Term Rental Policies</p>	<p>Local policies, tracking, and enforcement of agreed-upon standards and use for STRs. The state of Montana defines short-term rentals as lasting fewer than 30 consecutive days.</p>	<p>The HWG understood the zoning in the 80-acre expansion would include restrictions on STRs and felt the enforcement of existing policies are effectively policed.</p>	<p>It may be worth conducting an audit in the future to ensure compliance with existing restrictions and that all STRs are paying resort tax.</p>	<p>Tourism industries, renters, owners.</p>
<p>Weatherization and Low-Income Home Energy Assistance Program (LIHEAP)</p>	<p>Weatherization programs provide low-income families with home modifications that increase energy efficiency, reduce energy costs, and ensure their homes remain habitable throughout the year. LIHEAP assists eligible low-income households with their heating and cooling energy costs</p>	<p>Weatherization programs were viewed very positively but ultimately not prioritized over other tools that could supply West Yellowstone with a new supply of housing. Education surrounding the eligibility and availability of these programs should be considered, particularly going into the winter months.</p>	<p>HRDC administers the Weatherization and Low-Income Home Energy Assistance Program in Gallatin County. Education surrounding the programs and their benefits could stabilize housing for eligible West Yellowstone residents.</p>	<p>Low-income homeowners and renters</p>
<p>Rehabilitation Programs</p>	<p>Grants typically from the state or federal level to improve existing housing in need of repair serving low-income households. LIHTC rehabilitation loans can be used to update multifamily rental housing, while Community Development Block Grant (CDBG) programs focus on life and safety updates to both renter- and owner-occupied homes of low-income</p>	<p>The HWG felt these programs were too short-term of a solution and that there was likely no capacity in West Yellowstone to administer this type of program.</p>	<p>This tool should be reconsidered when West Yellowstone has additional capacity for housing programs. Individuals can apply to the Habitat for Humanities Home Preservation Program.</p>	<p>Low-income renters and homeowners living in homes in need of upkeep and repairs.</p>

	households.			
Low-Income Housing Tax Credits (LIHTC)	LIHTC is the largest federal subsidy program for the development of affordable rental housing through new construction and substantial rehabilitation. Generally allocated by state housing finance agencies, it subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants.	The HWG did not prioritize this tool due to the overall complexity of utilizing tax credits and because any access to the housing created by it would be limited to households of a certain income.	A second look at this tool should be considered. This is an important housing tool that comes with its own source of funding. Implementing LIHTC would likely require the Town to put out a Request for Proposal to find an experienced LIHTC developer, which would reduce the issues caused by the program's complexity. The Madison Apartments were developed with LIHTC, though the affordability period ends in 2025.	Low-income renters and employers of low-wage workers.
Tax Increment Financing (TIF)	TIF is a public financing method that diverts future property tax revenue increases from a defined area towards an economic development or public improvement project.	The HWG had concerns about utilizing a TIF district due to administration questions and concerns about lost revenue to the Town of West Yellowstone during the TIF's lifecycle.	This tool is best implemented before developing an area, such as the 80-acre expansion, and should be considered in the future before major development occurs.	Funding from a TIF district could be programmatically targeted at a wide range of housing developments or at the infrastructure that supports all housing.
Down Payment Assistance (DPA)	Down payments or second mortgages are used to purchase homes. They may be used for market-rate or homes priced below-market. Programs are typically income-limited relative	Due to federal and state program requirements limiting assistance to households under 80% AMI, the HWG felt there would not be many opportunities for	Education and outreach surrounding existing DPA programs should be considered. NeighborWorks Montana, MoFi, HRDC, and	Middle-income first-time home buyers and employers of middle-income households.

	<p>to the AMI. Federal and state funds are typically limited to households earning less than 80% AMI; private financing does not have to have the same restrictions.</p>	<p>households at those incomes to purchase housing. The HWG did not feel public funds were best utilized in a DPA program. If housing becomes more affordable in the future, these programs should be reconsidered.</p>	<p>Montana Housing operate current DPA programs, each with different requirements and limits.</p>	
<p>Below-Market Rate Financing of Affordable Housing</p>	<p>Below-market financing reduces the cost and risk of development. The reduced costs and risk allow the development to lower rents or for-sale prices while remaining economically viable. Funds can often be used again as the financing is repaid from prior loans.</p>	<p>This tool just missed the cutoff for prioritization. The HWG felt that education surrounding the tool would be critical to its success.</p>	<p>This tool should be given another look as opportunities arise or funds become available. A revolving loan fund would help fill gaps in affordable housing project financing while still earning interest for the fund. Existing sources of below-market financing include the Montana Coal Severance Tax Trust Fund, HUD Financing programs such as 221(d)(4) loans, and the Gallatin Impact Fund</p>	<p>Funds financing affordable housing at below-market rates could be programmatically targeted at whatever housing need the issuers felt was the most deserving.</p>

COMMUNITY PARTNERSHIP OPPORTUNITIES FOR IMPLEMENTATION

The Town of West Yellowstone does not have a dedicated housing department, and there are no organizations headquartered in West Yellowstone dedicated solely to housing programs or affordable housing development. While the strategy was designed with this constraint in mind, developing capacity and partnerships is critical to any successful housing solution. In addition to building local capacity, West Yellowstone should look to make new and further develop existing partnerships. Although these potential partnerships are listed in each priority tool section, the importance of strong partnerships is critical. The following is an alphabetized list of suggested organizations with relevant capacity, experience, and resources that may be able to support West Yellowstone in advancing the priority tools of this Local Housing Strategy.

The [Big Sky Community Housing Trust](#) was created under the umbrella of HRDC in response to a Housing Needs Assessment and Housing Action Plan created in a process very similar to the process that has led to this Local Housing Strategy. The BSCHT stewards a CLT, has partnered on the development of LIHTC units, operates a Rent Local program, and purchases deed restrictions from private individuals to create community housing. A partnership with BSCHT could include technical assistance on lessons learned from creating and operating the above programs, and other lessons learned operating housing programs in a resort environment similar to West Yellowstone.

[Family Promise of Gallatin Valley](#) is a non-profit organization working with the community to develop comprehensive and holistic solutions for families facing and/or experiencing homelessness. A partnership with Family Promise could include technical assistance in setting up a transitional housing program for families in West Yellowstone, or the utilization of their existing transitional and emergency shelter programs located in Bozeman.

The [Gallatin Association of Realtors](#) is a professional trade association whose members work in the real estate industry. The Gallatin Association of Realtors serves Beaverhead, Gallatin, Madison, Park, Sweetgrass, and Wheatland counties. They produce an annual Gallatin Valley Housing Report, which contains information on housing trends, prices, and potential housing inputs. A partnership with them could include greater utilization of their annual housing report, increased local knowledge of real estate trends and best practices, or partnership on their advocacy efforts.

[Gallatin County](#), through its elected officials is the next smallest form of government responsible for West Yellowstone citizens after the Town government. A partnership with the County could look like an increased presence at local government meetings, financial support in the form of grants or low interest loans, or assistance with administrative matters.

[Greater Gallatin United Way](#) works to respond to the community's most pressing needs. They empower donors, volunteers, businesses, governments, non-profits, and other community

groups to invest in neighbors to improve the quality of life for everyone in Gallatin, Madison, Meagher, and Park counties. A partnership with Greater Gallatin United Way could include financial assistance to meet residents of West Yellowstone's basic needs, including housing needs.

[Habitat for Humanity of Gallatin Valley](#) has partnered with many organizations, including the Big Sky School District and HRDC, to help build affordable housing. A partnership with Habitat for Humanity could include assistance in building housing, rehabilitating existing housing with their Home Preservation program and increased knowledge of Habitat homeownership programs.

[Housing Whitefish](#) and the [Whitefish Housing Authority](#) work together to create and preserve affordable housing, keep locals in the community, and provide general housing resources and information to the public. The Whitefish Housing Authority operates the area's Housing Choice Voucher program, and Housing Whitefish operates a newly created rental assistance program called the Whitefish Workforce Assistance Program. Partnerships with these entities could include educational materials on building local housing capacity and technical assistance on a variety of housing programs.

[HRDC](#) is a community action agency and community housing development organization that offers a wide range of services to residents of Gallatin, Park, and Meagher Counties. In addition to HRDC's CLT, HRDC partners on LIHTC development projects, provides property management services, administers the Housing Choice Voucher, Weatherization, and LIHEAP federal programs, and works to build local housing capacity. West Yellowstone has already partnered with HRDC on this Local Housing Strategy; future partnerships could include technical assistance on all aspects of affordable housing, increased education and utilization of existing federal programs, and partnerships on future affordable housing development.

[MoFi](#) provides financing and consulting services on affordable housing solutions, including Down Payment Assistance, Home Loan Repairs, and loans to help create Resident-Owned Communities. A partnership with MoFi could include MoFi as a financing partner for larger affordable housing projects or as a downpayment assistance to individual West Yellowstone residents looking to purchase a home.

The [Montana Cooperative Development Center](#) assists in the formation of new cooperatives, often at little or no cost to start-up cooperatives, in the areas of planning, implementation, fund development, and cooperative board development. They also offer additional services and consultations to help established cooperatives operate.

[Montana Housing at the Montana Department of Commerce](#) is the department tasked with administering federal affordable housing programs in Montana. In their own words: "Our professional and courteous staff work to create a variety of housing opportunities for Montanans by partnering with local organizations across the state and leveraging federal housing funds available to Montana. Montana Housing staff can assist with buying a home, down payment assistance, mortgage servicing, reverse annuity mortgages, rental housing assistance, and

multifamily rental development.” A partnership with Montana Housing could include utilization and technical assistance with any of the above programs, including developing affordable housing using LIHTCs.

[NeighborWorks Montana](#) is a non-profit organization that provides homeownership education and counseling services, lends for affordable housing financing gaps, and provides technical assistance to Resident-Owned Cooperatives. As a Community Development Financial Institution, NeighborWorks Montana offers financing to help housing developers complete their financing packages. A Partnership with NeighborWorks Montana could include utilizing the financing framework created by the Gallatin Impact fund for West Yellowstone to help finance affordable housing without having to administer the loans, technical assistance in the creation of a Resident-Owned Community in West Yellowstone, or greater utilization of their homeowner education programs.

The [Northern Rocky Mountain Economic Development District \(NRMEDD\)](#) is a private non-profit corporation created to support economic development in the counties of Park and Gallatin. NRMEDD offers economic and community development services, grant writing services and aims to support governments and citizens achieve their economic goals. A partnership with NRMEDD could include utilization of their services, including economic development, technical assistance for small businesses, and grant writing services.

The [Northwest Montana Community Land Trust Inc.](#) utilizes the CLT model in Flathead Valley. A partnership with it would include technical assistance but not necessarily stewardship of West Yellowstone housing.

The [One Valley Community Foundation](#) is a community foundation serving Gallatin County. One Valley has convened and supports the Regional Housing Coalition, of which West Yellowstone currently participates through the WYF, which aims to drive transformative change in the Gallatin County housing landscape. A more developed partnership with One Valley could include increased participation in the Regional Housing Coalition, financial support in the form of grants, or the connection to more resources known to One Valley.

[Prospera](#) a nonprofit organization working to advance and inspire diverse economies and resilient communities in southwest Montana. Prospera works with businesses on economic development and lending. A partnership with Prospera could include local West Yellowstone businesses working with Prospera to build or acquire housing for their employees.

[HRDC's Southwest Montana Community Housing Trust](#) utilizes the CLT model to maintain permanently affordable homes in Gallatin and Park Counties. In Gallatin County, HRDC stewards 20 detached single-family homes and 26 townhome-style units, and in Park County, HRDC stewards 12 townhome-style units. All of these homes are community assets that are affordable to current homeowners and will be affordable to future homeowners. A partnership with HRDC's Southwest Montana Community Housing Trust could include technical assistance or the full stewardship of West Yellowstone land and community housing units.

[Trust Montana](#) is a statewide CLT working to build permanently affordable agricultural properties, commercial spaces, and quality homes for Montanans. To achieve its goals, Trust Montana partners with developers, municipalities, homeowners, farmers, and Habitat for Humanity. A partnership with Trust Montana could include technical assistance on the CLT model or the full stewardship of West Yellowstone land and community housing units.

[The United States Forest Service](#) owns much of the land surrounding West Yellowstone. A potential partnership with the USFS could include potential future land purchases to expand the West Yellowstone Town boundaries or the [lease of underutilized administrative sites](#) within the current boundaries for housing. It may be too early to explore an additional land purchase or lease since the last purchase has not yet been developed; however, developing relationships could improve the ability to form a partnership in the future.

[Vail Indeed](#) is a deed restriction program that, due to its success, has inspired many similar programs in the Mountain West region, including the BSCHT's Good Deeds program. Recognizing a lack of available land on which to develop and the relative price to create versus preserve community housing, Vail Indeed purchases deed restrictions on existing homes in Vail to protect and preserve the Vail Community. A partnership with Vail Indeed would likely include technical assistance on a deed restriction program.

The [West Yellowstone Foundation](#) has a mission to strengthen the sense of community and to enhance the economic vitality of in West Yellowstone and Hebgen Lake Basin communities. The WYF played a critical role in the process that led to the creation of this document, and plays an active role in the Regional Housing Coalition. A partnership with the WYF could include more community building and convening of organizations in the housing space.

The [West Yellowstone Housing Coalition](#), established in 2019, is a group of 14 residents who meet bimonthly to discuss and act upon housing issues. This group is comprised of local and regional government staff/elected officials, nonprofits leaders, entrepreneurs, large employers and healthcare, emergency services and school district representatives. They work in collaboration with One Valley Community Foundation's Regional Housing Coalition and the West Yellowstone Housing Strategy Workgroup.

The [West Yellowstone School District](#) is the local school district of West Yellowstone. The district is already involved in housing solutions and has purchased land and is in the development process to create teacher housing. A further partnership with the school district might include additional development on district property, support for writing grant applications and housing units set aside for teachers.

This strategy has recommended these organizations as potential partners, experts, or housing program providers. Potential partners in solving housing challenges may also include for-profit organizations such as development companies, construction companies, local lenders and other

local employers. Additionally, non-profit developers, especially experienced affordable housing and LIHTC developers, can provide important expertise and capacity to West Yellowstone.

DRAFT

IMPLEMENTATION, MONITORING, and EVALUATION

The first step in implementing this strategy is to submit it for adoption as an amendment to the West Yellowstone Growth Policy by the West Yellowstone Town Council. As the leader in serving residents of West Yellowstone and community needs, the Town of West Yellowstone will play a pivotal role in the success of this plan through implementation, monitoring and evaluation of this Local Housing Strategy.

This strategy recognizes and takes into account that West Yellowstone is in the early stages of a community housing program. The need for increased capacity in the housing landscape could be filled in a variety of ways, including:

- Increased staffing or duties within the Town of West Yellowstone to manage and track implementation of local housing work
- An elevated role for community partnerships between existing nonprofit or coalitions working in tandem with the Town
- The creation of a new entity dedicated to housing

To ensure progress on this plan we recommend at a minimum a primary lead or co-leads be identified within the Town to ensure the priority tools related to the 80 acres expansion be carried forward. The strategies prioritized are intended to take advantage of the extraordinary and potentially unique opportunities created by the expansion of West Yellowstone and generally require a lower level of existing capacity to administer housing programs, though stewardship and compliance monitoring will still be necessary for successful implementation.

Progress on this plan could be tracked and communicated in a number of ways including progress reports to the Town Council, a local dashboard, or community status updates created and stewarded by a local nonprofit.

Examples of metrics to track the progress of this strategy could include:

- Total number of housing units dedicated to community needs broken out by rental, and ownership
- Amount of land reserved for affordable housing
- Total number of housing units created or preserved using the CLT model
- Total number of housing units created or preserved using deed restrictions
- Number of partnerships formed with housing organizations
- Average rent paid by full-time residents
- Population growth rate and the proportion of residents in various AMI ranges
- Rental vacancy rates
- Amount of resort tax funding used to subsidize housing
- Amount of manufactured or mobile homes added to the West Yellowstone housing stock
- Amount of increased residential zoning recommendations enacted

- Amount of land set aside for future development
- Amount of capacity for housing development and program administration created in West Yellowstone

Keeping the public informed and engaged with the Local Housing Strategy can ensure momentum is built and maintained, achievements are celebrated, and challenges are learned from. It is recommended that West Yellowstone establish a schedule to publicly review the progress of the Local Housing Strategy, as well as the Local Housing Strategy itself, in order to ensure the Local Housing Strategy is up to date with both economic and capacity conditions in West Yellowstone.

DRAFT

West Yellowstone, Montana

Housing Needs Assessment



November 2023

Produced by Human Resource Development Council of District IX (HRDC), on behalf of the West Yellowstone Community Foundation.

Authors: Katherine Daly, Lila Fleishman, and Carrie Coan

Photo credit: Kestrel Aerial Services



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Purpose of Housing Needs Assessment

The purpose of this housing needs assessment (HNA) is to help West Yellowstone residents and local leaders make thoughtful decisions about housing planning and policy that are informed by local population characteristics, such as household size, employment, and income, current market conditions, and perspectives from residents. These decisions are particularly consequential, given the limited available land for future development and pressing infrastructure demands.

Interest in and need for local solutions to the community's housing challenges are long standing. Open Window Consulting completed the Town of West Yellowstone Housing Market Data and Analysis report in 2015, generally finding that the community's housing affordability challenge is driven by the prevalence of low income households and complicated by seasonal swings in housing demand. Two years later, West Yellowstone's guiding document for future development, West Yellowstone, Montana Growth Policy Update 2017 (Growth Policy), identified housing affordability and availability as a "key issue" and sets a supporting goal of "increas[ing the] supply of affordable and workforce housing." Most recently, the West Yellowstone Housing Coalition set goals calling for an updated assessment of the community's current and future housing needs.

This HNA is intended to be a tool used to lead a future process to develop a local housing strategy. The strategy provides community members with the opportunity to review housing needs, prioritize needs, review successful strategies implemented by peer communities, select strategies for meeting community needs, develop an implementation strategy, assign roles and responsibilities, and create a mechanism for measuring progress toward identified desired outcomes.

The process for developing a local housing strategy will kick off during the winter of 2023-2024 through a series of events hosted by the West Yellowstone Foundation and HRDC. At these events, attendees will first have the opportunity to review the HNA and respond to its findings. Subsequent sessions will be held to prioritize needs, learn about successful housing strategies in other communities, and develop West Yellowstone's plan. Local government officials, WYHC members, community members, and other interested stakeholders will participate in the action planning process. Once a plan is developed, it will be presented to the Town of West Yellowstone for adoption and implementation.

Methodology

This assessment covers the incorporated area of the Town of West Yellowstone, Montana. The assessment team used mixed methods research approach, supplementing quantitative data collection and analysis with qualitative data. The insights and nuance shared via qualitative methods allowed for more accurate interpretation of quantitative data. This was particularly important for the analysis and interpretation of American Community Survey data, which

frequently exhibited high margins of error.

This needs assessment leverages available Federal demographic, housing, and labor data from the U.S. Decennial Census, American Community Survey, Bureau of Labor and Statistics, and the U.S. Department of Housing and Urban Development (HUD). Rental and ownership market data was collected from the Big Sky Country MLS, Realtor.com, AirBnB.com, and local real estate professionals. Supplemental information was collected from two Town of West Yellowstone adopted plans: *West Yellowstone, Montana Growth Policy Update 2017* and *80-Acre Expansion Report: Creating a Place for All*. HRDC staff interviewed and sought feedback from individuals working in local government, real estate, and the nonprofit sector, as well as local business owners.

Executive Summary

Stable population since 2010. Residents living in small households.

West Yellowstone had 1,272 residents in 2020, an insignificant increase from 2010. The lack of population growth in West Yellowstone may be related to the lack of housing availability. West Yellowstone’s average household size is about 2.3 people. However, the most common household size was one (39% of all households), followed by two-person households (27%).



One in three homes vacant; one in five for “seasonal, recreational, or occasional use”

In 2020, 36.2% of West Yellowstone’s 849 homes were vacant, far exceeding the share of vacant homes across the state (13%) and nation (9.7%). How homes are used in West Yellowstone likely contributes to this difference; 165 dwellings (19.4%) were identified as “for seasonal, recreational, or occasional use,” a significantly higher share than throughout the state (6.4%) and nation (3.1%). Correspondingly, AirBnB listed 144 short-term rentals within the Town of West Yellowstone as of August 2023.

Mix of home types, most of which were built after 1980 and are sized to accommodate smaller households.

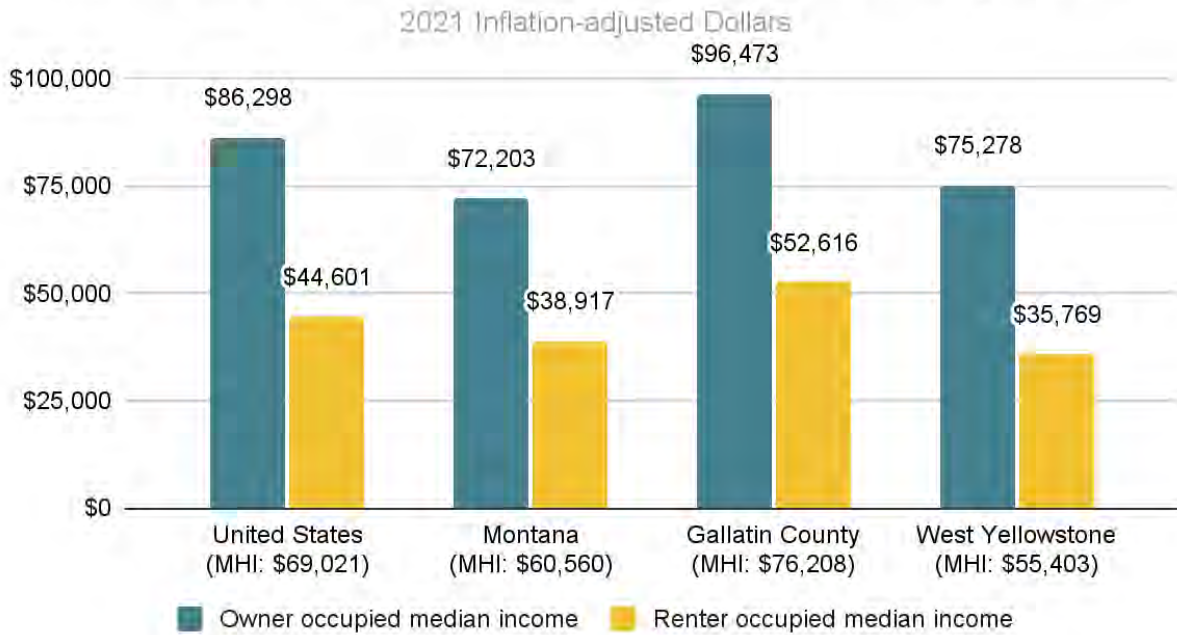
About 58% of the town’s homes were built since 1980, after local adoption of building codes and nationwide prohibitions on hazardous materials like asbestos. Detached, single-family homes were the most common type of home, making up 42% of the community’s housing stock. More than 20 mobile home communities comprise about one sixth (16.5%) of the housing stock.



Households with five or more people comprised more than 10% of all West Yellowstone households in 2020. Only about 1% of West Yellowstone’s homes had five or more bedrooms in 2021. The lack of housing built for larger households, as well as the seasonal influx of residents, could explain data that suggests that nearly one fifth (19.1%) of all occupied homes were experiencing some degree of crowding.

Median household income is lower than that of the nation, state, and county. Significant income disparity between homeowners and renters.

Median Household Income in the Past 12 Months by Tenure



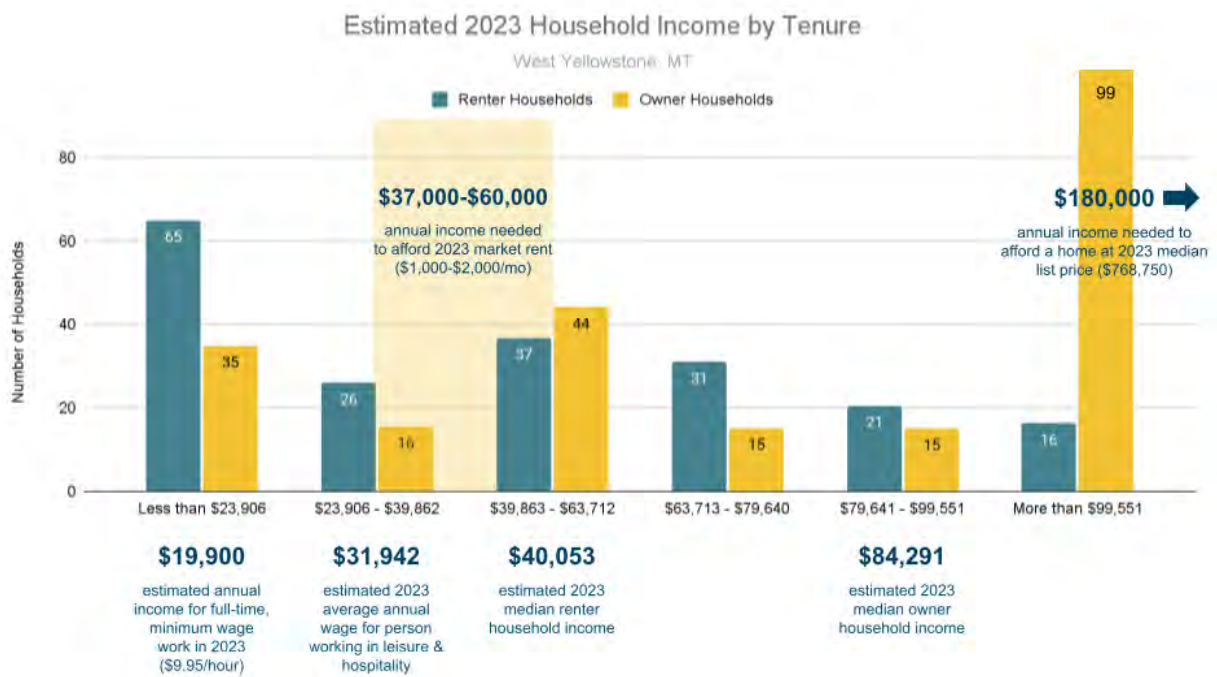
West Yellowstone’s median household income in 2021 was \$55,403, lower than the median in the state, the nation, and in Gallatin County. When the median household income is broken out according to tenure, a significant disparity between renters and owners is evident. The median income of renting households is less than half that of households who own their homes. This is particularly important given that nearly 2/3 of West Yellowstone households rent their homes.

Market-rate homes for rent or for sale are largely unaffordable to residents.

	Renter	Owner
Share of Occupied Homes in West Yellowstone	60.7%	39.3%
Share of Low, Very Low, and Extremely Low Income Households Among Renting & Owning Households	65%	42%
2023 Median Household Income (2021 income, adjusted for inflation)	\$40,052	\$84,291
Maximum Affordable Housing Cost for Median Income Household	\$1,001/mo rent without utilities	\$2,318/ mo mortgage + utilities
Approximate 2023 Monthly Market-Rate Housing Costs	\$1,000 - \$2,000 for rent and utilities	\$5,000 for mortgage

The community’s least expensive market-rate rentals are unaffordable for nearly half of renting households. About 65% of renting households are considered low, very low, or extremely low income, according to standards set by HUD (see Appendix B for more information on this). The community’s 59 affordable rental homes within the South Lake and Madison Apartments are potentially at risk of being transitioned out of the community’s stock of below-market rentals within the coming decade. All of these homes are currently intended to house families.

High sales prices, high interest rates, and low inventory keep homeownership out of reach for the majority of households. From August 2022 to August 2023 in West Yellowstone, median home sales price increased 2.6%, to \$768,750; the median length of a residential listing was 3 days; and 30-year mortgage rates increased more than 2%, from about 5.5% to about 7.8%.



Context: Development Challenges and Opportunities

Limited Development Capacity Requires Thoughtful Planning

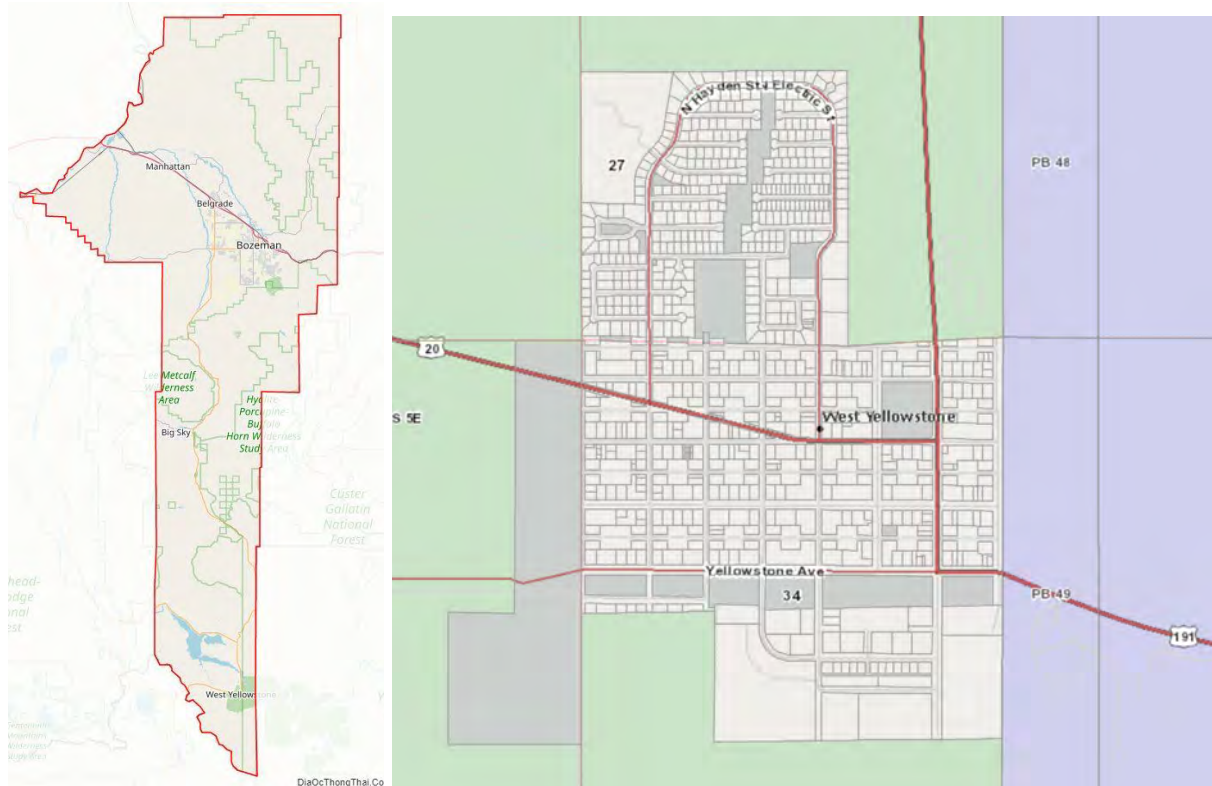


Figure 1. Map of Gallatin County depicting population centers and map of the Town of West Yellowstone. Sourced from: <https://diaochongthai.com/> and <https://ceic.mt.gov/People-and-Housing/index>.

The Town of West Yellowstone lies at the southern end of Gallatin County, Montana, in the southwest part of the state. The town's current boundaries encompass an area just under one square mile (0.91 square miles), with limited opportunities for outward expansion. Housing development is tightly constrained by both the amenities that drive the community's tourism- and recreation- based economy and the town's limited capacity of the community's water and sewer infrastructure.

West Yellowstone famously serves as the western gateway to Yellowstone National Park, whose protected habitat extends east of the town's aptly-named Boundary Street. All of the remaining land to the north, south, and west of West Yellowstone is part of the Custer Gallatin National Forest, and is therefore federally owned and managed by the United States Forest Service.

The Forest Service has limited authority to convey National Forest System lands. Under the Townsite Act of July 31, 1958, as amended by the Act of October 21, 1976, National Forest System lands needed by a community *may be sold for fair market value*, if those lands would serve community objectives that outweigh the public objectives and values of retaining the lands

in Federal ownership.

Opportunity: Undeveloped 80 Acres

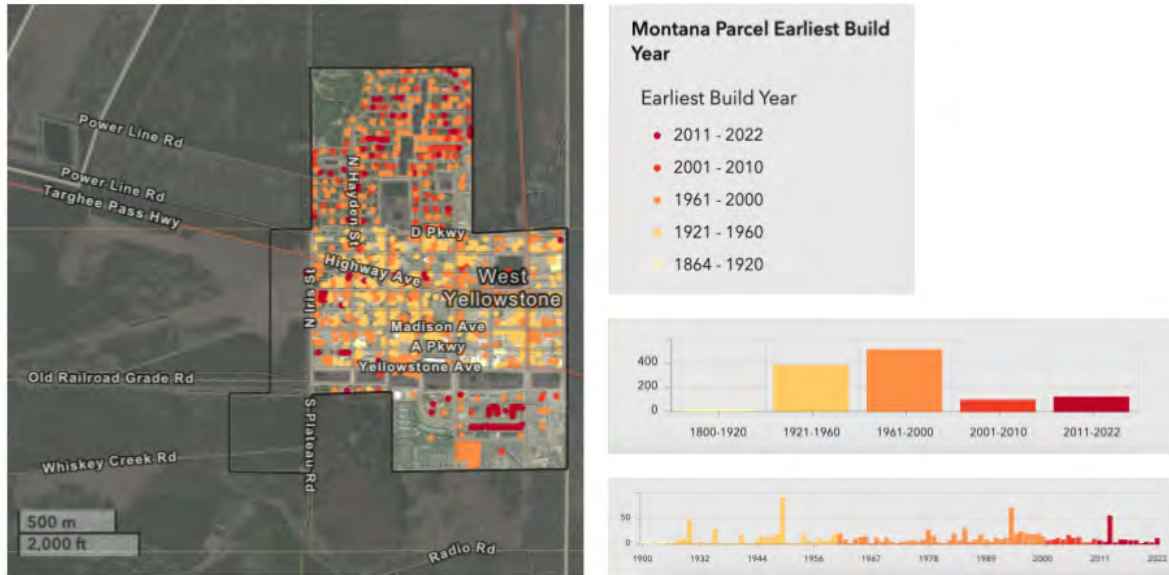


Figure 2. West Yellowstone parcels are categorized by earliest build year. Map and charts retrieved from the Montana Census and Economic Information Center via <https://ceic.mt.gov/People-and-Housing/Housing>.

The figure above depicts the earliest date that each parcel within West Yellowstone was developed, with one colored dot per parcel. Not only is the trajectory of the community's expansion visible in this figure, but the density of dots indicates that nearly all land within the municipal boundaries has been developed, a fact confirmed in the Growth Policy¹. The exception is an 80-acre parcel west of Iris Street, which the Town purchased from the Custer Gallatin National Forest in 2016. The sale of 80 acres to the Town of West Yellowstone was completed under Congressional legislation. The legislation provided for the sale of up to 80 acres to the Town, at fair market value for the purpose of the critical community infrastructure/development.

The Town annexed this land in 2021 and Think Tank Design Group produced a report the following year exploring development scenarios for the property that reflect the community's goals of "prioritizing residential use on the 80 acres, providing opportunities for strengthening a local, year-round economy, beautification, and planning for the future needs of the Town."² This

¹ Town of West Yellowstone. (2017). *West Yellowstone, Montana Growth Policy Update 2017*. West Yellowstone, Montana. <http://box2387.temp.domains/~townofwe/wp-content/uploads/2023/03/Adopted-West-Yellowstone-Growth-Policy-12-1-17.pdf>

² Think Tank Design Group. (2019). *80-Acre Expansion Report: Creating a Place for All*. West Yellowstone, Montana.

document was adopted by the Town Council in August of 2021 and will help guide the development of this parcel in the future. Recommendations specific to housing include:

- Create a request for proposals (RFP) for affordable housing developments.
- Amend the R4, R3, and M1 zoning districts to support the development of “more apartments and smaller or attainable dwellings.”
- Zoning portions of the property as R4, R3, or M1

The report also presents 12 strategies to encourage infill development, many of which could also contribute to the creation of housing. These include adopting flexible codes, offering density bonuses in infill locations, and exploring employer-assisted housing.

Challenge: Moratorium on New Sewer Connections & Uses

The community experiences rapid population growth—and corresponding increases in infrastructure demand—characteristic of an economy centered around summer tourism. The off-season population of about 1,200 balloons during summers, when the town hosts a high volume of daily visitors. Yellowstone National Park’s West Gate, which is only accessible via West Yellowstone, is the park’s busiest entrance. In June, July, and August of 2023, more than 140,000 vehicles per month traveled through the West Gate.³ Each of these visitors, West Yellowstone’s residents, and travelers moving through the region without visiting the park, all rely on the town’s wastewater treatment system.

After learning that the existing wastewater system had reached its capacity, the town council passed Resolution 774 prohibiting new connections or uses until additional capacity could be created. The resolution took effect May 18 2022 and was extended until the plant is operational, likely spring of 2026. The effect has been to stall a variety of new construction, including the creation of new homes.

West Yellowstone aims to increase its capacity by transitioning from wastewater lagoons to a mechanical plant. The Town has recently cleared two key hurdles in this process. The first was renegotiating a lease with the Montana Department of Transportation, which owns the land where the existing lagoons sit and where the proposed plant would be installed. The new lease was signed in May of 2023. The second hurdle was getting approval from the Montana Department of Environmental Quality for the plant. The agency is expected to complete its technical review and issue an approval in October of 2023.

Development Guidance from West Yellowstone’s Growth Policy

West Yellowstone’s Growth Policy acknowledges that the community’s geographic constraints contribute to challenges with housing affordability and availability. When combined with

³ Yellowstone National Park Report: Annual Traffic Counts by Month. 2023.
<https://irma.nps.gov/Stats/SSRSReports/Park%20Specific%20Reports/Park%20All%20Months?Park=YE>
[LL](#)

influences from the seasonal economy—including an influx of both summer workers and vacationing residents—those constraints elevate housing affordability and availability to one of the Growth Policy’s “key issues.” The only goal related to this issue is “increase supply of affordable and workforce housing,” which is supported by the following objectives and actions.

Objective 1.1: Support Non-Profit Efforts to Build Affordable Housing

- Action 1.1.1: Support the Human Resource Development Council’s (HRDC), and other non-profits, efforts to build affordable housing units.
- Action 1.1.2: Continue to work with Habitat for Humanity on constructing affordable housing.

To date, only one development project in West Yellowstone has come close to meeting this objective and its related actions. In 2016, HRDC purchased a 0.31-acre parcel on Washburn Circle in the Madison Addition. Three years later, the City of West Yellowstone approved HRDC’s conditional use permit to develop the parcel as a triplex, offering below-market homeownership opportunities through the community land trust model. HRDC deferred development of the project in 2020, after not receiving competitive bids; the subsequent attempt to bid the project in 2022 received no serious applications. In 2022, the West Yellowstone School District expressed interest in leading the development locally to provide rentals for teachers and staff. The following year, HRDC transferred the land and development plans at a below-market rate to the school district; the land came with a deed restriction to provide workforce housing needs to the community.

The School District’s project will consist of three townhomes, two with three bedrooms and one with two bedrooms. School district employees will have the right of first refusal to the rentals. Workers providing essential services to the community through jobs in law enforcement, fire, local government, and similar fields will have the opportunity to rent any unoccupied homes. Washburn Circle is slated to open September 1, 2024.

The Growth Policy notes that both recommended actions have been limited by moratoriums on new construction. Collaboration with non-profit partners will continue to be restricted until West Yellowstone is able to upgrade and expand its wastewater treatment system. Non-profit partners, like private developers, face challenges in developing in West Yellowstone due to land and workforce availability.

Objective 1.2: Increase Use of Assistance & Education Programs

- Action 1.2.1: Work with HRDC on transitioning low-income households to home ownership using down payment assistance.
- Action 1.2.2: Work with HRDC, lenders, and realtors on providing home buyer education classes.

Since 2017, HRDC has engaged 16 West Yellowstone residents in its homebuyer education program. Although many residents are eligible for down payment assistance, none to date have utilized the program. Future outreach and education efforts can focus on continued enrollment

of residents in the homebuyer education program and increasing participation in the down payment assistance program. Furthermore, consideration should be given to expanding access to resources available for renters and/or those that ease housing-related financial burdens, such as the Low Income Home Energy Assistance Program and HRDC's weatherization program.

Objective 1.3: Provide Incentives for Private Construction of Affordable Housing

- Action 1.3.1: Provide density bonuses for developers who agree to construct affordable housing units.
- Action 1.3.2: Waive sewer and water connection fees for developers who agree to construct affordable housing units.

Neither of the actions associated with this objective have been implemented. They can be realized via changes to the West Yellowstone's municipal ordinance.

Objective 1.4: Develop a Regulatory Approach to Constructing Affordable Housing

- Action 1.4.1: Require a minimum percentage of residential development to be affordable – inclusionary zoning.
- Action 1.4.2: Require new large-scale commercial developments to provide workforce housing for employees.

The Montana legislature banned inclusionary zoning in 2021 with the passage of [House Bill 259](#), so implementing Action 1.4.1 is currently prohibited. The bill does not explicitly prohibit the commercial linkage requirement proposed in Action 1.4.2, which has not yet been implemented. Questions remain whether commercial linkage regulations would conflict with the letter and/or spirit of House Bill 259. The Montana Department of Environmental Quality staff contact for the Governor's Housing Task Force recommended that officials representing the Town of West Yellowstone reach out to the bill's sponsor, Representative Sue Vinton, for clarification if they would like to implement this action.

Short-term commercial rentals are the other related key issue identified in West Yellowstone's Growth Policy. The goal for this topic is to "mitigate the adverse impacts of short-term commercial rentals," which is supported by the following two objectives:

- **Objective 2.1: Expand on Processes for Registering Short-Term Commercial Rentals**
 - Action 2.1.1: Require a short-term commercial rental application and fee.
 - Action 2.1.2: Require inspection by the fire department.
- **Objective 2.2: Regulate Short-Term Commercial Rentals Through Zoning**
 - Action 2.2.1: Do not allow short-term commercial rentals in residential districts.
 - Action 2.2.2: Allow short-term commercial rentals in certain commercial and mixed use zoning districts.
 - Action 2.2.3: Require short-term commercial rentals to provide off street parking through zoning.

The Montana legislature has not yet limited the ability of local governments to regulate short-term rentals through zoning, nor are there any prohibitions on requirements for applications, fees, and inspections. All of the supporting administrative and regulatory actions listed below have been implemented by the Town of West Yellowstone.

It is worth noting that the current moratorium on new sewer connections and uses prohibits both the construction of new short-term rentals and the transitioning of a long-term rental to a short-term rental, in the case that the transition would increase the property's single-family equivalent wastewater demand.

Development Considerations from Growth Policy: Subarctic Climate & Wildfire Risk

West Yellowstone's high elevation of 6,664 feet above sea level contributes to a subarctic climate characterized by cold, snowy winters and short, mild summers.⁴ From December through March, average low temperatures have historically remained below 10°F and average annual snowfall has exceeded 160 inches.⁵ Because of the location's extremes in temperature and precipitation, consideration should be given to insulation, air sealing, snow loading, and snow storage during design and construction of new homes or rehabilitation of existing homes. The Growth Policy also notes that winter accessibility, particularly for pedestrians, is an ongoing challenge.

West Yellowstone is identified in the Gallatin County Fire Community Fire Protection Plan as situated within the wildland urban interface (WUI), due to the fact that the town is surrounded by lodgepole pine forest. WUIs are areas where there is a "risk to life, property, and infrastructure in the event of wildfires," so the Growth Policy has a corresponding goal to "Protect Lives and Property from Wildfire." To meet this goal, the Growth Policy identifies two actions: "wildland fuels treatment around the town's borders" in conjunction with the Custer-Gallatin National Forest and the adoption and implementation of "fire protection and defensible space guidelines and/or regulations." Consideration should be given to neighborhood emergency access and egress, water supply for firefighting, defensible space, ignition-resistant materials, and other guidelines identified by the National Fire Protection Association during the design and construction of new homes and communities and the rehabilitation of existing homes.

⁴ Town of West Yellowstone. (2017). *West Yellowstone, Montana Growth Policy Update 2017*. West Yellowstone, Montana. <http://box2387.temp.domains/~townofwe/wp-content/uploads/2023/03/Adopted-West-Yellowstone-Growth-Policy-12-1-17.pdf>

⁵ Western Regional Climate Center. *Period of Record Monthly Climate Summary: 1/2/1924 to 2/26/2004*. Reno, Nevada. <https://wrcc.dri.edu/cgi-bin/cliMAIN.pl?mtwesy>

Demographic Profile

Population Characteristics

Stable Population in the Last Decade

The US Census Bureau counted 1,272 West Yellowstone residents in 2020, an insignificant increase from the 1,271 residents counted during the 2010 Census.⁶ West Yellowstone’s stable population during this period diverges from the broader pattern taking place across Gallatin County, which grew nearly 33% during the same period. In contrast, the state of Montana’s population grew about 9.6%, a rate that exceeds but is closer to the nation’s overall population growth rate of about 7% from 2010-2020. The ability of West Yellowstone to grow its stable year-round population may be constrained by the lack of housing. A population trend unique to West Yellowstone and similar high amenity towns that cannot be easily captured is the seasonal fluctuation in the number of people that reside in town during peak season. This demographic includes: “snowbirds,” Visa workers from around the world, and seasonal workers who move each season for the available work. There is a significant increase in the number of people who call West Yellowstone home during the summer season that are not counted as year-round residents by the US Census.

Growing Shares of Younger and Older Residents

	Median Age		% Under 18		% 65 and Older	
	2010	2020	2010	2020	2010	2020
West Yellowstone	39.0	38.2	20.9	22.7	8.4	13.8
Montana	39.8	40.5	22.6	21.6	14.8	19.9
United States	37.2	38.8	24.3	22.1	13.0	16.8

Table 1. Sources: 2020 and 2010 Census, Tables DP1, P1, P3, P12, and PCT12.

At the time of the 2020 Census, West Yellowstone’s median age of 38.2⁷ was younger than both the national median of 38.8 years and the state median of 40.5. The community’s comparatively low share of residents ages 65 and older (13.8%) contributes to this difference, although that proportion has grown considerably—more than 5%—over the last decade. The share of residents under 18 has also grown during this period to 22.7%, slightly exceeding state and national levels. Overall, West Yellowstone has seen an increase in community members who are more

⁶ The Decennial Census is the most accurate data source for a community of West Yellowstone’s size. All 2020 and 2010 Census population estimates retrieved from Table P1 via <https://data.census.gov/>.

⁷ The 2021 ACS estimate for West Yellowstone’s median age is 34.8, suggesting that the community may be growing younger. However, the estimate’s margin of error (± 4.6 years) exceeds 10% of the estimate and is broad enough to include the 2020 Census median age.

likely to experience transportation- and mobility-related barriers. Accessibility should therefore be a primary consideration in the design and siting of new homes.

More Racially Diverse than Montana Overall

Although West Yellowstone has significantly less racial diversity than the United States, it is more diverse than Montana in some respects.⁸ About 76% of residents identify solely as white, which puts its share of that group between the nation's (62% white) and the state's (85% white). A little more than 10% of residents identify as multiracial (ancestry including two or more races), the same rate at which people identify as multiracial nationwide and greater than the 6.6% who do so in Montana. Residents that identify as Hispanic or Latino (of any race) represented 21% of the population. Residents identifying solely as Asian (1.57%), Black and African American (1.1%), American Indian and Alaska Native (0.31%), or Native Hawaiian and Other Pacific Islander (0.08%), together only comprise about 3% of West Yellowstone's population. The remaining 11% of residents identified as belonging solely to a different racial group.

Researchers have determined that racial and ethnic disparities in housing can be connected to our nation's history of discriminatory laws, policies, and practices and "are perpetuated by a mix of government policies, economic factors, and individual prejudices and preferences."⁹ These disparities can manifest in many ways. For example, people of color are disproportionately likely to reside in substandard quality housing, bear unaffordable housing costs, and lack access to wealth-building opportunities, such as home loans, compared to their white counterparts.¹⁰ These or other disparities may exist in West Yellowstone. However, information on affordability, rates of homeownership, and segregation for the community's racial and ethnic groups was either unavailable or unreliable due to high margins of error. Community input and data collection will be required to determine the type and extent of local racial and ethnic housing disparities.

⁸ U.S. Census Bureau, 2020 Decennial Census, table P1

⁹ O. Minott and A. Winkler, Bipartisan Policy Center, "Understanding and Addressing Racial and Ethnic Disparities In Housing," December 2021. Retrieved from: https://bipartisanpolicy.org/download/?file=/wp-content/uploads/2021/12/BPC_Racial-Disparities-Brief_RV_2-3.pdf

¹⁰ Opportunity Starts at Home, "Racial Equity Fact Sheet," 2020. Retrieved from: <https://www.opportunityhome.org/wp-content/uploads/2020/10/Final-Racial-Equity-Page-Fact-Sheet.pdf>

Housing Occupancy and Household Characteristics

More than 1/3 of Homes Unoccupied; One in Five Homes for Seasonal, Recreational or Occasional Use

The 2020 Census counted 849 housing units in West Yellowstone.¹¹ More than one third of all housing units were vacant¹² (307 units or 36.2%) at that time, which far exceeded the proportion of vacant homes across the state (13%) and nation (9.7%). How homes are used in West Yellowstone likely contributes to this difference. Nearly one in five of all of the community's homes (165 units, 19.4%) were identified as "for seasonal, recreational, or occasional use," a significantly higher share than throughout the state (6.4%) and nation (3.1%).¹³ While Census Bureau sample data is collected each month, as part of the American Community Survey, to control for seasonal variation, West Yellowstone's severe seasonality may cause an overestimation of rental vacancies due to the Census definition of "vacancy." Based on this definition in the available data, a housing unit that is occupied at the time of the survey entirely by people who will be there for less than three months is included in the estimated number of vacant units, although the unit may not be empty or shuttered.

Majority of Occupied Homes Inhabited by Renters

Renters inhabited the majority of occupied homes (329 units of a total 542, or 60.7%) as of the 2020 Census, rather than the property owners (213 units, 39.3%).¹⁴ These percentages are flipped at the state and national levels, with only 32.7% of Montanans and 36.9% of Americans renting their homes.

One- and Two-Person Households Living With and Without Relatives

At the time of the 2020 Census, the town's approximately 1,272 residents lived in 542 households, which were almost equally split between those composed of "family" members (287), people related by birth, marriage, or adoption, and "nonfamily" members (255), those living alone or with unrelated people.¹⁵ Regardless of household composition, the most common household sizes were one or two people, which made up 39% and 27% of all households, respectively. The average household size is about 2.3 people.

¹¹The U.S. Census Bureau defines a housing unit as "a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters." 2021 ACS 5-Year data from table DP04 estimates the number of housing units at 831, suggesting that the community has lost housing units. However, the estimate's margin of error (± 108 units) exceeds 10% of the estimate and is broad enough to include the 2020 Census count.

¹² The US Census Bureau considers a housing unit to be vacant if no one is living in it at the time of the interview, unless its occupants are only temporarily absent. In addition, a vacant unit may be one which is entirely occupied by persons who have a usual residence elsewhere.

¹³ 2020 Census, table DP1 <https://data.census.gov/>

¹⁴ 2020 Census, table DP1 <https://data.census.gov/>

¹⁵ 2020 Decennial Census, table PCT7 <https://data.census.gov/>

For those in family configurations, two-person households predominate (116 households or 40% of family households), followed by households composed of four people (62 households; 22% of family households) and three people (51 households; 18% of family households). Those in nonfamily configurations overwhelmingly are living alone (211 households or 83% of nonfamily households), followed by two-person households (33 households; 13% of nonfamily households).¹⁶

Low Share of Households That Include Someone with Disabilities

The estimated share of West Yellowstone households with at least one member who has a disability was 9.3% in 2021, significantly lower than those rates throughout the state (26.8%) and nation (26.9%)¹⁷.

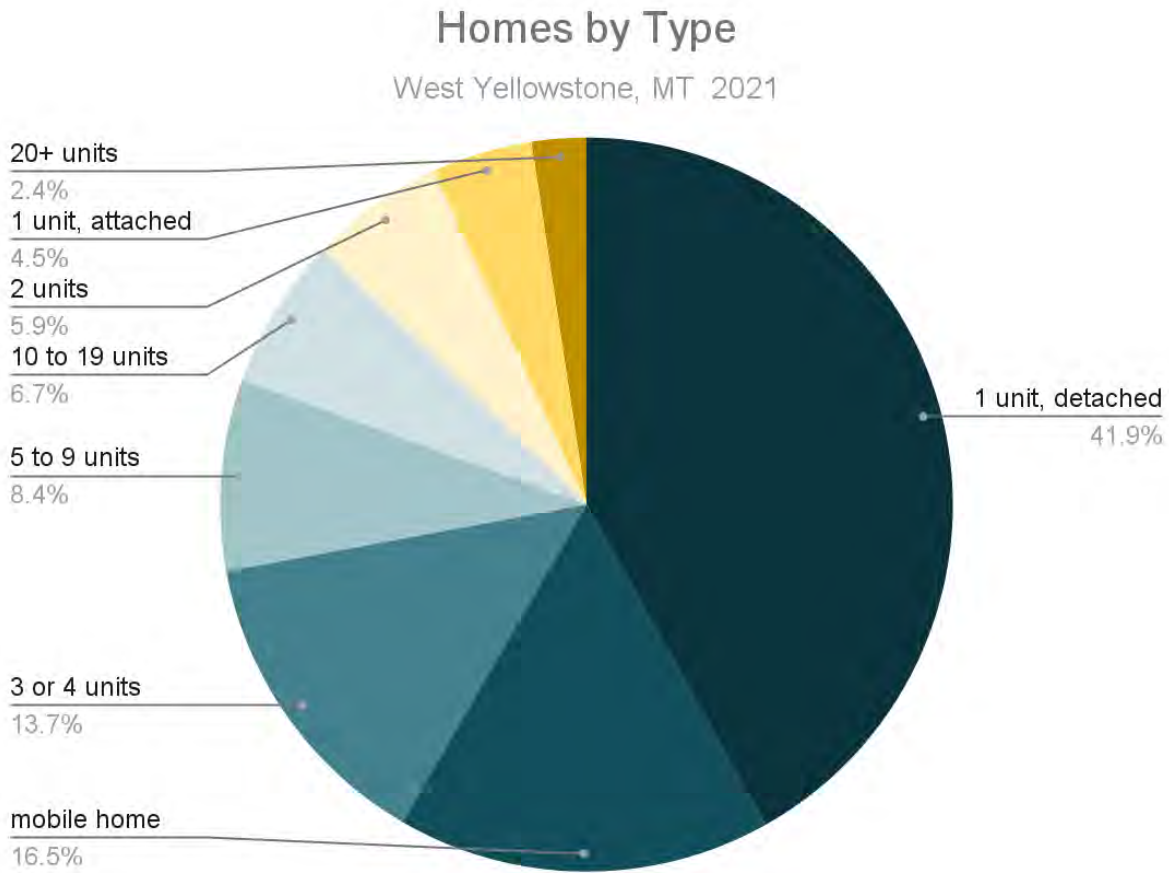
¹⁶ 2020 Decennial Census, table PCT7 <https://data.census.gov/>

¹⁷ ACS 2021 5-Year, table B22010

Housing Profile

Housing Characteristics and Conditions

Diverse Housing Stock Includes Medium-Density Multifamily Dwellings and Mobile Homes

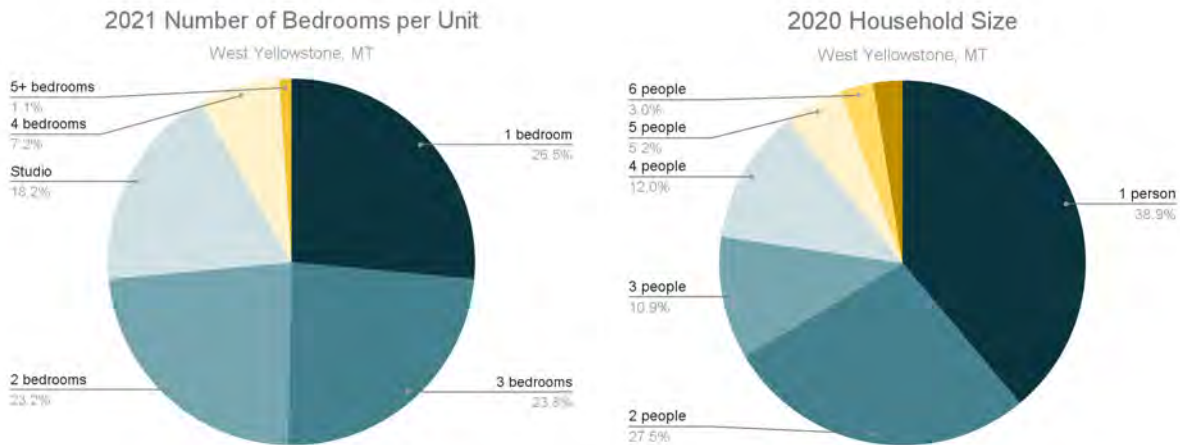


West Yellowstone differs considerably from other places in the composition of its housing stock. Less than half are estimated to be single-family dwellings, about a quarter are medium-density, multi-family dwellings (those with 3-9 units), and about a sixth are mobile homes. Single-family, detached homes are the most common housing type in West Yellowstone, comprising an estimated 42% of the town's housing stock.¹⁸ This share of single-family residences is remarkably low, compared to both Gallatin County (approximately 62%, which mirrors the nation) and the state (71%). The Montana Department of Commerce Census and Economic Information Center has identified more than 20 mobile home communities within West

¹⁸ 2021 ACS 5-Year, table DP04

Yellowstone.¹⁹ Correspondingly, mobile homes are the next most common housing type (16.5%), followed by multi-family dwellings containing 3 or 4 units (13.7%) and 5 to 9 units (8.4%).

Homes Sized for Smaller Households



According to the available data, West Yellowstone’s housing stock appears to meet the needs of most of its residents in terms of bedrooms to household size. However, despite Census numbers that represent there is a large housing stock related to population, many units are held by private business owners for seasonal needs and unavailable for year-round residents. It is unique in offering nearly equal shares of one-, two-, and three-bedroom homes—each of which comprises about a quarter of all dwellings—along with a comparatively high share of studio-style homes (e.g., those without a dedicated bedroom).²⁰ This differs from a pattern seen across Gallatin County, the state, and the nation, where there are significantly fewer one-bedroom and studio homes, and significantly more three-bedroom homes.²¹

The community’s high share of studio and one-bedroom homes (about 44%) corresponds with its high share of single-person households (39%), indicating that the existing housing stock is likely meeting the needs of those living in the most common household size. This also appears to be true in terms of the number of actual homes. The approximately 211 one-person households have an estimated 371 studio and one-bedroom homes (± 155 homes) to choose from.

The community’s next most common household size is two, a group that represents a 28% share of all households. This group also appears to be fairly well served in terms of space, with access to one-bedroom homes and two-bedroom homes making up about 23% of all dwellings.

¹⁹ Retrieved from <https://mtdoc.maps.arcgis.com/apps/instant/basic/index.html?appid=f218ae41c0654cb49398f272e466e8d8&locale=en-US>

²⁰ 2020 Census, table PCT7 and 2021 ACS 5-Year, table DPO4

²¹ 2021 ACS 1-Year, table DP04

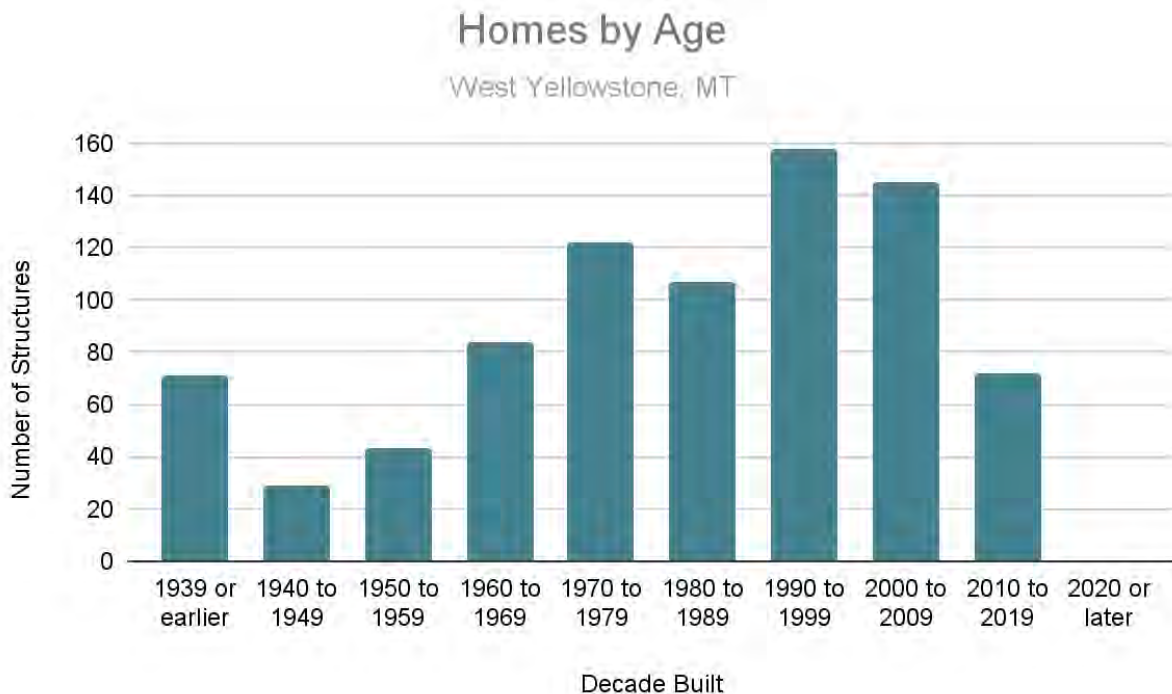
Barring financial constraints, the existing housing stock appears to provide two-person households opportunities to filter both into smaller or larger dwellings without putting excessive pressure on smaller and larger households. Continued development of two-bedroom dwellings will help ensure this balance is maintained.

Households with five or more people appear to be under-served by West Yellowstone's current housing stock. These larger households comprised more than 10% of all households in 2020, but only an estimated 1.1% of homes had five or more bedrooms in 2021. Households of this size were all families; homes built to meet the needs of this group should be designed for people of all ages.

The lack of housing stock built to accommodate larger households could explain 2021 ACS data that suggests that nearly one fifth (19.1%) of all occupied homes were experiencing some degree of crowding²². An estimated 12.9% of all occupied homes were crowded, while an additional 6.2% were severely crowded. Initial conversations with community members suggest employer-linked housing, as well as the influx of seasonal residents, is potentially a source of crowding. These conversations suggest much of the crowding occurs in the smaller studio and 1-bedroom units. Additional research, including continued discussions with community members, will be necessary to determine the true extent of and factors that lead to crowding in West Yellowstone.

²² ACS 2021 5-Year, DP04. HUD and the U.S. Census consider a home crowded if there is more than one person per room, and severely crowded if more than 1.5 people share a room (excluding kitchens and bathrooms).

Majority of Homes Built Since 1980



West Yellowstone experienced three waves of development. The first occurred prior to 1939, when the town was becoming established as a hub for visitors accessing Yellowstone National Park via its western entrance. A second wave of homes was built following the incorporation of the town in the mid 1960s. Community members report that the town’s streets were paved and two subdivisions—the Madison and the Grizzly Additions—were platted in the late 1980s and early 1990s, ushering in the last significant phase of development. A third of the community’s homes were built during this 20-year period from 1990 to 2009. West Yellowstone’s home construction slowed in the decade following the 2008 Great Recession. More recent home construction has been prevented by two moratoriums: a 2017 moratorium on new buildings due to insufficient water supply and the 2022 moratorium on new sewer connections and uses discussed earlier in this report.

A key takeaway from West Yellowstone’s development history is that its housing stock is relatively new, with the majority of homes (58%) built since 1980.²³ These homes are less likely to have been constructed or renovated with hazardous materials, like asbestos and lead, and would have been subject to building codes, which the town implemented in 1984. Local building codes are now updated regularly via administrative action; the Town currently relies on the 2021 International Building Code.

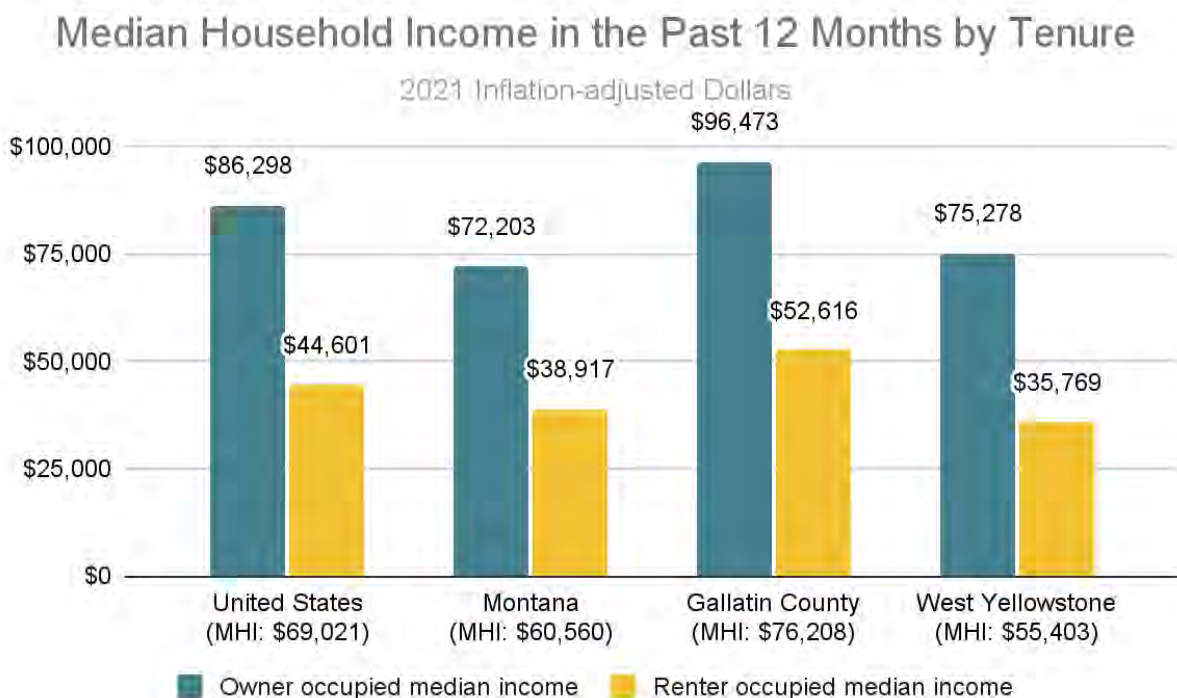
This is evident in a few measures of quality of local housing stock. All occupied homes were

²³ 2021 ACS 5-Year, table DP04

estimated to include complete kitchen and plumbing facilities in 2021²⁴. Still, there remains an estimated 8.5% of homes built prior to 1939 that will very likely require some repair, restoration, or modernization. Furthermore, it is possible that homes built within the last 40 years have not been adequately maintained. Additional research into the condition of local housing stock will be required to determine the need for rehabilitation and weatherization programs.

Income and Employment

Low Median Income and Significant Income Disparity Between Renters and Owners



The median household income in West Yellowstone was estimated at \$55,403 for 2021. This figure is significantly lower than the estimated median household incomes in Gallatin County (\$76,208) and the nation (\$69,012), although it was somewhat closer to the state’s (\$60,560).²⁵ Despite its divergence in terms of the total amount of household income, West Yellowstone exhibits a pattern of income disparity evident at all other geographic levels: renting households have significantly lower incomes than their home owning counterparts. This inequality is particularly acute in West Yellowstone, where the estimated median income for households living in homes they own (\$75,278) is more than twice the estimated median income of those who are renting their homes (\$35,769).

²⁴ 2021 ACS 5-Year, table DP04

²⁵ U.S. Census Bureau, 2021 ACS 5-Year, table B25119

Household Income Sources

Household Income Sources, West Yellowstone, 2021*

Labor earnings ²⁶	93.3%
Interest, dividends, or net rental income ²⁷	37.6%
Social Security ²⁸	18.3%
Retirement income ²⁹	12.6%
Cash public assistance or SNAP ³⁰	8.8%
Supplemental Security Income ³¹	0%

* Total will exceed 100% due to households with multiple income sources

Nearly all households in West Yellowstone are estimated to receive labor earnings, which includes self-employment income and wages or a salary paid by an employer. The community has a significantly higher share of households that are actively earning income than those across the state (76.1%) and nation (77.8%). However, its proportion is slightly closer to that of Gallatin County (85.4%).

More than one third of households in West Yellowstone received “passive” income in 2021, that is income from interest, dividends, or rentals. Again, the community’s share of households who receive this type of income is significantly higher than throughout the state (27.3%) and nation (20.2%), but is more closely aligned with Gallatin County (32.6%).

Relatively low shares of West Yellowstone households received Social Security payments (18.3%) and retirement income (12.6%) in 2021, when compared to other localities. This makes sense, given the community’s relatively low proportion of residents ages 65 and older. About 9% of West Yellowstone’s residents are estimated to receive cash public assistance or the supplemental nutrition assistance program.

²⁶ 2021 ACS 5-Year, table B19051

²⁷ 2021 ACS 5-Year, table B19054

²⁸ 2021 ACS 5-Year, table B19055

²⁹ 2021 ACS 5-Year, table B19059

³⁰ 2021 ACS 5-Year, table B19058

³¹ 2021 ACS 5-Year, table B19056

2021 Employment and Average Annual Wage by Sector

Sector	West Yellowstone Share of Jobs ³²	Gallatin County Average Annual Wages ³³
Leisure and Hospitality	47.7%	\$28,526
Retail Trade	21.2%	\$41,235
Construction	5.9%	\$65,210
Other Services (except public administration)	4.7%	\$42,066
Transportation and Warehousing, and Utilities	3.9%	\$47,785
Agriculture, Forestry, Fishing and Hunting, and Mining	3.7%	\$54,829
Public Administration	3.3%	data unavailable
Educational Services, and Health Care and Social Assistance	3.1%	\$52,049
Wholesale Trade	1.8%	\$74,719
Information	1.8%	\$150,715
Armed Forces	1.6%	data unavailable
Finance and Insurance, Real Estate and Rental and Leasing	1.0%	\$86,773
Manufacturing	0.3%	\$56,957

West Yellowstone’s reliance on tourism is evident in the overwhelming share of jobs—estimated at nearly 70%—in related industries. Workers are most commonly employed in leisure and hospitality (47.7%), which includes arts, entertainment, and recreation and accommodation and food services, followed by retail (21.2%). None of the remaining employment sectors are estimated to provide more than 6% of the community’s jobs.

Average annual wages in both leisure and hospitality (\$28,526) and retail (\$41,235) fell well below the estimated 2021 median income for a household in West Yellowstone of \$55,403; the median income for renters (\$35,769) was close to the average of these two wages. Based on these wages, someone working in leisure and hospitality would be able to afford no more than \$785 in monthly housing costs, while a retail worker would be able to afford no more than \$1,134. When considering these costs, it is important to remember that 39% of West Yellowstone households live alone, so their housing budgets are not augmented by the incomes of other householders.

³² 2021 ACS 5-Year, table B08126

³³ 2021 Bureau of Labor Statistics, Annual Averages, Quarterly Census of Employment and Wages

Housing Needs and Market Conditions

Affordability

Housing affordability is based on the ability to pay, which is a function of costs and income. A common convention is that rental housing is affordable when a household spends no more than 30% of its gross monthly income on housing costs, or no more than 33% including utilities. This report considers renter households paying more than these percentages to be cost burdened. This report adopts an affordability standard of 33% of income for homeowners as the percentage of income toward principal, interest, taxes, and insurance. The figure for homeowners does not count utilities since owners are building equity in their homes.

The level of demand for affordable housing is complicated by the significant but unquantified seasonality of the population and employment in West Yellowstone. Because Census Bureau data is seasonally adjusted, it will not fully capture the peaks and troughs in housing occupancy. However, this seasonality is a known fact and is driven by seasonal tourism, which is the cornerstone of the local economy. Assessing the supply of rental housing is complicated significantly by the legacy of various ad hoc solutions used by employers and employees. It has become common for employers to provide housing for some of their employees, and this housing is provided in a number of different ways – “free” housing that is offset by lower wages or deducted from wages; housing reserved for employees and offered at a significantly discounted rent; housing reserved for employees and offered at rents approximating the market; and mobile home or RV sites offered free, at a reduced rate, or at a market rate.

Rental and Ownership Affordability and Availability for Two-Person Households 2021 West Yellowstone, MT

	Household Income	HUD AMI Range*	Renting HHs	Owning HHs	Affordable Rent*	Affordable Purchase Price*	Availability
Households earning >80% AMI can afford market-rate rentals, but not necessarily ownership	\$88,906 or more	> 125%	16	99	\$2,223 or more	\$231,341 or more	market rentals, limited home ownership
	\$71,125 to \$88,906	100-125%	21	15	\$1,778 to \$2,223	\$185,074 to \$231,341	market rentals
	\$56,900 to \$71,125	80-100%	31	15	\$1,423 to \$1,778	\$148,059 to \$185,074	market rentals
Households earning <80% AMI are designated "low income" by HUD	\$35,600 to \$56,900	50-80%	37	44	\$890 to \$1,423	\$92,634 to \$148,059	rent-restricted, entry-level, and market-rate rentals

	\$21,350 to \$35,600	30-50%	26	16	\$533 to \$890	\$55,555 to \$92,634	eligible for housing-choice vouchers
	Less than \$21,350	< 30%	65	35	\$533 or less	\$55,555 or less	eligible for housing-choice vouchers

Data from: 2021 ACS 5-Year, table B25118 and HUD's 2021 income limits.

See Appendix B for a discussion of HUD income limits.

*No more than 30% of gross monthly income is spent on housing costs, including utilities.

*Estimated using Calculator.net's house affordability calculator: <https://www.calculator.net/house-affordability-calculator.html>

Estimate assumes a 5% down payment, 7.9% interest rate, and a conventional loan.

Homes to Rent

More than 60% of occupied homes in West Yellowstone are rentals, totaling 329 units. The rental market is dominated by local employers and a handful of property management companies; the assessment team spoke with local employers who manage tens of the community's long-term rentals. For a person seeking housing in the area, working with employers, word-of-mouth, or posting requests on one of two community Facebook pages are the primary strategies for securing a rental home. Employer-sponsored rental housing ranges from tiny homes and RVs to dormitories and converted motels. When someone is unable to find housing through these channels, community members report that they seek housing outside in the municipality, either in the resort communities around Hebgen Lake or in neighboring Idaho. Some travel from as far as Island Park, Idaho, which is nearly 30 miles away. When these efforts are unsuccessful, plans to move to the community are scrapped and current residents depart. As one person put it, "You can't be homeless in this town. There's nowhere for [people without housing] to lay their heads."

Market Rate Rentals

Most market-rate rentals in the area range from \$1,000 for one-bedroom homes with utilities included to around \$2,000 for four-bedroom homes. These homes are affordable to households earning between \$37,000 and \$60,000 annually. The median 2023 rental income in West Yellowstone is \$40,052³⁴, which means that half of the community's renting households earn less than that figure. These households are likely to be burdened with unaffordable housing costs, unless they are able to access either informal or formal subsidized housing described in the following section.

For households earning more than \$60,000 annually, affordability is less of an issue than availability and supply. Vacancy rates for long-term rentals within town are near zero, and

³⁴ Based on ACS 2021 estimate of median renter income, adjusted for inflation using the Bureau of Labor Statistics' CPI Inflation Calculator

available homes are quickly rented. Furthermore, some homes are rented long-term only during the winter, either for the entire season or on a monthly basis, reflecting the economic incentives available to those who rent their homes on a short-term basis to visitors.

Below Market Rentals

Limited options exist for low-income renters in West Yellowstone. HUD defines “low income” as 80% of median household income for the area and “very low income” as 50% of median family income for the area. See Appendix B for a more in-depth discussion of HUD’s income limits.

The ACS estimates median monthly housing cost for renters in West Yellowstone at \$641. This figure is significantly below the market rates reported by locals and evident from active listings. In interviews, local business owners and rental property managers describe either entirely paying for or heavily subsidizing rent for their employees, which could help explain the ACS’s low median monthly rental housing cost estimate. Employer-linked housing is often subsidized by the employer to their employee, however is not freely available to year-round residents like traditional below-market rentals.

Two types of affordable rental units have legal limits on rent prices: subsidized and rent-restricted housing. Subsidized rentals provide housing at monthly rent adjusted to 30% of the income of the qualified tenant. The funding sources used to construct these types of developments are no longer available, so no new subsidized rentals can be built. Rent-restricted housing is priced to be affordable to an income target, but is not adjusted for the tenant. Limited funding is available for these types of projects.

According to the National Housing Preservation Database, there are 59 rent-restricted or subsidized rental homes in West Yellowstone, all of which are aimed at housing families. Both properties are privately owned and are potentially at risk of being transitioned out of the community’s stock of below-market rentals within the coming decade.

- South Lake Apartments have 20 subsidized rental homes (12 one-bedroom and 8 two-bedroom) whose affordability is preserved through April 16, 2033.
- The Madison Apartments is listed as having 39 rent-restricted rental homes (14 one-bedroom and 25 two-bedroom) whose affordability is preserved through January 23, 2025.

Short-Term Rentals

Short-term rentals in Montana are defined as lasting fewer than 30 consecutive days. Short-term rentals are required to register with the Montana Department of Revenue and are subject to lodging, bed and resort taxes.

AirBnB listed 144 short-term rentals within the Town of West Yellowstone as of August 2023. This corresponds with findings from the 2020 Census that nearly one in five of all of the community’s homes (165 units) were identified as “for seasonal, recreational, or occasional use.

Style and cost of accommodations ranged from a yurt available for \$1,512 per month to a handful of condos, cabins, and townhomes for about \$14,500 a month.

Homes to Own

Market Rate

According to Andie Withner of Montana Territorial Land Company, for sale home prices have been increasing and began to accelerate over the last three years, as more people sought vacation properties in West Yellowstone and nearby communities around Hebgen Lake. Ms. Withner provided data from the Big Sky Country MLS system via Domus Analytics, which does not include any transactions made outside of the MLS. The data include only residential listings and sales, not vacant land listings, commercial listings, or raw land with a structure. Residential listings include single-family homes, townhomes, condominiums, and manufactured homes that are de-titled. Active and pending listings are properties currently for sale or under contract to be sold.

This data reveals a market with limited inventory and high prices. Within the Town of West Yellowstone from August 2022 to August 2023:

- Home values appreciated more than 10%.
- Median sales price increased 2.6%, to \$768,750.
- The median length of a residential listing was 3 days.
- 11 homes were listed for sale.
- Month's supply of inventory increased from 0 to 4.98³⁵.

Rising interest rates pose further challenges to potential home owners. Monthly payments on home purchased for the median list price of \$768,750 are estimated to exceed \$5,000 with a 30-year fixed-rate mortgage at 7.63%³⁶. A prospective buyer would need to earn more than \$180,000 annually for those payments to be affordable, more than double the estimated 2023 median owner household income of \$84,291³⁷. Furthermore, they would have needed more than \$150,000 available for a down payment to avoid additional cost of mortgage insurance.

³⁵ Typically, a six-month supply of inventory indicates a healthy housing market that is neither skewed towards buyers nor sellers. Ms. Withner considers the 4.98-month inventory estimate to overstate the availability of homes within West Yellowstone. She estimates less than a 4-month supply.

³⁶ Estimate provided by Zillow's mortgage calculator. <https://www.zillow.com/mortgage-calculator/>

³⁷ 2021 ACS estimate adjusted for inflation using the Bureau of Labor Statistics CPI Inflation Calculator

Appendix A: Glossary

Affordable housing or "homes residents can afford"	Affordable housing is relative to household income. This assessment uses the standard of the monthly housing costs being equal to or less than 30% of gross household income (before taxes) for renters and less than 33% including utilities. For owners, payments for PITI (principal, interest, taxes, and insurance) should not exceed 33%.
American Community Survey (ACS)	The ACS is part of the Decennial Census Program of the US Census. The survey was fully implemented in 2005, replacing the decennial Census long-form, and has been administered annually since. Typically, ACS data for localities represent the aggregate results of five years of responses; for example, the 2021 ACS cited in this report reflects data collected between 2017 and 2021. Because it is based on a sample of responses, its use in smaller areas (under 65,000 persons) is best suited for monitoring general changes over time rather than for precise estimates due to margins of error.
Area median income (AMI)	The AMI is the midpoint of a region's income distribution, meaning that half of the households in a region earn more than the median and half earn less.
Community land trust (CLT)	CLT is a community-based organization established to serve as the long-term steward of the land and to protect long-term affordability and access to housing for the community.
Cost burdened	When housing costs exceed 30% of a household's gross (pretax) income. Housing costs include rent or mortgage and may or may not include utilities, homeowner association fees, transportation, or other necessary costs depending upon its application.
Housing choice voucher	The housing choice voucher program is the federal government's largest rental assistance program for assisting very low-income families, the elderly, and people with disabilities to afford decent, safe, and sanitary housing in the private market. Since housing assistance through the housing choice voucher program is provided on behalf of a family or

individual directly to the owner of a rental unit of their choice, participants can find their own housing, including single-family homes, townhouses, and apartments.

Low-Income Housing Tax Credit (LIHTC)

The LIHTC is the largest federal subsidy program for the development of affordable rental housing through new construction and substantial rehabilitation. Generally allocated by state housing finance agencies, it subsidizes the acquisition, construction, and rehabilitation of affordable rental housing for low- and moderate-income tenants.

Market rate

Housing with no restrictions; property owners or sellers are free to set prices.

Rent restricted housing

A low or moderate-income housing that rents below market to households earning a certain percentage of the area median income.

Resident-owned cooperative (ROC)

In resident-owned manufactured home cooperatives, the lot rent goes to the resident cooperative and is managed to meet community needs and maintain affordability. NeighborWorks Montana provides the ROC program as part of the ROC USA® Network, which includes over 250 cooperatives across the nation.

Short-term rental

Short-term rentals in Montana are defined as lasting fewer than 30 consecutive days.

Subsidized housing

A low-income housing unit where a qualified tenant pays a fixed share of their income toward rent.

Temporary vs. chronic homelessness

Homelessness refers to an individual or family that is living in a space not meant for human habitation or an emergency shelter. Chronic homelessness refers to an individual or family that has experienced homelessness for at least 12 months or has experienced homelessness four times or more in the previous three-year period.

Vacant

Vacant units include housing units with no one living in them at the time of the Census unless its occupants are only temporarily absent. This assessment uses Census data, which counts a home as vacant if occupied by a visitor who does not live in the home, including vacation rentals. New construction that is not yet occupied will also be included in the Census count of vacant homes.

Appendix B: HUD Income Limits

Income Distribution and HUD Household Income Limits

HUD FY 2023 Income Limits Summary for Gallatin County, MT³⁸

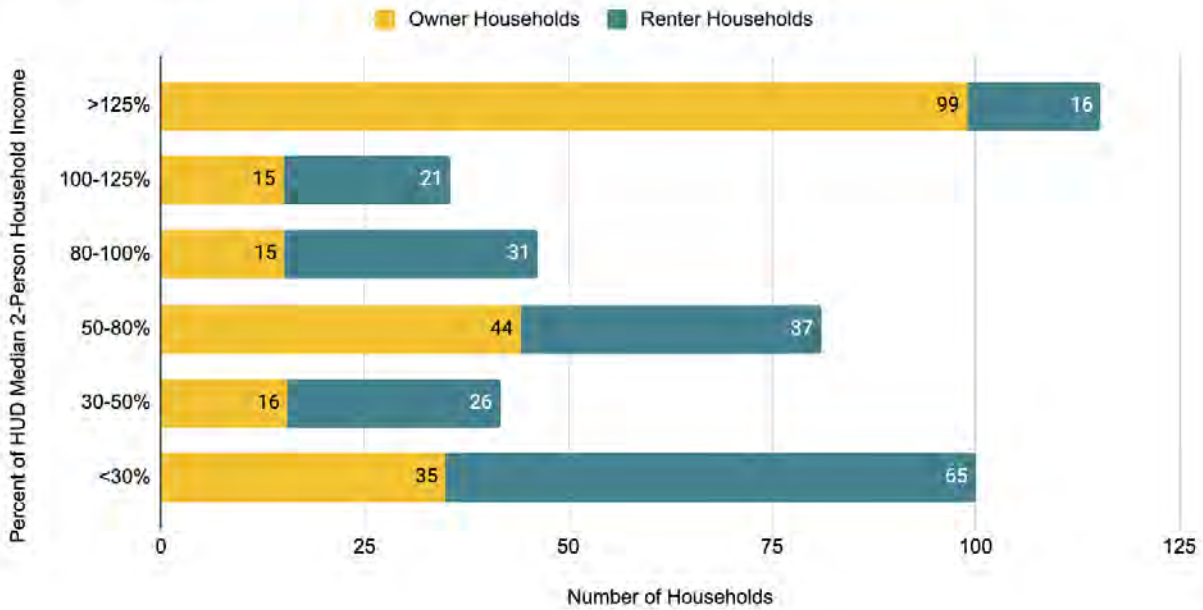
Median Household Income (household of 4)	Income Limit Category	Persons in Household							
		1	2	3	4	5	6	7	8
\$126,400	30% MHI Extremely Low Income	\$22,100	\$25,250	\$28,400	\$31,550	\$35,140	\$40,280	\$45,420	\$50,560
	50% MHI Very Low Income	\$36,850	\$42,100	\$47,350	\$52,600	\$56,850	\$61,050	\$65,250	\$69,450
	80% MHI Low Income	\$58,950	\$67,350	\$75,750	\$84,150	\$90,900	\$97,650	\$104,350	\$111,100

The U.S. Department of Housing and Urban Development (HUD) uses an area’s median gross income to set annual household income limitations. These limits are then used to determine an individual or household’s eligibility for certain housing programs, such as housing choice vouchers, or a program or project’s eligibility for federal funding, such as HOME Investment Partnerships Program grants and Low-Income Housing Tax Credits.

³⁸ Retrieved from: https://www.huduser.gov/portal/datasets/il/il2023/2023summary.odn?STATES=30.0&INPUTNAME=NCNTY30031N30031*3003199999%2BGallatin+County&stalist=&stname=Montana&wherefrom=%24wherefrom%24&statefp=30&year=2023&ne_flag=&selection_type=county&incpath=%24incpath%24&data=2023&SubmitButton=View+County+Calculations

Household Income by Tenure and HUD Income Limits

West Yellowstone, 2021



The chart above groups the 2021 incomes of renting and owning households in West Yellowstone³⁹ according to HUD’s 2021 income limits for two-person households, which corresponds with the community’s average household size. These data continue to show a pattern in which renting households have lower incomes than those who own their homes. Approximately 46% of renter-occupied households had estimated incomes below \$35,600 (50% AMI); nearly a third of renters had incomes below \$21,350 (30% AMI). In stark contrast, about 44% of owner-occupied households had estimated incomes exceeding \$88,906, or more than 125% of the median income for a two-person household.

Household incomes in West Yellowstone are generally lower than in Gallatin County overall, regardless of ownership status.⁴⁰ This is evident in both the differences in estimated 2021 median income for these geographies shown earlier, as well as the fact that nearly two thirds of all West Yellowstone’s households (64%) had estimated incomes below \$71,125, HUD’s median income for a household of two people in 2021. The 2020 Decennial Census revealed that 39% percent of West Yellowstone’s households were living alone. If that proportion of the population remained the same or increased, it may partially account for lower household incomes.

³⁹ 2021 ACS 5-Year, table B25118

⁴⁰ 2021 ACS 5-Year, table B19001

Appendix C: Housing Resources

While Federal and state funding opportunities exist to support the development of affordable housing, existing programs are insufficient to fund all needs and are restricted in their scope. Statewide there are only 46 affordable housing units for every 100 households earning an extremely low income (classified as below 30 percent of area median income). West Yellowstone is not an entitlement community that has direct access to funding. As such, applications from West Yellowstone must compete with projects across the state. An understanding of these housing resources will be critical to the development of a local housing strategy.

Federal Low-Income Housing Tax Credit (LIHTC)

The LIHTC program is a construction subsidy program created by the Tax Reform Act of 1986. Although this is the primary method of funding restricted-income rental housing, the competition for funding leaves many qualified projects unfunded. Projects are evaluated based on priorities established by the Montana Board of Housing through the Qualified Allocated Process (QAP) each year. In recognition of the difficulty in constructing smaller projects in rural communities, the QAP has a rural, small-project set-aside. The set-aside limits the amount of LIHTC requests and the number of assisted units. Many states supplement their federal LIHTC allocation with a state housing tax credit; however, Montana does not have this resource.

Units developed using LIHTCs typically serve households earning between 40 and 60% of the area median income, with some exceptions provided for income averaging. Rents are restricted to be affordable to the targeted households with consideration for utility payments included in the maximum rent calculations. West Yellowstone has 39 homes through the LIHTC program (12 one-bedroom and 25 two-bedroom apartments, all in the same building).

Public Housing

There are eleven public housing authorities in Montana. Although none of the specific housing authorities serve West Yellowstone, the area is served by the State of Montana Department of Commerce.

HOME

The Home Investment Partnerships (HOME) Program was created by HUD in 1990. This program, administered through the Montana Department of Commerce provides supplemental funding to address housing needs to low- and moderate-income households. The program can

be used to purchase and renovate existing homes, provide down payment assistance, and develop new homes for rent and purchase.

Community Development Block Grants

The Community Development Block Grant (CDBG) Program is a HUD program available to communities with populations less than 50,000 via the Montana Department of Commerce. Units of local government can apply for funds to assist with planning, economic development, public facilities, and housing initiatives.

Housing Trust Fund

The Housing Trust Fund (HTF) was created in 2008 as part of the Housing and Economic Recovery Act. The HTF can be used to assist with the development and rehabilitation of homes for very low-income households.

Housing Choice Vouchers

The housing choice voucher program, sometimes known as the Section 8 program, is the federal government's largest program for assisting very low-income families, the elderly, and people with disabilities to afford decent, safe, and sanitary rental housing in the private market. Since housing assistance through the housing choice voucher program is provided on behalf of a family or individual directly to the owner of a rental unit of their choice, participants can find their own housing, including single-family homes, townhouses, and apartments. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Households with a voucher pay 30% of their income toward rent. The income limits for the program are set at 50% of the HUD calculated area median income. In West Yellowstone, the Montana Department of Commerce administers the program via HRDC as a contract administrator. There are 0 vouchers in use in West Yellowstone. The waitlist for vouchers in nearby communities typically exceeds 24 months. Even after a voucher is received, it may be difficult to utilize due to housing cost, quality, or property owner refusal.

USDA Rural Development Program

West Yellowstone is included in the eligible area for USDA Rural Development loans including, Section 502 Direct Loans for single-family homes to individuals and households, Section 515 Direct Loans for multifamily development, and Section 538 loan guarantee program. West Yellowstone has 20 homes through these programs (12 one-bedroom and 8 two-bedroom apartments, all in the same building).

Jon Simms

From: Traven Weldert <tdubspraying@gmail.com>
Sent: Friday, August 16, 2024 3:42 PM
To: Jon Simms
Subject: Town of West Yellowstone Weed Control Proposal
Attachments: Estimate_1116_from_T_Dubs_Custom_Spraying_LLC.pdf; Weed Spraying Sites- WY.pdf

Hello,

For all the agreed upon areas to be sprayed using the best most effective chemistries available, the price would range from **\$8,000-\$10,000**. The reason for the range is that we will only charge you for the exact amount of chemical and labor that we execute.

There are more options as well if we need to stay inside of a certain budget. We can change some of the areas of application or change some of the products that we will be using.

Please let me know if there's anything I can change or what you'd like to do.

Thank you,

Traven Weldert
T-Dubs Custom Spraying LLC
208-569-2781

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-460430-357 VX

Date 8-27-24

Ship Via

Order No. 006221

Department Public Works

TO: T DUBS SPRAYING

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Spray for invasive weeds in ALL town Right of ways & Cemetery.

Estimated Cost \$ 10,000.00

Authorized By _____
Requested By: _____

VENDOR COPY - White OFFICE COPY - Canary

Jon Simms

From: Jon Simms
Sent: Tuesday, August 20, 2024 6:43 AM
To: Katie Thompson
Subject: FW: Weed Spraying-WY

From: Swiss Precision <swissprecision29@gmail.com>
Sent: Monday, August 19, 2024 1:44 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: Re: Weed Spraying-WY

Jon

The cost of the spray would be \$120.00 for the 1st 5,000 square feet and \$10.00 for every 1,000 square feet after and mobilization for each day, which is approximately \$150.00. Man hours would be 2 guys at \$67.50 per hour each. Tim thinks it will take 4 to 5, 8 hour days.

On Fri, Aug 2, 2024 at 12:15 PM Swiss Precision <swissprecision29@gmail.com> wrote:

Jon

The cost of the spray would be \$120.00 for the 1st 5,000 square feet and \$10.00 for every 1,000 square feet after and mobilization for each day, which is approximately \$150.00. Man hours would be 2 guys at \$67.50 per hour each. Tim thinks it will take 4 to 5, 8 hour days.

On Wed, Jul 31, 2024 at 11:29 AM Swiss Precision <swissprecision29@gmail.com> wrote:

----- Forwarded message -----

From: Jon Simms <jsimms@townofwestyellowstone.com>
Date: Wed, Jul 31, 2024 at 11:16 AM
Subject: Weed Spraying-WY
To: Swiss Precision <swissch@blackfoot.net>, Swiss Precision <swissprecision29@gmail.com>

Jon Simms

From: Jon Simms
Sent: Tuesday, August 20, 2024 7:33 AM
To: Katie Thompson
Subject: RE: Weed Spraying-WY

Looking like \$19,470 just for the inner parks alone. Maybe my numbers are off???...

- Man hours: \$135/hr.
\$1080/day
Total: \$5400 for 5 days
- Spray: \$570 for the first parkway, \$500/ inner parkway for the remaining 27 blocks in town.
(each block is 200' x250'= 50,000 sq. ft.)
Total: \$14,070

This doesn't even include the rest of town's right of ways, parks, or the cemetery.... CRAZY!
Not sure how pressing weed spraying is this year??

Jon Simms
Public Services Director
Town of West Yellowstone
406-640-9074
jsimms@townofwestyellowstone.com



From: Jon Simms
Sent: Tuesday, August 20, 2024 6:43 AM
To: Katie Thompson <kthompson@townofwestyellowstone.com>
Subject: FW: Weed Spraying-WY

From: Swiss Precision <swissprecision29@gmail.com>
Sent: Monday, August 19, 2024 1:44 PM
To: Jon Simms <jsimms@townofwestyellowstone.com>
Subject: Re: Weed Spraying-WY

Jon

Studer Spraying Services LLC.

Noxious weed control for the city of West Yellowstone mt. Herbicide treatment for city owned properties throughout city limits to control noxious weeds on such properties. Estimated to 40 hours of work plus product. Project to be completed promptly upon start date.

40 Hr.	\$12,000
Herbicides	\$2,500
<hr/>	
Total	\$14,500



406-788-9545 cell

Sweet Electric LLC

6696 N 25th E
Idaho Falls, ID 83401 US
sweetelectricidaho@gmail.com

Estimate

Town of West Yellowstone

1012
08/20/2024

2 Light Poles at City Hall

DATE		DESCRIPTION	QTY	RATE	AMOUNT
08/20/2024	Labor	Mike Labor for running conduit, prepping sono tubes, and setting/wiring up the light poles.	40	150.00	6,000.00
08/20/2024	Material	Conduit, wire, sono tubes, concrete	1	6,000.00	6,000.00
08/20/2024	Equipment Use	Excavation / landscape repair	10	350.00	3,500.00

\$15,500.00

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000 - 411250 - 357 *kt*

Date *8-26-24*

Ship Via

Order No. *006222*

Department *Public Works*

TO: *Sweet Electric*

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
<i>2</i>	<i>Install lighting in front of town hall</i>

Estimated Cost \$ *15,500.00*

Authorized By _____
Requested By: _____

P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

FY2025
2800.420.200.300 et

Date 5-04-24

Ship Via

Order No. 006635

Department PUBLIC WORKS

TO: IDAHO TRAFFIC SAFETY

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Pavement striping (All E & W streets w/in old town)
	* after seal coat is applied.

Invoice 25,964.25

Authorized By

Estimated Cost \$

28,000.00

Requested By:

VENDOR COPY - White OFFICE COPY - Canary

2820-430200-367
JS

Idaho Traffic Safety
3400 E Sunnyside Rd
Ammon, ID 83406
2085224470



BILL TO
John Simms
Town of West Yellowstone
jsimms@townofwestyellowstone.
com

INVOICE 195889

DATE 08/20/2024 TERMS Net 30

DUE DATE 09/19/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Parking Lot Painting Parking Stalls	17,673	0.25	4,418.25
	Turn Arrow Paint Right Arrows	2	50.00	100.00
	Handicap Paint Handicaps	20	75.00	1,500.00
	Stop Bars STOP	81	50.00	4,050.00
	Stop Bars Stop Bars	78	25.00	1,950.00
	Crosswalk Crosswalk	46	123.00	5,658.00
	Yellow Curb Yellow Curb	4,788	1.00	4,788.00
	Parking Lot Paint Mob Parking Lot Striping Mobilization	1	3,500.00	3,500.00

We appreciate your business and look forward to helping you again soon.

SUBTOTAL	25,964.25
TAX	0.00
TOTAL	25,964.25

TOTAL DUE \$25,964.25

08/30/24
14:34:12

TOWN OF WEST YELLOWSTONE
Claim Approval List
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Report ID: AP100

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
51586		2264 MORNING GLORY COFFEE & TEA	35.00					
	928491	09/20/24 Dispatch coffee	35.00		DISP	1000 420160	220	101000
51589		2813 Century Link	974.32					
	08/19/24	E911 Viper 255-9710	273.38		E911	2850 420750	345	101000
	08/19/24	E911 Viper 255-9712	28.00		E911	2850 420750	345	101000
	08/19/24	E911 Viper 646-5170	161.20		E911	2850 420750	345	101000
	08/19/24	Alarm Lines 646-5185	157.60		TWNHLL	1000 411250	345	101000
	08/19/24	Police - 646-7600	354.14		POLICE	2850 420750	345	101000
51591		2088 Town West Yellowstone	1,312.88					
	08/30/24	utility chrgs, Chamber, 895	195.12		BLDGS	1000 411257	340	101000
	08/30/24	utility chrgs, UPDL, 892	132.23		BLDGS	1000 411252	340	101000
	08/30/24	utility chrgs, PS Shops, 884	58.71		BLDGS	1000 411253	340	101000
	08/30/24	utility chrgs. Povah Ctr, 887	317.99		BLDGS	1000 411255	340	101000
	08/30/24	utility chrgs, Police Dept, 886	74.52		BLDGS	1000 411258	340	101000
	08/30/24	utility chrgs, City Park, 885	196.10		BLDGS	1000 411253	340	101000
	08/30/24	utility chrgs, Library, 891	62.92		LIBBLD	1000 411259	340	101000
	08/30/24	utility chrgs, Twn Hall, 921	275.29		TWNHAL	1000 411250	340	101000
51596		73 Westmart Building Center	1,706.49					
	08/27/24	Street Supplies	1,003.79		STREET	1000 430200	220	101000
	08/27/24	Water Supplies	118.78		WATER	5210 430550	220	101000
	08/27/24	UPDL/Museum supplies	248.15		UPDL	1000 411252	220	101000
	08/27/24	Town Hall supplies	106.13		TWNHLL	1000 411250	220	101000
	08/27/24	Povah Ctr. Suuplies	20.60		POVAH	1000 411255	220	101000
	08/27/24	Parks Supplies	209.04		PARKS	1000 460430	220	101000
51597		3242 Fisher's Technology	24.11					
	1375436	08/26/24 copy fee	24.11		FINADM	1000 410510	356	101000
51598		95 Energy West-Montana	823.65					
	08/27/24	nat gas 210361788 updl	234.08		UPDH	1000 411252	344	101000
	08/27/24	nat gas 210360293 Police	26.12		POLBLD	1000 411258	344	101000
	08/27/24	nat gas 210361746 Pub Services	20.73		STREET	1000 430200	344	101000
	08/27/24	nat gas 210361811 old firehall	22.53		PARK	1000 460430	344	101000
	08/27/24	nat gas 210363966 old bld ins	24.32		STREET	1000 430200	344	101000
	08/27/24	nat gas 210360540 library	20.73		LIBBLD	1000 411259	344	101000
	08/27/24	nat gas 210364599 Povah	272.65		POVAH	1000 411255	344	101000
	08/27/24	nat gas 210361697 Iris Lift St	44.05		SEWER	5310 430600	344	101000
	08/27/24	nat gas 210365425 Twn Hall	137.71		TWNHAL	1000 411250	344	101000
	08/27/24	nat gas 210361655 Mad Add Sewe	20.73		SEWER	5310 430600	344	101000

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TOWN OF WEST YELLOWSTONE
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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
51612		42 Fall River Electric	7,618.71					
	08/20/24	PARK, old firehouse 2901001	47.89		PARK	1000 411253	341	101000
	08/20/24	povah comm ctr 4212001	354.65		POVAH	1000 411255	341	101000
	08/20/24	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	08/20/24	RR Well 4212005	69.64		WATER	5210 430500	341	101000
	08/20/24	IRIS LIFT STATION 4212006	334.34		SEWER	5310 430600	341	101000
	08/20/24	POLICE 4212008	195.16		POLICE	1000 411258	341	101000
	08/20/24	TOWN HALL 4212009	343.02		TWNHLA	1000 411250	341	101000
	08/20/24	ICE RINK 421010	118.33		PARKS	1000 411253	341	101000
	08/20/24	S Canyon XmasTreelite 4212011	0.00		STLITE	1000 430263	341	101000
	08/20/24	Sewer Plant 4212012	1,457.86		SEWER	5310 430600	341	101000
	08/20/24	South Iris Street Well 4212013	884.21		WATER	5210 430500	341	101000
	08/20/24	Hayden/DeLaceyPump 4212014	112.39		SEWER	5310 430600	341	101000
	08/20/24	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	08/20/24	911 Tower 4212016	139.31		911	2850 420750	341	101000
	08/20/24	MADADD H20 Tower 4212017	56.02		WATER	5210 430500	341	101000
	08/20/24	SHOP 4212018	94.83		STREET	1000 430200	341	101000
	08/20/24	ANIMAL 4212029	70.15		ANIML	1000 440600	341	101000
	08/20/24	CLORINATOR 4212030	51.48		WATER	5210 430500	341	101000
	08/20/24	Electric Well 4212031	45.83		WATER	5210 430500	341	101000
	08/20/24	PARK 4212032	106.55		PARKS	1000 411253	341	101000
	08/20/24	UPDL 4212041	229.91		UPDL	1000 411252	341	101000
	08/20/24	861PowerLinTREATSERV 4212046	1,218.20		SEWER	5310 430600	341	101000
	08/20/24	LIBRARY 23 dunraven 4212054	198.69		LIBR	1000 411259	341	101000
51617		3486 Assoc.of Resort Tax	6,017.84					
	08/22/24	MembershipFee	6,017.84*		LEGIS	1000 410100	335	101000
51618		3487 Montana City/County Managers	50.00					
	08/22/24	Manager membership fee	50.00		ADMIN	1000 410210	335	101000
51619		999999 AISHA SABIR	15.00					
	08/20/24	Exonerated Bond Sabir	15.00		COURT	7469 212401		101000
51620		3315 IAS EnviroChem	1,390.00					
	2404912 08/22/24	sewer test	1,390.00		SEWER	5310 430600	348	101000
51621		3241 Bridger Analytical Lab	1,120.00					
	2408557 08/25/24	Lead&Copper water tests	1,120.00		WATER	5210 430500	348	101000

08/30/24
14:34:12

TOWN OF WEST YELLOWSTONE
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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
51622		2099 Quick Print of West Yellowstone	96.00					
	19679	08/19/24 WaterReportLinkcorrectionLette	96.00		WATER	5210 430500	220	101000
51623		171 Montana Food Bank Network	579.99					
	34125-1	08/22/24 FoodBankSupplies	579.99		HELP	7010 450135	220	101000
51625		547 WY Chamber of Commerce	10,000.00					
	2024	08/28/24 Fireworks Donation 2024	10,000.00		LEGIS	1000 410100	870	101000
51626		1614 Idaho Traffic Safety, Inc.	25,964.25					
	195889	08/20/24 PavementStriping(E&WStr)	25,964.25		STREET	2820 430200	367	101000
51627		3221 Rocky Mountain Electric	13,713.00					
	2024-093	08/26/24 work on Streetlights	13,713.00		STLGHT	4000 430263	937	101000
51628		2586 Waxie Sanitary Supply	836.36					
	82683934	08/23/24 CleaningSupplies	836.36		PARKS	1000 460430	220	101000
51629		2937 CINTAS First Aid & Safety	1,671.94					
	5227223986	08/27/24 Pureflow Supplies	1,671.94		SEWER	5310 430600	220	101000
51630		3489 The Door Man	1,109.57					
	21906304	07/23/24 Door Repairs	1,109.57		STREET	1000 430200	357	101000
51631		3481 SUPPLY LYNX	1,566.42					
	000004	07/30/24 Supplies water	882.10		WATER	5210 430550	220	101000
	000005	08/20/24 Supplies water	684.32		WATER	5210 430550	220	101000
51632		3115 Spiffy Biffy	369.00					
	3482	08/13/24 Services June&July	369.00*		PARKS	1000 460430	357	101000
51633		525 Gallatin County Clerk &	1,968.27					
	72024	07/20/24 Election ExpensesFedPrimElec	1,968.27		ELECTI	1000 410600	321	101000
51634		3462 Midnight Auto	1,919.92					
	42	08/29/24 Equipment repairs	731.68		SEWER	5310 430600	369	101000
	42	08/29/24 Equipment repairs	731.68		WATER	5210 430500	369	101000
	43	08/29/24 2015FordF-250	456.56		STREET	1000 430200	361	101000

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14:34:12

TOWN OF WEST YELLOWSTONE
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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
51635		2822 ClearBlu Business Services	175.00					
	2662	08/29/24 Water service Call	175.00		WATER	5210 430500	398	101000
51636		2491 MMIA	22.50					
	DR1005626	08/30/24 MadAddPropownersvsTown	22.50		LIABLT	1000 510330	513	101000
51637		101 JC Billion Inc/Billion Auto	2,312.29					
	12918	08/16/24 DodgeDurangoRepairs	2,312.29		STREET	1000 430200	361	101000
51638		2537 Balco Uniform Co., Inc.	80.64					
	79378-4	08/19/24 Uniform-Liszka	80.64		POLICE	1000 420100	226	101000
51639		3239 Salt Lake Wholesale Sports	138.00					
	99670	08/15/24 Small Item Equipment	138.00		POLICE	1000 420100	212	101000
51640		3490 Elan City	6,200.00					
	20-4130	08/14/24 EvolisVisionRadarSpeedsigns	6,200.00		POLICE	1000 420100	212	101000
		# of Claims 30	Total: 89,811.15					

Fund/Account	Amount
1000 General Fund	
101000 CASH	36,647.63
2820 Gas Tax Apportionment	
101000 CASH	25,964.25
2850 911 Emergency	
101000 CASH	956.03
4000 Capital Projects/Equipment	
101000 CASH	13,713.00
5210 Water Operating Fund	
101000 CASH	4,954.06
5310 Sewer Operating Fund	
101000 CASH	6,981.19
7010 Social Services/Help Fund	
101000 CASH	579.99
7469 City Court - Judge Jent	
101000 CASH	15.00
Total:	89,811.15



Town of West Yellowstone
Business License Application

Business Name: DGM GEYSER HOLDINGS
Applicant: Dan Davenport
Contact Person:
Mailing Address: PO Box 1087 West Yellowstone, MT 59758
Physical Address of Business: 120 N GEYSER
Phone Number: 406-640-1168 Fax Number:
Email Address: bhdbmont@gmail.com Website:

Signature of Property Owner of Record:

Subdivision: Old Town West Yellowstone
Block: 20 Lot: 8

Zoning District, please mark one:

- B-3 Central Business District (Old Town) [checked]
B-4 Expanded Business District (Grizzly Park)
E-2 Entertainment District (Grizzly Park)
PUD Planned Unit Development (Grizzly Park)
Residential Districts, Home Occupations Only (Mad Add)

- New Business [checked] Transfer of Ownership [checked]
Change of Location Name Change

- Is this business licensed by the State of Montana? Yes No [checked]
Appropriate Town/County/Health Dept approvals (if applicable) Yes No [checked] (please attach)
If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

(2) Residential Rentals
(1) " RV Spot

Business License Fee: \$59.00 3 resident
Resort Tax Bond: \$

Total Amount Due: \$59.00

Signature of Applicant
Signature of Applicant
Date 8/20/24

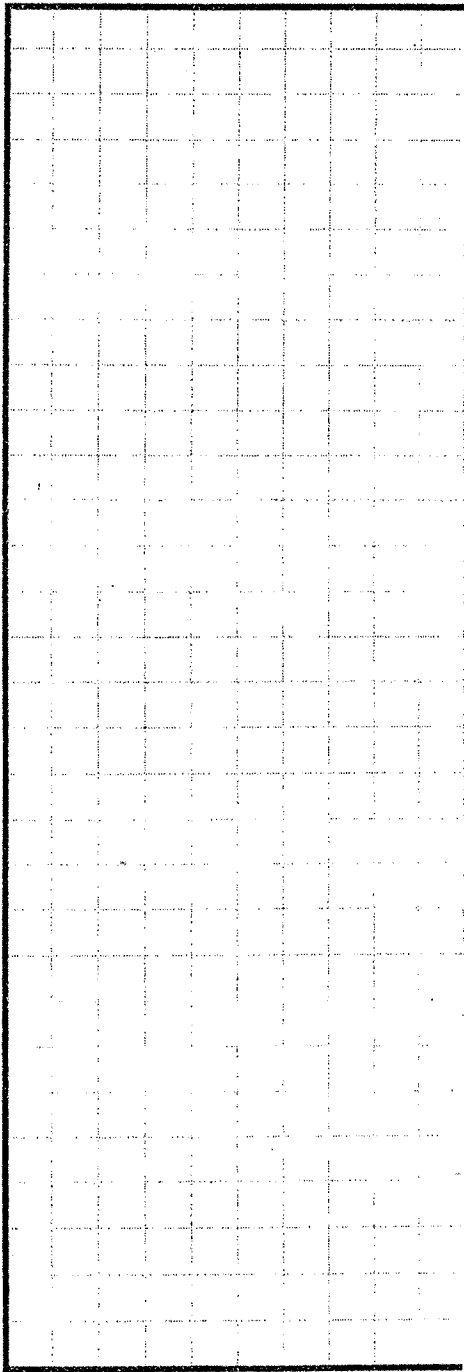
FOR OFFICE USE ONLY

Date Approved: Town Council Administration
Date 8/20/24 Check # CC Amount \$59.00 License #
SCN BLP STX RDX

Received aug-16-2024 KCT

Site Plan

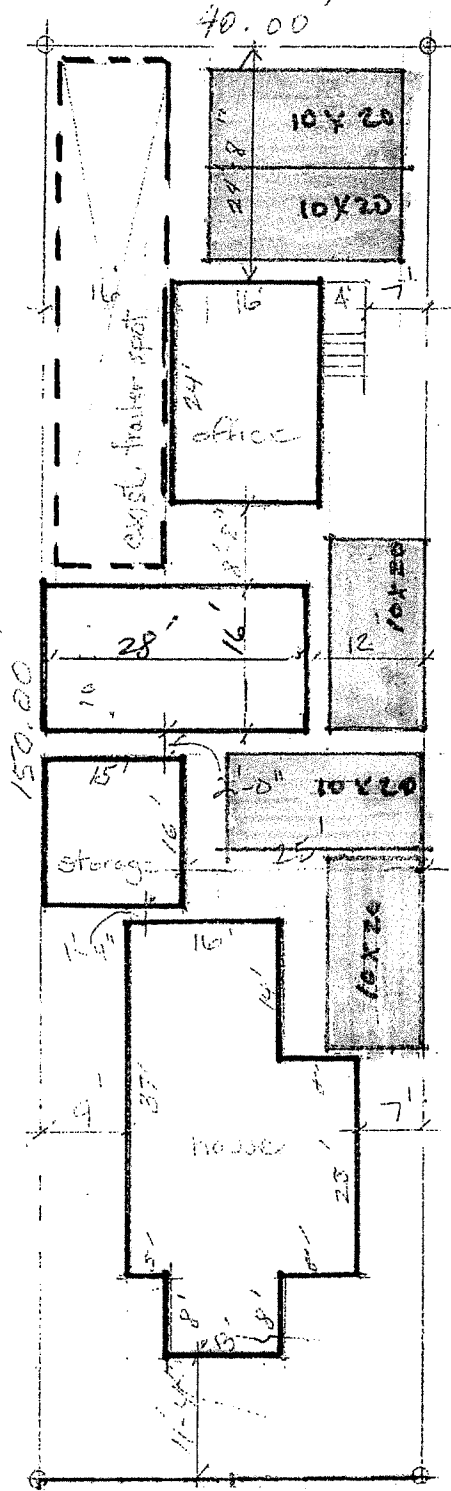
Business Name: DGM Geyser Llc.
 Business Owner: Daniel Lewis Davidson
 Business Street Address: 120 N. GEYSER
 Block: 20 Lot: 8 Subdivision: Original townsite of West Yellowstone



1" = 20'-0"

Scale: 1 inc

Note: This grid represents a stand



ALLEY 20

120 N. GEYSER ST.

Town of West Yellowstone
Town Council Meeting
August 20, 2024

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

OTHERS PRESENT: Town Manager Dan Walker, Town Clerk Liz Roos, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Casey McCray, Fire Chief Shane Grube, Librarian Michele DesRochers, Brock and Kayla Swanson, Cynthia Knapp, Golbas, Greg Forsythe

Zoom Participants: Town Attorney Jane Mersen, Attorney Bridget LeFeber, Chipper Smith, Carrie Coan, Peggy Russell, Jan Neish-Island Park News, Kyle Goltz,

The meeting is called to order by Mayor Travis Watt at 5:00 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 and explains that the topic for the work session is the FY 2025 Municipal Budget. Finance Director Katie Thompson explains that there has been a lot of excitement in Gallatin County because of decreased taxable values for this year, as determined by the Department of Revenue. Thompson explains that the department had to respond to many appeals last year and then had problems assessing newly taxable construction. This had a big effect county-wide on other cities and the county, but because they do not have much newly taxable construction in West Yellowstone, the effect on the Town's budget is minimal. Thompson describes the various revenue sources for the general fund, points out that this year they are also funding the study commission process. Thompson describes any significant increases to the accounts in the general fund. She notes that travel and training in the police budget is increased because of the anticipated costs to train two new police officers. Griffith asks about the increase in the line for special requests including the contract to clean the bathrooms at the Chamber, support for the Visitors Information Center, Music in the Park, Fireworks, and support for the WY Foundation bus. Griffith says the Council should revisit those requests before they adopt the budget. Thompson points out that the apparent increase for auditing is because they had to budget to pay for two audits in this budget. Griffith also inquires about the estimated increase in legal fees. Thompson points out budgeting for trees on Canyon Street and additional streetlights. Griffith asks about the Smoking Waters Day Camp and asks what the net loss to the Town is for this activity. Thompson indicates that she will get back to the Council with final numbers for this program, rates were increased this year and they did cut back on some of the expenses. Thompson describes the resort tax fund, marketing and promotions fund, off-street parking, recreation funds, and the library funds. She covers the gas tax, cemetery, and 911 system funds, too. There is also a new fund for the development of the 80 acres with \$1,000,000 available in case they are ready by next year to start that process. Thompson discusses the enterprise funds and explains that they will have a work session in October to evaluate the SFE calculator. She briefly covers the operating funds, replacement and depreciation funds-which includes the construction of the new wastewater treatment plant. She also addresses the Community Help Fund, the fund administered by the Social Services department and funded by donations.

The Council discusses the Smoking Waters Day Camp program, commonly referred to as summer rec. The difference between the revenue and cost of the program is an approximate net loss of \$20,000. The Council discusses the expenses for the program and efforts that have been made to reduce the gap between the revenue and expenses. Mathews and McBirnie agree that the program is important and a benefit to the community. Walker says that they are going to distribute a survey at the end of the season to gather feedback from the parents of the participants. The Council also discusses the special requests that are included in the legislative fund. Thompson summarizes the increases for funding for these requests. They discuss the fireworks contribution for the 4th of July and the Music in the Park allocation. The Council also discusses the allocation for cleaning of the bathrooms at the Visitors Information Center. No

recommendations are made to change the amounts included in the budget. The work session is adjourned at 6:55 PM. The regular meeting commences at 7:10 PM.

Public Comment

Greg Forsythe addresses the Council regarding the issuance of building permits. Forsythe comments that the process to drill a well and the construction process is long and employs a lot of people. He encourages the Council to allow the issuance of building permits, hire a city planner, and get to work on developing the 80 acres.

Misty Hecht addresses the Council regarding sewer connections and states that there is one council member that has been allocated connections but has not moved forward with the project or paid the connection fees. Hecht suggests that this council member immediately proceed with the project, pay for the connections, or consider resigning from the Council.

Council Comments

Council Member Griffith asks if Mayor Watt is going to read the emails between the council members at the end of the meeting. Watt responds that they are not going to read the emails but they will be made available to anyone that wants a copy. Griffith contends that she has concerns about compliance with the open meeting laws, code enforcement, and conflicts of interest. She also expresses concern about the council was not notified of a lawsuit filed by the Madison Addition Homeowners Association and copies of the complaint should be provided to the Council. McBirnie thanks Public Services Director Jon Simms for his efforts to complete the paving project in the downtown area. Watt comments that he recently responded to a fire alarm at his place of work and notes that everyone should know not to vape in a room with a smoke alarm.

Public Hearing – Ordinance No. 276, Revised Zoning Code

Mayor Watt calls the meeting to order and reads the hearing notice. The hearing was advertised in the Bozeman Daily Chronicle, online, and posted publicly at the Town Hall and Post Office. Scott Hazelton of Hyalite Engineering, the professional planner contracted by the Town to facilitate this process, gives a brief introduction of the current status of the code. Hazelton explains the changes made since the last meeting, specifically to remove the boundaries and map for the Downtown overlay District. He also points out that in the section referring to accessory dwelling units (ADUs), the word “areas” was changed to “districts.” Hazelton clarifies that Section 17.30 only applies to residential districts and does not override the permitted uses for the B-3 district including short-term rentals and timeshare units. Griffith asks for clarification from Jane Mersen as to whether it is appropriate to adopt the code as written due to an injunction filed at the state level regarding ADUs. Mersen responds that the language presented was approved and recommended by the Planning Board and not necessarily in response to the pending legislation and injunction at the state level. Griffith also questions the meaning of the phrase “residential uses.” Hazelton explains that other than live/work units, parking is required for residential units. Griffith proceeds to make an extensive line of questioning regarding residential use and short-term rentals and parking spaces. Griffith also asks about the intent of requiring the 18” setback for outdoor merchandise. Hazelton explains that the intent is to keep the public thoroughfare clear for traffic. Griffith asks about residential parking spaces in a garage. She also asks about home occupations. Hazelton explains the difference between working from home and a home occupation. Mersen responds that she and Haszelton have both explained their interpretation of the difference and clearly, she sees it differently. Griffith asks about the section that states the Town will not maintain access to a property from an interior park and makes statements about how she interprets it. McBirnie asks questions about the spaces required, Mathews asks questions about the height for feather signs.

Casey McCray asks about enforcement of the zoning code. She says she was confused about the language pertaining to access from alleys and interior park. Cynthia Knapp asks about building height measurements and points out that it is different in different sections of the code. She says at the last meeting they were trying to streamline this topic to be the same. She asks for clarification about parking for one vacation rental and whether it can be in the garage. She also asks what the annual fee for cash in lieu parking is going to be. She suggests that they clarify

whether the public thoroughfares are officially called alleys or parkways and who is responsible for access. Hazelton responds that there is a definition for “parkway” and explains that the Town defines them as a secondary public access for travel that is not a main street, regardless of how the electric company notes them. He says that a single-family short-term rental must meet the parking requirement for a single-family home. He says that the height measurements do vary between districts, but they are using the same height measurement standard. The Town does not maintain access to private property nor access that is not from a public street. The annual parking fee will be set through the annual fee schedule that will be adopted but not included in the ordinance. Fee schedules are adopted separately so they can be changed without changing the entire ordinance. Hazelton explains that the Town map historically uses the term and definition of parkways but the definition of alleyways was included in case they are included in the 80 acres. The public hearing is closed at 9:00 PM

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6218 to Sweet Electric, LLC for an additional streetlight connection for \$6050.00. (McBirnle, Mathews)
- 2) Motion carried to approve Purchase Order #6329 to Mountain States Lighting for eight street light poles for \$43,379.28. (McBirnle, Benike)
- 3) Motion carried to approve the claims, which total \$446,000.15. (Benike, McBirnle) Benike abstains from #51552 to Braeve Construction LLC for \$2000.00.
- 4) Motion carried to approve the minutes of the August 6, 2024 Town Council Meeting. (McBirnle, Mathews) Griffith is opposed, motion passes.
- 5) Motion carried to approve the first reading of Ordinance No. 276, the revised zoning code. (Mathews, Benike) Griffith is opposed, motion passes.
- 6) Motion carried to table the Hebgen Basin Fire District Funding Request and move the topic to a work session. (McBirnle, Mathews) Griffith is opposed, motion passes.
- 7) Motion carried to approve the Outside Amplification Permit and Resolution No. 806, a resolution exempting the open container ordinance during the Wretched Mess Fest. (McBirnle, Mathews)

DISCUSSION

- 4) Griffith asks for clarification about correspondence and compliance with the open meeting laws. Mathews contends that there is no reason to read emails between the council members as long as no decisions are made. Walker says that he does not believe there has been any violation of the open meeting law.
- 5) Griffith says she thinks the Town needs to focus on applying our current zoning to the 80 acres and focusing on all of these issues. McBirnle says he wants the word “garage” changed to “driveway” in one section of the code. Watt says a lot of work has gone into this document and it is so much better than what we have. Hazelton clarifies that the Planning Board added the sentence about allowing space in a garage after considering applications with work areas and to differentiate from off street parking. Knapp again questions the language about maintaining access to property through interior parks.
- 6) Watt explains that they discussed this earlier today and staff indicated it could be scheduled for a work session in October.
- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks Finance Director Katie Thompson for her efforts to get through the “seasons” of the Finance Director including the annual financial report, audit, and budget. Town Clerk Liz

Roos reports on planning for the Montana League of Cities & Towns Conference the first week of October. Walker reports on a site visit to observe construction at the wastewater treatment plant last week. He reports that they received nine applications for Chief of Police and they are scheduling Zoom interviews for September 5 or 6, 2024. He reports on open positions. Town Clerk Liz Roos reports that two candidates filed to serve on the Local Government Study Commission and the Council should expect to appoint one person to complete that commission at the second meeting in November. Finance Director Katie Thompson explains that Gallatin County has announced a reduction in taxable values for FY 2025, this did not affect West Yellowstone very much but local governments around the County are responding to the change. Mathews asks about measuring the progress at the wastewater treatment plant project. Walker responds that he can ask for a status report from Forsgren Associates. Simms says the project is running 3-4 weeks behind, but they did their third big pour of concrete today and are making a lot of progress.

- B) **Advisory Board Reports:** Benike reports on revising the applications for the MAP Fund. Mathews reports that the Business Improvement Advisory Board is releasing a survey, the radar speed signs have been ordered and also mentions a survey that has been released by the Housing Coalition.

CORRESPONDENCE

Griffith says that there has been email correspondence regarding code and ordinance enforcement and anyone that is interested should ask for a copy. She also encourages the Council to review the open meeting law in MCA.

9:17 PM – The Council adjourns into Executive Session to discuss pending litigation. The Council reconvenes at 10:00 PM, takes no action, and adjourns.

The meeting is adjourned at 7:35 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk



Dave Noel
Project Manager
Forsgren Associates
1137 Summers Dr.
Rexburg, ID 83440
dnoel@forsgren.com

August 27th, 2024

Dan Walker
Town Manager
Town of West Yellowstone
440 Yellowstone Ave
West Yellowstone, MT 59758

Subject: 1.5 MGD WWTP Facility, Quarterly Progress Report

Dear Dan,

Please see the following comprehensive report on the 1.5 MGD WWTP Facility upgrades. The purpose of this update is to inform The Town of the project's status, achievements, challenges, and financial standings as the project progresses.

1. Project Overview

The West Yellowstone wastewater treatment plant expansion project aims to increase the plant's treatment capacity to 1.5 MGD to accommodate growing community needs and improve overall efficiency. The expansion includes the construction of new treatment basins, new screening, filtration systems, and upgraded control facilities.

2. Progress Summary

Overall Progress: The precise percent completion is a combination of the percent billed and items complete on the overall project schedule. It is estimated that the Contractor is approximately 10% complete as described below.

- **Earthworks and Site Preparation:**
 - Subgrade excavation and compaction for treatment basins and building is 90% complete.
 - Compaction testing and reporting continually monitored by 3rd party agency, CTL Thompson.
 - Contractor's maintenance to the temporary access routes for deliveries and

- construction traffic is ongoing.
 - Contractor has stockpiled excavation spoils West of the treatment lagoons as directed by the City staff.
- **Concrete Structural Works:** Contractor is progressing on track with the proposed placement schedule.
 - Foundation work for the new treatment basins and building is 40% placed.
 - 27% of the exterior wall work for the new treatment basins are formed or placed
 - Quality control concrete testing and breaks are performed continually in accordance with ACI standards through 3rd party testing agency, CTL Thompson. Forsgren is providing quality assurance testing concurrent with CTL Thompson's quality control program.
- **Submittal Reviews:** 70 submittals have been initiated to date and 64 of those submittals have been processed and approved.
- **Requests for Information:** 22 RFIs have been initiated and 21 have been responded to.

3. Schedule

- **Baseline Schedule:** The most recent schedule updates show a zero float of Contract Days and report the project on schedule for a completion date of May 17th, 2026. This completion date is calculated with the anticipation of a winter shutdown in accordance with specification section 00 73 14 with an estimated duration of 142-days from mid-December to late April. This shutdown has not been requested or approved and has been included in the baseline schedule for the abundance of caution.
- **Weather Conditions:** Moderate summer rainfall and typical conditions. No significant weather delays have been recorded.

4. Budget Status

- **Total Contract Amount:** \$31,243,499.88
- **Spent to Date:** \$2,983,722.00 (5% of this amount held for retention)
- **Billings Summary:** Billings to date account for 9.55% of total contract price.
- **Budget Variance:** On track. Owner approved Change Order 01 for electrical service reroute to the facility was integrated into the total Contract amount. An Owner issued request for change has been issued to Contractor for additional window; however, no additional change orders have been priced at this time.
- **Potential Change Orders:** Change order proposals totaling \$389,900 in increase costs to Owner have been evaluated and denied by City.

The project is within budget, with expenditures aligned with the planned progress. Monthly reviews are in place to ensure payment applications satisfy Contract requirements and align with work completed to billing date.



5. Permitting Status

- FAA Permits for crane height and building height have been issued.
- Forest Service Road Usage Permit has been issued for use through 2026 season.
- The State of Montana Building Permit Office has issued a building permit with deferred metal building and insulation submittals. Metal building submission is anticipated September 12th, 2024.

6. Upcoming Milestones

Contractor's schedule shows the following tasks to be complete prior to winter shutdown.

- Complete the remaining structural work for base slab and walls
- Water test concrete structure
- Backfill structure

7. Conclusion

The West Yellowstone Wastewater Treatment Plant project is progressing well, with significant achievements and manageable challenges. The team remains committed to meeting the project goals within the established timelines and budget.

Thank you for your attention.

Sincerely,



Dave Noel
Project Manager
Forsgren Associates



Public Services Dept. Bi-Weekly Report: Aug 16th through Aug 28th, 2024

Work Performed

- CDL Exams: Both Jose and Oscar now have their license.
- Install highway radar signs, fixed east light at Electric St courts.
- Prep and finish concrete: post office, wash pad at PW shop, west man door at shop.
- Fill in low spots within inner parks/ snow storage areas with road base.
- Maintain casting pond, fix sprinkler system lines, mowing grass, trimming weeds/ trees.
- Sweep streets, fill potholes. York rake operations.
- WW treatment plant continues forward. Bypassing cells, raking solids from Cell B.
- Flush SAS service laterals and mainlines that continue accumulating debris.
- SAS weekly manhole/ problem areas inspections: ongoing. SAS backup at city park.
- Perform water & WW samples: ongoing.
- Sewer and water systems maintenance: ongoing. Fixing broken lines, Curb-stop requests.
- Continue inventory for the EPA's lead and copper rule/ data entry to meet the October 16th, 2024, deadline.
- Building maintenance and service calls: ongoing.
- Event support: Music in the Park. Daily trash/ refuse route: ongoing.
- Vehicle and equipment repairs: ongoing. Utility locates ongoing.
- Respond to vandalism: ongoing. Haul away abandoned vehicles.
- Code enforcement and citations issued: ongoing.
- Cross training the PW crew on vehicle maintenance, daily lift stations route, utility locates, water monitoring and testing, equipment, etc.
- Fix damaged highway planter boxes, castings and signage: ongoing

Administrative

- Continue to work with vendors and technicians on fleet updates: ongoing. Chase parts
- Coordinate parts and supplies orders: ongoing.
- Met with new engineer, Kyle Scarr to look over projects.
- Line up training for crew on new snowblower w/ Larue.
- Line up burial services and coordinate headstone deliveries w/ monument companies.
- Work with/ meet contractors on project scheduling: ongoing.
- Fill in for staff/ operate equipment/ wrench on equipment.
- Manage current public works staff and seek ways to recruit additional employees: ongoing.
- Met with residents and business owners regarding complaints: ongoing.
- Meetings: TD&H Engineering, RSCI, Tri State, Electricians, Fall River, Swiss Precision, HK.
- Continue to seek bids for future CIP's, get the ball rolling years in advance.
- Submit departmental reports to the Town Manager.
- Code bills and submit check request: ongoing. Set monthly trash route schedule.
- Seek additional training opportunities for the crew.
- Evaluate building and infrastructure issues, coordinate repairs as needed.



AUGUST 30, 2024

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Contacted applicants and scheduled interviews for the part-time Social Services Associate position. Interviews will be held September 4, 2024 in-person. We have two applicants.
- Contacted applicants and scheduled Zoom interviews for the Chief of Police position. We invited 6 applicants to be interviewed, but one has withdrawn. Five applicants are scheduled for Zoom interviews on September 5, 2024. Following the Zoom interviews, the selection committee will select applicants to come to West Yellowstone September 26-27 to participate in final interviews. The final interview process will include a public meet and greet event, tours of the Town, and in-person interviews.
- Planning for our host responsibilities during the Montana League of Cities & Towns Conference, October 2-4. The League is still seeking hotel rooms for that week. We also need volunteers to staff the registration desk. We have submitted an application to offset the cost of the Thursday night events to the Marketing and Promotions Fund Advisory Board.
- Posted and prepared for 9/3/24 Planning Board Meeting, Town Council Meeting, processed payroll 8/23/24.





Week of 08.26.2024

- Attended the WWTP weekly meeting on Tuesday and received updates on the project. Administratively we are still doing well.
- Prepared for the Town Council Meeting.
- Worked on the budget until we got the notice from Gallatin County. I talked with everyone I could think of about this matter to make sure we are doing everything within the deadlines that are required and to make sure we are staying above the board on everything. I will give more of an update at the Town Council meeting.
- Worked on some AFR entries, this week, mainly focused on TBID.
- Completed progress reports for our WWTP.



NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal budget hearing for the fiscal year 2024-2025 budget. Said hearing will be held during the regular Town Council meeting, Tuesday, September 03, 2024, which begins at 7:00 PM, The hearing will be held in the Town Hall Council Chambers, located at 440 Yellowstone Avenue. The Town Council will consider adoption of the proposed fiscal year 2024-2025 budget resolution and set the mill levy during this meeting.

The public hearing will review revenue sources, maintenance, operation, capital projects, debt service payments and equipment purchases for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds and Agency Funds for Fiscal year 2024-2025. The public is invited to attend, and any taxpayer or resident may be heard for or against any portion of the proposed budget.

The proposed final budget is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795.

PUBLIC NOTICE

Due to errors in the 2024 Certified Taxable Valuations that were released on August 5, the Town of West Yellowstone will be keeping this public hearing open until their special Town Council meeting which will be held on October 8th at noon. The meeting will be held in Town Hall, located at 440 Yellowstone Avenue. After the Public Hearing, the Town Council will consider adoption of the proposed fiscal year 2024-2025 mill levy and budget.

Resolution No. 807

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE, MONTANA, TO INCREASE THE ASSESSMENT TO PROPERTIES INCLUDED IN THE TOURISM BUSINESS IMPROVEMENT DISTRICT TO \$2.00 PER ROOM NIGHT.

WHEREAS: The Town of West Yellowstone Montana created a Tourism Business Improvement District, (“TBID”) to aid in tourism, promotion and marketing within the district to benefit the citizens of the Town of West Yellowstone in accordance with Title 7, Chapter 12, Part 11, MCA; and

WHEREAS: Pursuant to Section 7-12-1131, MCA, the Board of Trustees for the West Yellowstone TBID, (the “TBID Board”), has the power to provide for the management, administration and affairs of the TBID and to carry out the purpose of the statute and to further the objectives of the district; and

WHEREAS: The current assessment for properties within the district is \$1.00 per room night; and

WHEREAS: The TBID Board believes, in order to further the objectives of the district, it is necessary to increase the assessment to \$2.00 per room night, effective January 1, 2025; and

WHEREAS: The TBID Board, and has received the approval for the increase from more than 60% of the assessed properties; and

WHEREAS: The TBID Board has submitted its recommendation for the increase to the Town Council of the Town of West Yellowstone as part of its annual budget and work plan which includes the increase in assessments, attached here as **Exhibit A**; and

WHEREAS: Section 7-12-1132(4), MCA, requires the Town to pass a resolution to levy an assessment upon all of the property in the district.

NOW, THEREFORE, BE IT RESOLVED:

The Town Council of the Town of West Yellowstone, Montana hereby approves the recommendation from the TBID Board to increase the assessments for the district, and approves the TBID Board’s budget and by this resolution levies the amount of \$1.00 per room night through December 31, 2024 and \$2.00 per room night from January 1, 2025 until further resolution by the Town.

**PASSED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF WEST
YELLOWSTONE THIS 3rd DAY OF SEPTEMBER 2024.**

Mayor

Council Member

Council Member

Council Member

Council Member

ATTEST:



Town Clerk

Lodging Property	Owner	Mailing Address	Physical Address	City	ST	Zip	Phone	Room	% of SQF	SQF	Property Code	Date	Date Cert.	Emailed
1872 Bed and Breakfast	Moose 1872 LLC	po Box 2137	603 Yellowstone	West Yellowstone	MT	59758		18	0.63247853	15000	RRG42308	12/19/2023		
Al's Westward Ho Motel	ALS WW HO LLC	P.O. Box 49	16 Boundary	West Yellowstone	MT	59758	646-7331	33	1.31766361	31250	00RRG16842	12/19/2023		4/24/2024
Alpine Motel	Wings Over West, LLC	P.O. Box 130	120 Madison Ave.	West Yellowstone	MT	59758	646-7544	15	0.63247853	15000	00RRG16735	12/19/2023		
Best Western Weston Inn	YC Highland Hotel LLC	P.O. Box 373	103 Gibbon Ave	West Yellowstone	MT	59758	646-7652	65	1.81310512	43000	00RRG16767,16582	12/19/2023		
Brandin Iron Inn	R & J Properties LLC	P.O. Box 580	201 N Canyon	West Yellowstone	MT	59758	646-9444	79	3.16239266	75000	00RRG16907	12/19/2023	3/20/2024	
City Center Motel	214 Madison LLC	P.O. Box 580	214 Madison	West Yellowstone	MT	59758	646-7337	25	0.90920897	21563	00RRG16769	12/19/2023		
Clubhouse Inn	Kelly West Yellowstone Ventr	P.O. Box 1745	105 S Electric	West Yellowstone	MT	59758	646-4892	77	6.96953393	165291	00RRG32664	12/28/2023	3/22/2024	
Cross Winds Inn	West Fork LLC	P.O. Box 340	201 Firehole	West Yellowstone	MT	59758	646-9557	70	1.72034161	40800	00RRG16803	12/19/2023	4/22/2024	
Crow's Nest	Montana Jem LLC	P.O. Box 405	608 Highway Ave.	West Yellowstone	MT	59758	646-9317	10	0.3004273	7125		12/19/2023		
Days Inn	EA West Yellowstone LLC	P.O. Box 1110	118 Electric & Madison	West Yellowstone	MT	59758	646-7656	133	2.52991413	60000	00RRG16661	12/19/2023		4/24/2024
Desert Inn, Best Western	Cross Charitable Foundation	P.O. Box 340	133 Canyon	West Yellowstone	MT	59758	646-7378	65	1.70769204	40500	00RRG16835	12/19/2023		4/24/2024
Dude / Roundup Motels	D & R Montana LLC	P.O. Box 1389	3 & 4 Madison Ave.	Bountiful	UT	84010	646-7301	61	2.34017057	55500	00RRG16865,16667,16652	12/19/2023		4/24/2024 Beattie Prop
Evergreen Motel	West Yellowstone Evergreen	P.O. Box 631	229 Firehole	West Yellowstone	MT	59758	646-7655	16	0.63247853	15000	00RRG43019	12/19/2023	2/26/2024	
Explorer Cabins at Yellowstone	Yellowstone Explorer Inc.		Grizzly Avenue					50	7.98967964	189485	Multiples		4/2/2024	
Geysler Inn	Philip Zang & Jing Haitao		101 S Electric	West Yellowstone	MT	59758		23	0.64651955	15333	00RRG32662	12/28/2023	2/23/2024	
Golden West Motel	Kurtis Lee Marsden	P.O. Box 637	429 Madison	West Yellowstone	MT	59758	646-7778	12	0.63247853	15000	00RRG16707	12/19/2023		
Gray Wolf Inn & Suites	Mountain Hotels Limited Part	816 Hwy 3 North	250 S Canyon	League City	TX	77573	646-0000	102	2.44284292	57935			4/2/2024	
The Elkhorn Motel	HEM LLC	P.O. Box 926	29 Gibbon	West Yellowstone	MT	59758	646-9534	15	0.63247853	15000	00RRG16697	12/19/2023	2/26/2024	
Hibernation Station	Hibernation Station LLC	P.O. Box 821	212 Gray Wolf	West Yellowstone	MT	59758	646-4200	50	7.32848658	173804	00RRG32686	12/28/2023		
Ho Hum Motel	Johnson, Bernadine P & Jerr	P.O. Box 335	126 Canyon	West Yellowstone	MT	59758	646-7746	23	0.63247853	15000	00RRG16727	12/28/2023		
Holiday Inn	Holiday Inn West Yellowstone	P.O. Box 470	315 Yellowstone	West Yellowstone	MT	59758	646-7365	123	4.42734972	105000	00RRG16773	12/28/2023	4/2/2024	
Kelly Inn	Kelly West Yellowstone Ventr	P.O. Box 1482	104 S Canyon	West Yellowstone	MT	59758	646-4544	78	0	0			3/22/2024	
Kelly Inn Annex	Kelly Midwest Ventures Limited Partnership		108Grizzly Ave	West Yellowstone	MT	59758	646-4544	61	1.82204415	43212	00RRG32667	12/19/2023	3/22/2024	
The Lazy Duck Motel	Four G Corporation	P.O. Box 218	123 Hayden	West Yellowstone	MT	59758	646-7586	15	0.63247853	15000	00RRG16691	1/3/2024	3/20/2024	
Madison Motel, Hotel & Gift Shop	Madison Legacy LLP	P.O. Box 1370	139 Yellowstone	West Yellowstone	MT	59758	646-7745	31	1.26495706	30000	00RRG16696	12/28/2023		
Bucking Moose C Cabins	Good Fitch LLC	Hutto Texas	220 Firehole Ave	West Yellowstone	MT	59758	646-9546	11	0.63247853	15000	00RRG16686	12/28/2023	4/22/2024	
Moose Creek Inn	Mauers Moose Creek LLC	P.O. Box 2137	119 Electric St.	West Yellowstone	MT	59758	646-9546	24	0.63247853	15000	00RRG16893	12/28/2023		
One Horse Motel	Yellowstone Lifestyle LLC	P.O. Box 878	216 Dunraven	West Yellowstone	MT	59758	646-7677	0	0	0				
The Aspen	Iron Rangers LLC	P.O. Box 1056	530 Gibbon	West Yellowstone	MT	59758	646-7541	17	1.64444418	39000	00RRG16733	12/28/2023		
Pioneer Motel	Equavest Associates	P.O. Box 442	515 Madison	West Yellowstone	MT	59758	646-9705	20	1.26495706	30000	00RRG16839	12/28/2023		
Pony Express Motel	4 Firehole LLC	P.O. Box 580	4 Firehole	West Yellowstone	MT	59758	646-7644	16	0.63247853	15000	00RRG16797	12/19/2023		
Sleepy Hollow Motel	Dayne Miller	P.O. Box 1080	124 Electric	West Yellowstone	MT	59758	646-7707	13	0.63247853	15000	00RRG16800	12/28/2023		
Stagecoach Inn	Aspen Limited Partnership	P.O. Box 169	209 Madison	West Yellowstone	MT	59758	646-7381	91	2.52991413	60000	00RRG16864	12/28/2023		4/23/2024
Taos Inn	Four Seas LLC		102 S Electric					16	1.49323965	35414	00RRG32658			
Three Bear Lodge & Restaurant	Three Bear Lodge, Inc.	P.O. Box 1590	219 Yellowstone	West Yellowstone	MT	59758	646-7353	74	3.15564622	74840	00RRG16924,RRG16736,RRG16612	12/28/2023	1/22/2024	
The Golden Stone Inn	BSA Lodging LLC	PO Box 1013	115 S Faithful Street	West Yellowstone	MT	59758	646-5181	15	1.5740704	37331	00RRG32661	1/3/2024		4/24/2024
Traveler's Lodge	BCL & R LLC,	P.O. Box 1389	225 Yellowstone	Bountiful	UT	84010	646-9561	44	1.26495706	30000	00RRG16885	1/2/2024		
Wagonwheel Hotel	KW CORP	PO BOX1029	408 GIBBON	West Yellowstone	MT	59758	406-998-8368	29	2.52987196	59999	00RRG16849	1/2/2024		4/24/2024
Westwood Motel	Atanas Markov	P.O. Box 1079	238 Madison	West Yellowstone	MT	59758	646-7713	18	1.89743559	45000	00RRG16938		3/22/2024	
White Buffalo	MGI - M, LLC	877 Heartwood Circ	236 Dunraven	Fruit Heights	UT	84037	646-7681	82	1.89743559	45000	00RRG16622			
Wyndham	Worldmark The Club	8427 Southpark Cin	110 Grey Wolf	Orlando	FL	32819	407-370-6137	112	14.348408	340290				
Yellowstone Cabins & RV, Inc.	Yellowstone Cabins Enterprise	P.O. Box 840	504 Hwy 20	West Yellowstone	MT	59758	646-9350	14	1.63297524	38728	00RRG16894	1/2/2024		
Yellowstone Country Inn	YCI LLC	P.O. Box 1389	234 Firehole	Bountiful	UT	84010	801-294-7040	69	1.89743559	45000	00RRG16892	1/2/2024		
Yellowstone Inn	Burt & Elizabeth Sauer	P.O. Box 1139	601 Highway Ave.	West Yellowstone	MT	59758	646-7633	10	0.67160787	15928	00RRG16903	1/2/2024	3/1/2024	
Yellowstone Lodge	RJM Group LLC	P.O. Box 607	251 S Canyon	West Yellowstone	MT	59758	646-0020	80	2.53282353	60069	00RRG33555	12/28/2023		
Yellowstone Park Hotel	Yellowstone Investment Limit	816 Hwy 3 North	201 Grizzly Ave.	League City	TX	77573	281-5570157	66	2.11774895	50225	00RRG32669	1/2/2024		4/2/2024
Yellowstone West Gate Hotel	Comfort Inn West Yellowston	P.O. Box 1050	638 Madison	West Yellowstone	MT	59758	646-4341	78	1.89743559	45000	00RRG16878	12/28/2023	3/22/2024	
								2148	100	2371622				

7/23/2024

Total Properties in Green	2019 Renewal Support	67.01
Total Properties in Yellow	2024 Assessment Support	63.23

TBID Budget West Yellowstone 2024-2025		<u>2024-25</u>
Revenues:		<u>Budget</u>
5	July	\$ 37,000.00
6		
7	August	\$ 48,000.00
8		
9	September	\$ 49,000.00
10		
11	October	\$ 49,000.00
12		
13	November	\$ 51,000.00
14		
15	December	\$ 25,000.00
16		
17	January	\$ 4,000.00
18		
19	February	\$ 5,000.00
20		
21	March	\$ 26,000.00
22		
23	April	\$ 34,000.00
24		
25	May	\$ 12,000.00
26		
27	June	\$ 13,000.00
28		
29	Estimated 2024/2025 Collections	<u>\$ 353,000.00</u>
30		
31	Interest Income	\$ 150.00
32		
33	Rollover Balance in checking 6-30-2024	\$ 113,213.24
34		
35	<u>Revenue Total</u>	<u>\$ 466,363.24</u>

36

37

38 **Administrative Expenses:**

2024-2025

39 City admin fee \$ 10,000.00

40

41 Payroll & Expenses \$ 98,000.00

42

43 Rent \$ 7,600.00

44

45 Insurance \$ 2,600.00

46

47 Legal & Accounting \$ 3,000.00

48

49 Phones \$ 2,200.00

50

51 Office Supplies \$ 1,200.00

52

53 Postage \$ 300.00

54

55 Memberships/Subscriptions \$ 2,000.00

56

57 Conference \$ 4,000.00

58

59 Travel \$ 3,000.00

60

61 Misc. Business Expenses \$ 1,500.00

62

63 Fixtures/Equip \$ 2,000.00

64

65 **Total Admin Expense:** \$ **137,400.00**

66

67 **Marketing Expenses:**

2024-2025

68 Web site/ Online Maint/Develop \$ 24,000.00

69

70 Bricks & Mortar \$ 5,000.00

71		
72	Product Development	\$ 7,500.00
73		
74	Opportunity	\$ 4,500.00
75		
76	Visitor Information Center	\$ 7,000.00
77		
78	Research	\$ 7,500.00
79		
80	Digital Content Asset Develop/Mgmt	\$ 10,000.00
81		
82	West Yellowstone Fireworks	\$ 2,500.00
83		
84	WI-FI HotSpot/Safelink	\$ 1,800.00
85		
86		
87		
88	Marketing Sub-Total:	\$ 69,800.00
89		
90	Advertising 2024-2025	
91		
92	Summer (July – September 2024)	\$ 30,000.00
93		
94	Fall (October – November 2024)	\$ 49,000.00
95		
96	Winter(December 2024- March 2025)	\$ 59,500.00
97		
98	Spring(April-June 2025)	\$ 45,000.00
99		
100	Advertising Sub-Total	\$ 183,500.00
101		
102	Committed Marketing Advertising: 2023-24	\$ 15,000.00
103		
104	Total Committed Advertising 2023-24	\$ 15,000.00
105	TOTAL MARKETING:	\$268,300.00

106	Fund Balance Reserve	\$	60,000.00
107			
108	Unrestricted Net Assets:	\$	663.24
109	Sub-total Expenses:	\$	465,700.00
110	Total TBID Expenses:	\$	466,363.24

Revenue Less Expense 0.00

111
112

ORDINANCE No. 276

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE REPLACING TITLE 17 OF THE WEST YELLOWSTONE TOWN CODE WITH A REVISED ZONING CODE

WHEREAS, the Town Council of the Town of West Yellowstone believes that an updated zoning code is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, the Town's zoning code was adopted in 1982 with various amendments having been made to it over the years; and

WHEREAS, it is in the best interest of the Town to have a comprehensive updated zoning code so that the Town and the public can more easily understand the code and how it applies within the Town and one which complies with the current state regulations on local zoning; and

WHEREAS, the West Yellowstone Planning Commission has held several meetings to discuss the revisions and recommended that the Town adopt the revised zoning code that is attached hereto as **Exhibit 1**, (the "Revised Zone Code"); and

WHEREAS, on July 16, 2024, the Town Council of the Town of West Yellowstone held a work session at which the Revised Zone Code was presented by the Town's Planning Consultant; and

WHEREAS, the Town was informed the Planning Commission recommended that the Town delay adoption of the Overlay District chapter for additional review; and

WHEREAS, on August 6, 2024 and again on August 20, 2024, the Town Council held a duly noticed public hearing for the first reading of the Ordinance adopting the Revised Zone Code at which it received public testimony in favor of or against the Revised Zone Code; and

WHEREAS, on September 3, 2024, the Town Council held a duly noticed public meeting on the second reading of the Ordinance adopting the Revised Zone Code at which it received public testimony either in favor of or against the Revised Zone Code; and

WHEREAS, based on the recommendation of the Planning Commission, staff input and public testimony, the Town Council believes it is in the best interests of the citizens of the Town of West Yellowstone to adopt the Ordinance enacting the Revised Zone Code, without the Overlay District chapter:

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that the Revised Zone Code as set out on **Exhibit 1**, attached hereto, is hereby adopted, without the Overlay District chapter, and shall entirely replace Title 17 of the 1982 zoning code and its previous amendments.

REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

EFFECTIVE DATE: This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

SEVERABILITY: If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this 3rd day of September, 2024.

Mayor Travis Watt

Council Member Jeff Mathews

Council Member Brian Benike

Council Member Jeff McBirnie

Council Member Lisa Griffith

ATTEST:



Town Clerk Elizabeth Roos

Received 7-23-2024 KCT



Application for Zoning Permit

Paid \$350 - KCT

Town of West Yellowstone 406-646-7795 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com	Administrative Use Only Date: <u>7-23-2024</u> Accepted by: <u>KCT</u> Fee: \$ <u>350</u> Cash/Check#: <u>1002</u> Zoning Permit # _____
---	--

****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices. Fees shall be paid according to the current schedule - contact Town Offices for fee information.**

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

Name: Scott Bechtle
Mailing Address: 4515 Valley Commons Drive, Su 201
City/State/Zip: Bozeman, MT 59718 Phone: 406.599.1742
Email: scottb@bechtlearchitects.com

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

Name: MBHA LLC
Mailing Address: PO Box 1353
City/State/Zip: West Yellowstone, MT 58758 Phone: 406.640.1534
Email: mistyblank@live.com

3. LEGAL DESCRIPTION OF PROPERTY: [the land or building that the petition is applicable to for this property owner/applicant]: utility Billing 239 Firehole Ave

Street Address: 209 N Electric Subdivision: West Yellowstone Townships
Block: 12 Lot: 11 Lot Size and Dimensions: 100x15 Acres/Square Feet (circle)

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) commercial, residential

Is this building or property mixed use? YES NO

If more than one use, please describe: Commercial use ground floor and residential upper

What is the occupant load? See Description Number of parking spots on site? See Description

Number of buildings (Dwelling Units): See Description Number of Bedrooms (Sleeping Units): See Description


5. ATTACHMENTS: Please attach the following:


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

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

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

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


 _____ 7/15/24
 Applicant Signature Date


 _____ 7/16/24
 Applicant Signature Date

 Property Owner Signature if different than Applicant Date

Final Approval – Official Use Only

 Town of West Yellowstone - Inspector Date

Notes/Conditions

DRG 8/1/24

Planning Board _____

Town Council _____

July 17, 2024

Town of West Yellowstone
440 Yellowstone Avenue
PO Box 1570
West Yellowstone, MT 59758
406.646.7795

RE: 209 N Electric Remodel

Dear Town of West Yellowstone,

Attached is our application for Zoning permit for work proposed at 209 N Electric located on the northeast corner of N Electric and Firehole Ave (MT HWY 20). This building is an existing 2-story wood construction building that the new Owners, MBAH, LLC (Misty and Aaron Hecht) propose to remodel and improve. IN addition to interior remodel, they propose to reroof and upgrade the exterior appearance of the building along N Electric and Firehole Ave.



Legal Description:

The legal description for the lot is West Yellowstone Original Plat, S34, T13 S, R05 E, Block 12, Lot 10, Acres 0.344, Plat B-47.

Zoning:

The lot is zones B-3 Central Business District.

Use:

The building is considered a mixed-use building. The proposed uses are allowed in the B-3 Business District: Café, Office, Retail Sales, Apartments.

Ground Floor:

The prior use was commercial on the ground floor (office, gym, café, retail) and will remain commercial use. The café and Physical therapy office located in the one-story portion of the building along Firehole Drive will remain unchanged. The remainder of the ground floor will be remodeled to include a boutique market with kitchen and meat shop, several commercial office / retail spaces, common bathrooms, and associated support spaces. The ground floor has a level change of 1'-9" from the front to the back in the southwest corner that will be addressed for accessibility access. Total anticipated usable commercial area on the **second** floor is approximately 5,529 SF.

1st ?

Second Floor:

The prior use for the second floor was residential and will remain residential. **There are currently two apartments**, each accessed by separate stairs. The stair accessing the north apartment is proposed to be reconstructed. The Owner **proposes to add a floor** within the existing 2-story space in the northeast corner of the building (prior racquetball court use) and **create two additional apartments (one 1-bedroom and one 2-bedroom)**. These are proposed to be accessed by a new exist stair from the north. Total anticipated usable residential area on the second floor is approximately 5,132 SF.

Occupant Load:

The total occupant load based on the IBC occupant load factor is 51 for the ground floor and 25 for the upper level. The occupant count using the second level based on number of bedrooms is likely a maximum of two people per bedroom, so with a proposed 8 bedrooms the occupant count should practically be more like 16 occupants.

(See spread sheet below for more detail.)

			Occupancy				Total Occ	
			M	B	A2	R2	OLF (IBC)	77
Main Floor								
Market	1577	Display	1577				60	26
	433	Kitchen	433				200	2
Existing Café	334	Kitchen			334		201	2
	328	Seating					15	0
	189	Storage					300	0

Existing PT	813		813			150	5	
Tenant 3	559		559			150	4	
Tenant 4	1626		1626			150	11	
Common Entry	128							
Common Bathrooms	154							
Common Break Room	187		187			150	1	
Non-assignable	2087							
	7465		2010	3185	334		51	
		5529			Usable			

Second Floor									
Existing									
Apt 1	836	2 bed				836	200	4	
Apt 2	2814	3 bed				2814	200	14	
Non-assignable	107								
	3757					3650		18	
Proposed									
Apt 3	882	2 bed				882	200	4	
Apt 4	600	1 bed				600	200	3	
Non-assignable	158								
	1640					1482		7	
					5132			Usable	

Parking:

The parking spaces provided on site currently is 14 spaces. There are 3 spaces on street to the west of the property on N Electric. Based on the parking calculation, (see detail spreadsheet below) residential spaces are required to be on site. The remainder parking spaces can be purchased based on a factor of 0.2. Based on this calculation 3 additional parking spaces are required to be purchased.

Parking						
Required						
			Unit	Factor	Total	
General Business 1			2010	3.6	7	*
Office			3185	4.5	14	*
Eating			334	8	3	*
Apartment			4	1.5	6	(required on site)
					30	Required

6

Provided							
	On Site	(existing)			14		
				(Difference)	16		
			0.2	multiplier	3	Purchased spaces	

Site Plan:

The lot size is 100 ft wide by 150 ft deep (15000 sf/ .344 acres). There is an easement at the north of the property held by Fall River Electric Cooperative. The Owner has verified that if there is 10 ft access around the proposed stair to service the transformer on the north of the building that they approve the construction. The adjacent building to the north is 19'-8" away. The property has not been surveyed to confirm property lines. Based on the site/building scan we have provided the attached site plan for your review and approval.

Building Permit:

It is our understanding that since the building is a commercial building the building permit will be reviewed and approved by the State Building Department. Once we finish the Town of West Yellowstone Zoning Permit process, we will continue with the state building permit process. Please notify us if you understand the process to be different than this or if there are additional steps that are required for permit approval prior to construction.

We request that you approve our zoning permit. Please let us know if you have any additional questions or concerns and when the DRC and Planning Board meetings are scheduled. Please contact me at scottb@bechtlearchitects.com (email) or 406.599.1742 (m) if you require additional information. A check for \$350 for the permit review will be delivered by Misty Hecht once the amount is confirmed.

Sincerely,

BECHTLE ARCHITECTS



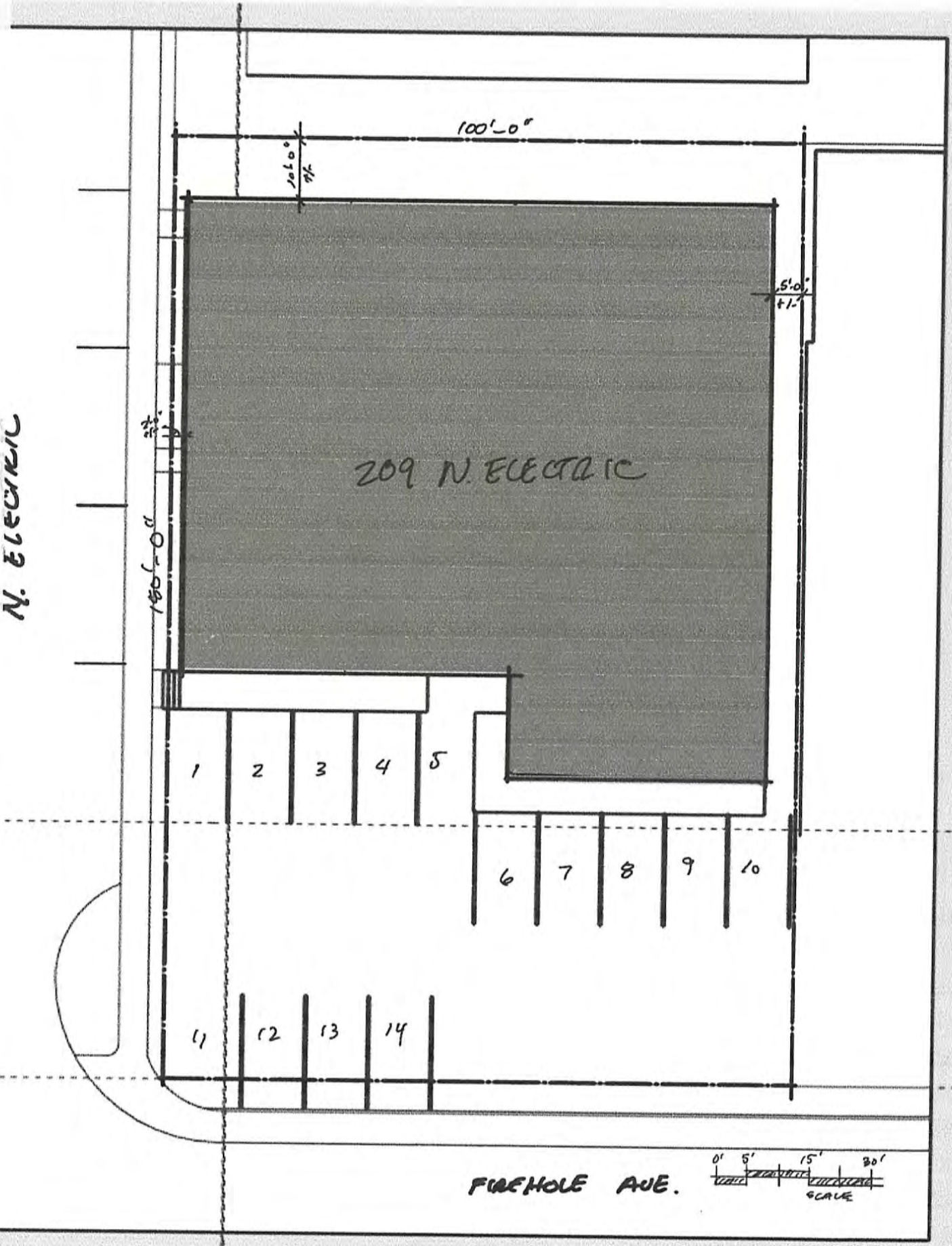
Scott Bechtle, AIA

cc: File – 209 N Electric

Attachment: Zoning Permit Application, Site Plan Exhibit



209 N. ELECTRIC





209 N Electric MBHA LLC

Chapter 17.42 zoning -off street parking

1st Parking for 4 long term apartments @ 1.5 space each = 6 long term spaces.

2nd General business factor of $3.6^* \times 2,010 \text{ SQF} = 7,236$ divided by 1000 = 7.23 rounded to 7 short term spaces.

3rd Office factor of $4.5^* \times 3,185 \text{ SQF} = 14,322$ divided by = 14.33 rounded to 14 short term spaces.

4th Eating factor of $8^* \times 334 \text{ SQF} = 2.67$ rounded to 3 short term spaces.

Total parking spaces needed for use = 30

Parking spaces provided = 14

Difference of 16 short term spaces $\times .2 = 3$ spaces in lieu needed

Property owns 2 in lieu of spaces already, making 1 in lieu space to be purchased for this project.

To: Planning and Zoning Board

We are requesting to purchase 1 parking spot in lieu of for the property located at 209 Electric Street.

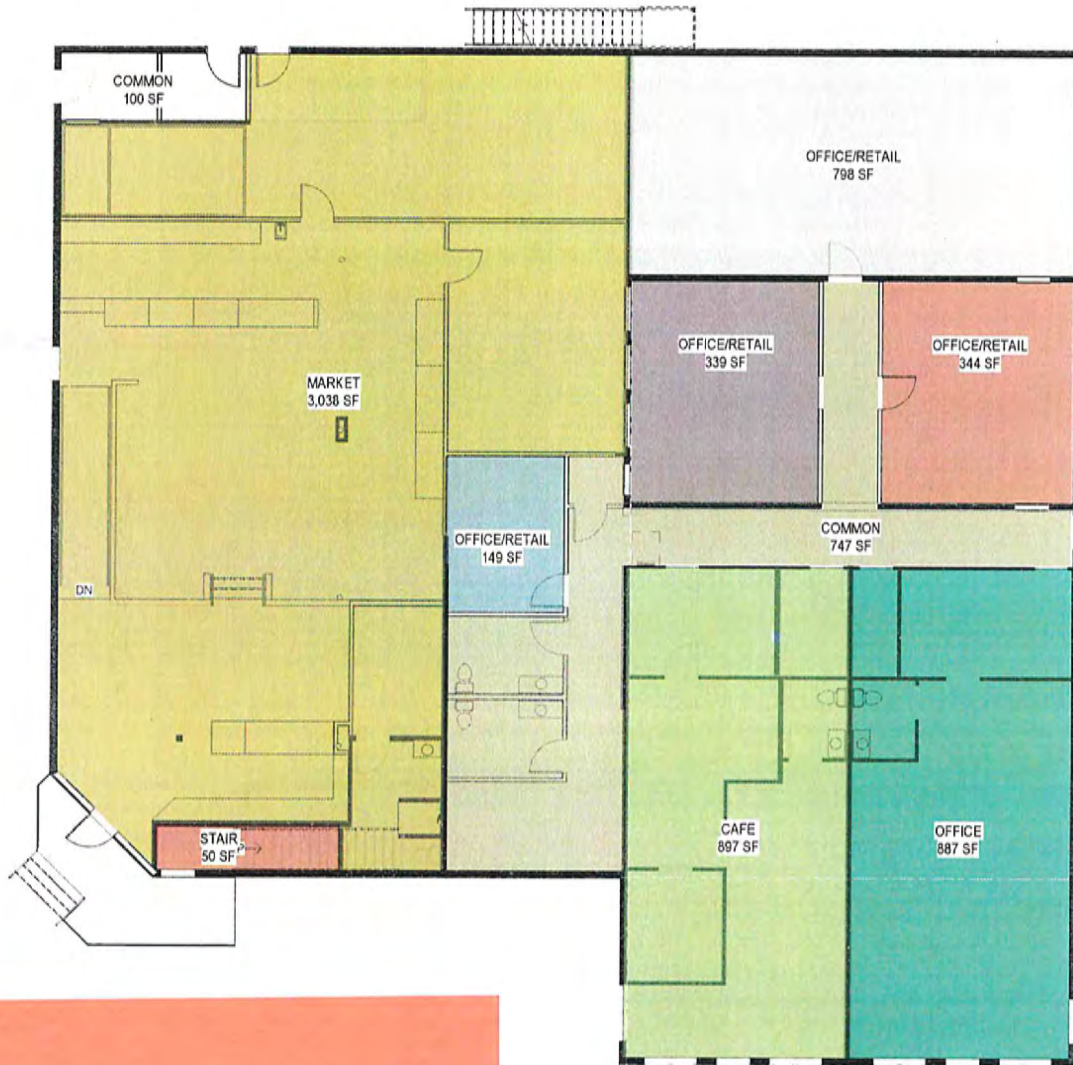
Sincerely,

MBAH, LLC

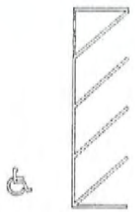
Misty and Aaron Hecht

received
8-28-2024

FLOOR 1



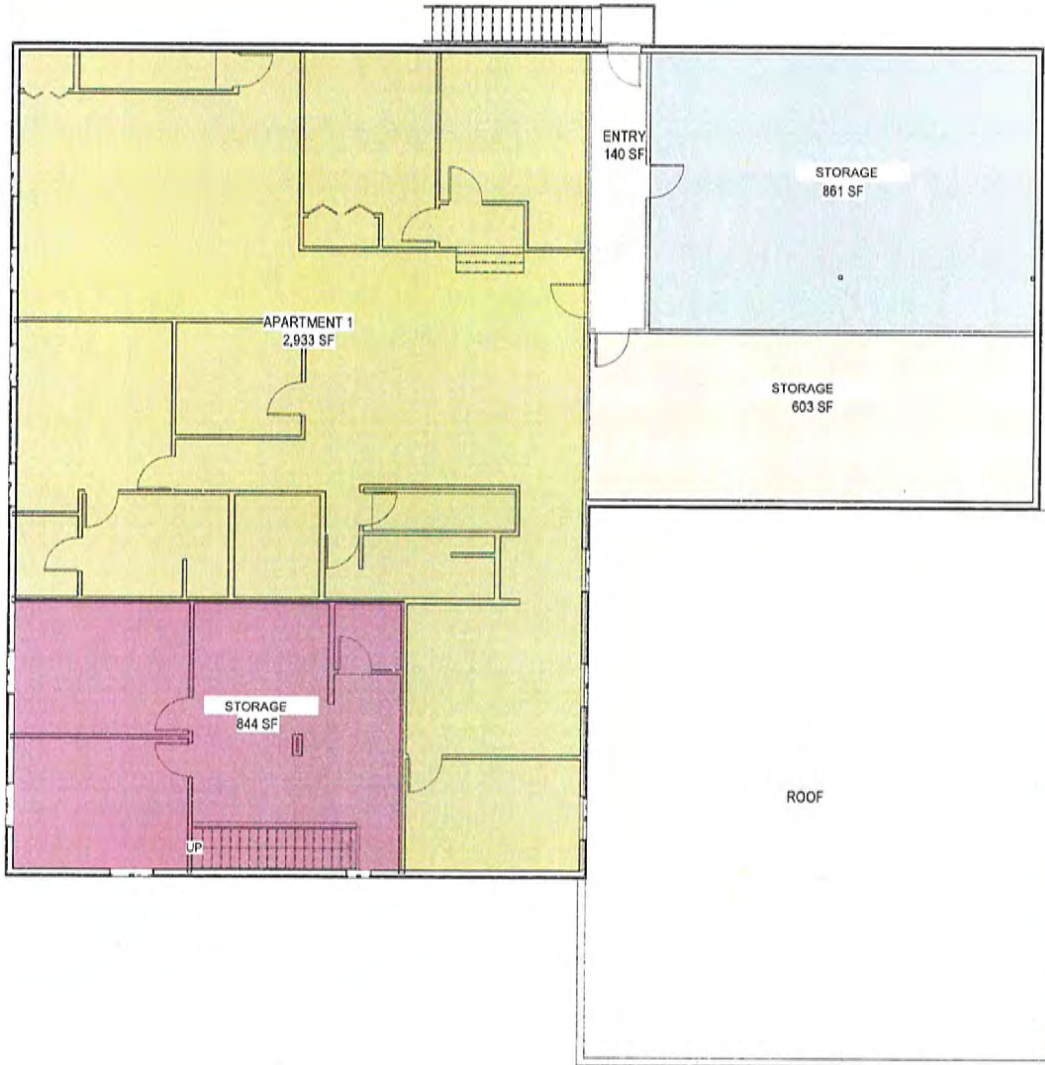
Phase I



received

8-28-2024

FLOOR 2

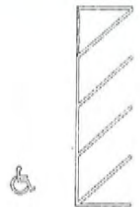


received
4-28-2024 KCT

FLOOR 1



Phase II



received

6-28-2024

PKCT

Future

FLOOR 2



TOWN OF WEST YELLOWSTONE

PUBLIC NOTICE

Planning Board Vacancy

The West Yellowstone Town Council is seeking interested individuals to serve on the West Yellowstone Planning Board. This board develops recommendations for action by the Town Council on zoning variances, conditional uses, encroachments, and subdivisions. Membership on this board requires review of parking and development plans for commercial projects in West Yellowstone. This board will be involved with the update of the zoning code and developing zoning for the 80-acres. The Board is composed of seven individuals that serve two-year terms. Board members are appointed by the Mayor/Town Council for a term of two years. Montana Code stipulates that membership shall be as follows: one member of the Town Council, one member who may an employee or hold public office in the city or county, one member that is designated by the County Commissioners (may live outside the limits of the Town), four citizen members that are residents of West Yellowstone.

The Town is currently accepting applications for two citizen members that reside in Town.

Interested individuals should complete and return the 'Application for Boards and Committees' which is available from the Town Offices, 440 Yellowstone Avenue, West Yellowstone, MT or on the Town's website: www.townofwestyellowstone.com. This position is open until filled, preference will be given to applicants that apply by August 30, 2024. For more information or to request an application by e-mail, please contact the Town Offices, 646-7795, or info@townofwestyellowstone.com.

Elizabeth Roos
Town Clerk



Montana Code Annotated 2023

TITLE 76. LAND RESOURCES AND USE

CHAPTER 1. PLANNING BOARDS

Part 2. Membership

Membership Of City Planning Board

76-1-221. Membership of city planning board. (1) A city planning board shall consist of not less than seven members to be appointed as follows:

- (a) one member to be appointed by the city council from its membership;
- (b) one member to be appointed by the city council, who may in the discretion of the city council be an employee or hold public office in the city or county in which the city is located;
- (c) one member to be appointed by the mayor upon the designation by the county commissioners of the county in which the city is located;
- (d) four citizen members to be appointed by the mayor, two of whom shall be resident freeholders within the urban area, if any, outside of the city limits over which the planning board has jurisdiction under this chapter and two of whom shall be resident freeholders within the city limits.

(2) The clerk of the city council shall certify members appointed by its body. The certificates shall be sent to and become a part of the records of the planning board. The mayor shall make similar certification for the appointment of citizen members.

History: (1)En. Sec. 4, Ch. 246, L. 1957; amd. Sec. 1, Ch. 271, L. 1959; Sec. 11-3804, R.C.M. 1947; (2)En. Sec. 7, Ch. 246, L. 1957; Sec. 11-3807, R.C.M. 1947; R.C.M. 1947, 11-3804(part), 11-3807.

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	8/2/24
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	8/2/24
4. Keith Hendrickson PO Box 1032, 609 N Electric C: (425) 765-3477 725keith@gmail.com	3/22/22 6/4/24 retro to 3/22/24	3/22/24 3/22/26
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 Simms, Public Services Superintendent PO Box 1570 C: (406) 640-9074 jsimms@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 7/10/24 - er

Received *ep*
7-19-22



APPLICATION FOR BOARDS AND COMMITTEES

Name Jerry Johnson Date 7-16-22

Address 712 N. Hayden St.

City West Yellowstone State MT Zip 59758

Phone (Home): _____ (Work): _____ (Cell/Other): 640-7000

E-Mail Address: Westmayor@aol.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 62 Years

Board or Committee you are applying for: Planning Board

Occupation: Business owner

Employer: Self

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

If so, which board, and for how long? W. Y. Town council, 20+ Years

Past Memberships and Associations: W.Y. Town council, Gallatin County Search and rescue, Mapfund, Madison Addition architectural committee, and board of directors.

Current Memberships and Associations: Marketing and promotion fund, Search and rescue

List any relevant qualifications and/or related experience? Attach any additional information or a resumé, if you prefer: As a council member and Mayor I have been involved with zoning decisions for many years along with the implementation Of West Yellowstones zoning code.

What are your primary objectives for serving on this board? My primary objectives for serving is to help with the updates of the current zoning codes.

References (Individual or Organization):

Katrina Wiese President, Destination Yellowstone Phone: 406-646-7701

Janna Turner First Security Bank Phone: 406-646-5211

Julia Wuttmer Yellowstone T-Shirt Co Phone: 406-640-1686

Signature: Jerry D. Johnson Date: 7-18-22

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.

8-15-24

MR. MAYOR,

I would like to
continue my service
on the planning board.

Please accept this
as my application.

Very Truly Yours,

Jerry Johnson
Box 405

W. Yellowstone MT.

59758



Received
7/20/22
AK

APPLICATION FOR BOARDS AND COMMITTEES

Name Brad Schmier Date 7/19/22

Address 648 Grouse Court

City West Yellowstone State Mt. Zip 59758

Phone (Home): 4066469241 (Work): 4066467735 (Cell/Other): 4066401241

E-Mail Address: bschmier@outlook.com

Are you a resident of West Yellowstone? yes Length of residency in West Yellowstone: 45 + yrs

Board or Committee you are applying for: Planning Board

Occupation: Self- employed business owner

Employer: Jerrys Enterprises

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

If so, which board, and for how long? Town Council 12 yrs, Health Care Board, Cemetery Board

Past Memberships and Associations: _____

Current Memberships and Associations: Western Petroleum Marketers Association

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

My experience being on the council has exposed me to the process involved.

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

To continue to offer my time to help our community.

References (Individual or Organization):

Greg Forsythe Phone: 4066401555

John Costello Phone: 4066401413

Kyle Goeltz Phone: 4066464444

Signature: Date: 7/19/22

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: [Brad Schmier](#)
To: [Elizabeth Roos](#); [Travis Watt](#)
Subject: Re: Planning Board Terms
Date: Sunday, August 18, 2024 5:53:02 PM
Attachments: [Planning Board Vacancy.pdf](#)

Liz,

This email is to confirm my desire to be reappointed to the Planning Board for another term.

Sent from my iPhone
Brad Schmier

On Aug 14, 2024, at 3:43 PM, Elizabeth Roos
<eroos@townofwestyellowstone.com> wrote:

Hello Brad & Jerry,

Your terms on the Planning Board expired August 2, 2024. If you would like to be considered for reappointment, please send me an email or drop off a letter to make that request. Thank you for the time you have already put in to serving your community!

Elizabeth Roos, Town Clerk, CMC
Town of West Yellowstone
PO Box 1570
440 Yellowstone Avenue
West Yellowstone, MT 59758
www.townofwestyellowstone.com



Received ^{OK}
8/26/24

APPLICATION FOR BOARDS AND COMMITTEES

Name Casey McCray Date 8/22/2024

Address 530 Apollinaris Ct

City West Yellowstone State MT Zip 59758

Phone (Home): 406-539-3277 (Work): _____ (Cell/Other): 406-539-3277

E-Mail Address: caseymccray@gmail.com

Are you a resident of West Yellowstone? Yes Length of residency in West Yellowstone: 37Year

Board or Committee you are applying for: Planning Board

Occupation: Self Employeed

Employer: Slippery Otter Pub, LLC

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

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? _____

To be more involved with the community and help get a fresh eye on issues.

References (Individual or Organization):

Brenda Panko Phone: 920-979-3404

Misty Hecht Phone: 406-640-1534

Lynette West Phone: 831-345-9292

Signature: Date: _____

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