



TOWN OF JACKSON PLANNING COMMISSION AGENDA DOCUMENTATION

PREPARATION DATE: SEPTEMBER 16, 2016
MEETING DATE: SEPTEMBER 21, 2016

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE

SUBJECT: **ITEM P16-070:** REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT TO CHANGE THE USE FROM AN EXISTING NONCONFORMING USE (LIGHT INDUSTRIAL) TO ANOTHER NONCONFORMING USE (OFFICE) AT 290 EAST KELLY AVENUE.

REQUESTED ACTION

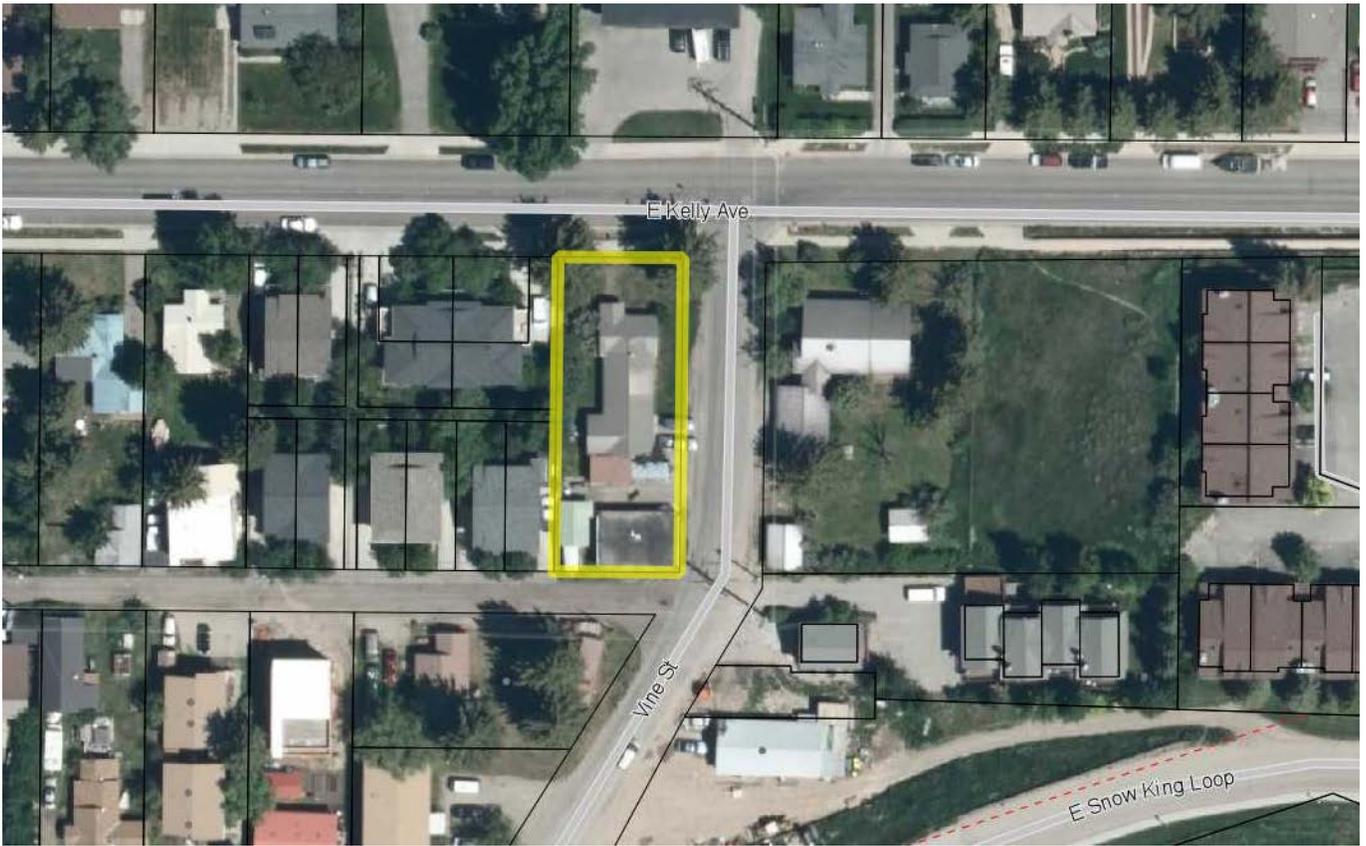
The applicant is requesting approval of a Conditional Use Permit to change the use on the site from an existing nonconforming use (Light Industrial) to another nonconforming use (Office), within the Auto-Urban Residential (AR) zoning district located at 290 East Kelly Avenue.

APPLICABLE REGULATIONS

Section 2.3.6 Auto-Urban Residential (AR)
Section 1.9.3.C Change in Nonconforming Use
Section 8.4.2 Conditional Use Permit (CUP)

LOCATION

The subject property is addressed as 290 East Kelly Avenue and legally described as PT SE ¼ NW ¼, Section 34, Township 41, Range 116. An aerial photo and zoning map are shown on the following page showing the general location of the proposed site:



BACKGROUND

The subject property is a .21-acre site is Zoned Auto-Urban Residential (AR), is located on the southwest corner of Kelly Avenue and Vine Street and has alley access to the south. The properties to the north, south, east and west are all zoned AR as well. Currently the property consists of three structures; a 1,561 SF single-family home with attached ARU, a 962 SF detached work shop and a 245 SF detached storage shed. Traditionally, the detached work shop has been used as light industrial for the past 50 years hosting an auto mechanic, locksmith and a welding shop (current use). The current light industrial use is not permitted within the AR zoning district and is considered legally nonconforming. Furthermore, the work shop structure itself is nonconforming to the side setback (5') and rear yard setback (5') requirements.

PROJECT DESCRIPTION

The applicant is requesting a Conditional Use Permit to continue utilizing the existing 962 SF detached work shop for business, however, the proposed use of the space will be an office and not a welding shop. Because the existing use is considered a legal nonconforming use, Section 1.9.3.C allows the applicant/owner to request a change of use to another nonconforming use provided a CUP is obtained. The applicant must also provide supporting data that the new nonconforming use is generally less intense and meets the standards found within Section 1.9.3.C (see staff analysis below).

Currently, the owner rents a commercial tenant space on Gregory Lane to conduct business and intends to move the operation to their property within the existing work shop. The plan is to remodel the work shop, both interior and exterior, provide the necessary upgrades to meet the Building Code, and formalize the parking and improve the landscaping. The applicant, who lives on-site, plans to employ three additional employs (4 total) along with providing additional parking on-site to meet the demand. Currently the home and accessory residential unit (ARU) require 4 parking spaces which the applicant has. The plan is to leave the existing 4 spaces, remove the nonconforming detached shed in the southwestern corner, and add an additional space along the alley (5 spaces total). The applicant has referenced Section 6.6.2.B.2 which allows for shared parking between residential and office uses provided the findings can be made (see discussion below).

STAFF ANALYSIS

As stated above, the applicant's intent is to operate a small office operation (public relations) out of an existing detached structure which has for many decades been utilized by uses (welding, locksmith, auto mechanic, etc.) that are not permitted under the current LDRs. The LDRs allow for nonconforming uses to continue and even allow them to be expanded up to 20% in size. Since the applicant no longer wishes to continue the previous uses and would like to have an office. There are two options available to obtain an office use approval in this location: 1) obtain a CUP for a Home Business, or 2) obtain a CUP to change an existing nonconforming use to another less intense nonconforming use. The applicant originally applied for a CUP for a Home Business, but the limitation on the number of allowed employees according to those standards were less than the owner's needs of the current operation. The Home Business standards also limit the size of the home business to no more than 25% of the existing habitable space, which in this case would not allow the applicant to utilize the entire 960 SF of the work shop. Staff finds that request for the CUP to go from one nonconforming use to another nonconforming use is appropriate provided the new operation meets the standards below according to Section 1.9.3.C Nonconforming Change in Use. Furthermore, the work shop is a nonconforming structure and the LDRs allow for interior remodels and alterations as such is proposed with this request.

Standards for a change in nonconforming use according to Section 1.9.3.C.

- 1. The new use is a materially less intense nonconforming use. The determination of the level of intensity shall include, but is not limited to, consideration of traffic generated (amounts and type), impacts on access, parking demand, proposed level of activity, operational characteristics, and other potentially adverse impacts on neighboring lands.*

ANALYSIS OF PROPOSED USE TO PREVIOUS USE

<i>Standards</i>	<i>More Intense</i>	<i>Less Intense</i>
<i>Traffic generated</i>	✓	
<i>Impacts on access</i>		✓
<i>Parking demand</i>	✓	
<i>Level of activity</i>		✓
<i>Operational Characteristics</i>		✓
<i>Noise</i>		✓
<i>Outdoor Storage</i>		✓

Complies. Looking back at the history of this site, a variety of uses have occupied the space within the detached structure. The applicant has provided a list of these uses which include an auto-mechanic/engine repair, gas station, locksmith and most recently commercial welding. As each of the past uses bring a different level of intensity, staff finds it appropriate to use light industrial as a baseline for comparison, along with the limited information provided about the welding operation. The table above is a guideline for measuring intensity but it should be noted that staff analyses all standards before determining whether the use is more or less intense. As an example, just because the new use generates a higher parking demand does not necessarily conclude that the new use is more intense. As the table indicates, staff finds that the proposed use, taken as a whole, is a less intense use and will have fewer impacts on the neighborhood.

In regards to parking and traffic, it is difficult to determine the exact parking demands based on the previous uses, but what is apparent is the lack of a formalized parking layout serving them. Over the years, past operations appear to have parked, and in some cases stored vehicles/equipment, anywhere possible on the property. With this request, the parking demand is increasing based on going from one (1) employee to three (3). Thus when comparing the proposed use to light industrial parking standards of 1 space per 1,000 SF plus 1 space per employee vehicle, the parking demand increases. That being said, the applicant plans to address this new demand by cleaning up the property and eliminating the light industrial use which resulted in outdoor storage which in the past included parts for vehicles and associated junk. The applicant also plans on providing an additional space while taking advantage of the shared parking standards according to Section 6.2.2.B (see discussion under Standard #2). Ultimately, the on-site parking requirement for all uses is five (5) spaces, which the applicant is providing as part of the request. Staff also finds that although the traffic generation slightly increases, the new formalized parking plan should adequately address any significant concerns. In addition, the new use will not generate a need for overnight parking as the peak demand for on-site parking will be during regular business hours (9am – 5pm) when many homeowners are typically away at work. Finally, access to the site, based on the proposed site plan, is improved with the addition of the fifth alley space.

From an operational standpoint, the subject site has been used for heavy intense uses creating adverse noise and visual impacts. Staff finds that in terms of noise, an office generates less impact on the surrounding properties. Visually, the proposal will result in a significant upgrade which includes the removal of a nonconforming shed, upgrades to the interior and exterior of the work shop itself, formalized parking and additional landscaping. Overall, the property will receive a significant upgrade which is encouraged by the comprehensive plan and will be well received by the surrounding neighbors. In regards to the level of activity, any related noise and traffic will occur during regular business hours. In addition, the welding and light industrial activities will be removed resulting in a less intense environment compared to an office. It should be noted that the proposed office is not the only commercial operation within the immediate area. There are multiple commercial operations within the immediate vicinity that would otherwise support this area as a suitable location for home occupations, offices and local businesses. In fact, a few operations are located within the same alley that serve the

subject property and it appears all have either obtained the necessary permits or have been in operation prior to the adoption of the 1994 LDRs.

Ultimately staff is able to support the request and finds that the new use is materially less intense than the previous use. Staff has added a condition of approval that limits the business operation to no more than three (3) employees who live off-site. Furthermore, staff also added a condition of approval requiring the removal of the existing storage shed in order to provide the fifth parking space.

2. *The new use shall not create or increase nonconformities with use-based standards such as parking and employee housing.*

Complies. Staff finds that the new use will not create or increase use-based nonconformities such as parking or employee housing. Five (5) spaces will be provided on-site which is sufficient based on Section 6.2.2.B Shared Parking which allows up to a 75% reduction in parking between office and residential uses, and a 100% reduction in parking between office uses and ARUs. The single-family home and ARU require 2 spaces each (4 total). The parking reduction ends up being an average between 75% and 100%, ultimately totaling 87.5%. The following is a breakdown of the shared parking standard applied to the subject property:

Office: 4 space requirement (3.168 rounded up) @ (3.3 per 1,000 SF)
Residential: 4 space requirement (2 per ARU + 2 per primary residence)
Total: 8 spaces

4 (office) x 87.5% (reduction) = 3 space credit (3.5 rounded down)

4 (residential) – 3 (shared) = 1 space non-shared

4 (residential) + 1 (additional non-shared) = **5 space requirement**

Staff finds that providing five (5) on-site spaces meets the standards for shared parking and will be sufficient for the three employees and residents on the site. In regards to employee housing, accessory uses are exempt from employee housing requirements according to Section 6.3.1.C.6. Furthermore, the applicant's staff is comprised of full time workers and will not impact seasonal housing needs.

3. *The new use shall obtain a Conditional Use Permit pursuant to Sec. 8.4.2.*

Complies. The applicant has requested a CUP for the proposed use with this application.

PUBLIC COMMENT

Staff has received public comment on the project from an adjacent property owner who expressed support for the proposed office use. Specifically the neighbor shared concerns for fire safety due to the work shop's old condition.

ATTACHMENTS

Applicant Submittal
Departmental Reviews

STAFF FINDINGS

Item A: Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations,

the following findings shall be made for the approval of a Conditional Use Permit.

1. ***Compatibility with Future Character.*** *The proposed Conditional Use shall be compatible with the desired future character of the area.*

Subarea 3.2 Core Residential: This residential, TRANSITIONAL Subarea is currently made up of a variety of single family and multifamily residential types, with some existing larger residential developments and non-conforming commercial uses. Redevelopment, revitalization and reinvestment are highly desired in this subarea. Due to its central location in the core of Town near employment and Complete Neighborhood amenities, the future character of this subarea will include some increased density and larger buildings than in East Jackson (Subarea 3.1).

In addition, to the development pattern described for East Jackson (Subarea 3.1), multifamily residential uses will be encouraged in order to replace existing commercial uses and to blend the borders of the Town Commercial Core (District 2) with the Town Residential Core (District 3). Multifamily structures will be predominantly found on larger residential lots and along mixed use corridors. The size and scale of multifamily structures will be predominantly two stories with three stories considered in specific cases with proper design. The density and intensity found in areas containing multifamily structures may be greater than what is generally allowable in other areas. For these larger structures, the dominant building mass should be located near the street and be broken into multiple smaller buildings when possible. Parking should be minimized and screened from view as much as possible. In areas where office uses currently exist, consideration should be given to allow a mix of office and residential uses. Future mixed use office development should be of the same bulk, scale and intensity of the residential uses.

Complies. Staff finds the proposed project meets the intention and vision for this subarea. Subarea 3.2 is a transitional area with existing nonconforming commercial uses. It is also desired that redevelopment, reinvestment and revitalization occur. The applicant's request is to revitalize and invest in an outdated building with interior and exterior improvements sought to significantly improve the appearance and function of the structure. The proposed changes will also increase life safety by bringing the structure into compliance with current Building and Fire codes. In addition, the applicant plans to formalize the parking on-site and clean up the landscaping in order to be consistent with the LDRs. Lastly, future mixed use office development should be in keeping with the same bulk, sale and intensity of the residential use. Staff finds that the utilization of the existing space does not increase the bulk and scale of the use beyond the existing residential.

In addition, staff has analyzed this application for consistency with the Policy Objectives for District 3. Town Residential Core as follows:

Common Value 1: Ecosystem Stewardship

Not applicable.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Not applicable.

Policy 4.3.a: Preserve and enhance stable areas

Not applicable.

Policy 4.3.b: Create and develop transitional subareas

Complies. Subarea 3.2, as stated above, it is envisioned to have reinvestment, redevelopment and revitalization. The applicant's request is to improve the physical appearance and life safety aspects of the work shop to fit the needs of the proposed office use. Improved landscaping and parking also support the vision in developing transitional subareas.

Policy 4.4.d: Enhance natural features in the built environment

Not applicable.

Common Value 3: Quality of Life

Policy 5.2.b: Encourage deed-restricted rental housing units.

Not applicable.

Policy 5.3.b: Preserve existing workforce housing stock

Not applicable.

Policy 7.1.c: Increase the capacity for use of alternative transportation modes

Complies. The proposal would reduce single occupancy trips for the owner who would reside and work on-site. In addition, the owner has stated that his current employees live within a half mile radius which would reduce trips across town to the existing business location and encourage either walking or bicycle trips to work.

2. ***Use Standards.*** *The proposed Conditional Use shall comply with the use specific standards of Division 6.1.*

Complies. The proposed request is not subject to review under Division 6.1. Because the applicant is requesting to change the use from one nonconforming use to another, the proposed CUP is required to be compliant with the standards of Section 1.9.3.C. Staff finds that the proposed request does comply with the use standards for change in use for nonconforming uses.

3. ***Visual Impacts.*** *The design, development, and operation of the proposed Conditional Use shall minimize the visual impact of the proposed use on adjacent lands.*

Complies. Staff finds that the proposed project will have minimal visual impacts on adjacent lands. In regards to design/development, the owner plans to significantly improve the appearance of the existing work shop building in addition to making necessary life safety upgrades. In addition, the operation of the business will require the on-site parking layout to be more formalized which will be a significant visual improvement in regards to traffic and parking.

4. ***Minimizes adverse environmental impacts.*** *The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Complies. Staff finds that the proposed office use is better than the previous light industrial use in regards to adverse environmental impacts.

5. *Minimizes adverse impacts from nuisances. The development and operation of the proposed Conditional Use shall minimize adverse impacts from nuisances.*

Complies. Staff finds that the proposed use minimizes adverse impacts on nuisances as the new use (office) will present less noise impacts than the previous welding operation.

6. *Impact on Public Facilities. The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Complies. Staff finds that the proposal will have no significant adverse impact on public facilities.

7. *Other Relevant Standards/LDRs. The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

Complies. Staff finds that the proposed use, as conditioned, complies with the provisions of the LDRs. Although the proposed use is within a nonconforming structure, the remainder of the site is compliant in terms of physical development (i.e. setbacks, LSR, FAR, etc.). In addition the proposed use complies with all other Town Ordinances.

8. *Previous Approvals. The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. There are no previous permits or approvals.

RECOMMENDATIONS / CONDITIONS OF APPROVAL

The Planning Director recommends **approval** of a request for approval of a Conditional Use Permit (CUP) to change from an existing nonconforming use (light industrial) to another nonconforming use (office), subject to the department reviews attached hereto and the following condition of approval:

1. At no point shall the owner have more than three (3) employees who live off-site.
2. Prior to issuance of a Building Permit, the applicant shall apply for a demolition permit for the removal of the existing storage shed located in the southwestern corner of the property.

SUGGESTED MOTIONS

Based upon the findings as presented in the staff report and as made by the applicant for Item P16-070, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for a Conditional Use Permit to change from an existing nonconforming use (light industrial) to another nonconforming use (office) at 290 East Kelly Avenue, subject to the department reviews attached hereto and the following condition of approval.

1. At no point shall the owner have more than three (3) employees who live off-site.
2. Prior to issuance of a Building Permit, the applicant shall apply for a demolition permit for the removal of the existing storage shed located in the southwestern corner of the property.

Conditional Use Permit Request

Address: 290 E Kelly, Jackson, WY 83001

Submitted By: Chris & Lauren Dickey (property owners)

Date: Aug 19, 2016

Project Description:

The property owner requests changing the use of a 1950's-era commercial structure from light industrial (currently a welding shop) to office space to accommodate the owner's small business (public relations agency). The "shop" has been functioning as a continually operating business for over 50 years and has housed a variety of light industrial businesses including auto mechanic, locksmith, and welding. The original construction date of the building is unknown.

Currently the property has no formal parking strategy or plan. The property owner plans to significantly clean up the landscape and streamline the parking situation, thus providing a more stable and predictable vehicular entry & exit from Vine St. The owner's small business is currently located south of town on Gregory Lane and requires staff to drive across town on a daily basis (and often home again at lunch to check on dogs, etc.). The business's move downtown supports the "Town as Heart" LDR goals and will remove several cars from the daily commute.

1. Is compatible with the desired future character of the area

The requested change of use will improve the building aesthetic, reduce noise, reduce fumes, and reduce fire danger to the neighborhood. Currently, the property has a storage shed located between the "shop" and the property line that does not conform with set-backs or fire-safety requirements. The property owner is proposing to demo this storage shed to bring the property into greater compliance, increase LSR, and add additional parking.

Furthermore, this particular quadrant of AR Zoning is home to several offices and home businesses on all sides of the property. Changing the use is not inconsistent with the current neighborhood. Please refer to the enclosed zoning overlay in Addendum 1.

2. Complies with the use specific standards of Div. 6.1. and the zone

The request is within the standards of the zoning overlay given the pre-existing character of the property and makes intelligent use of a pre-existing commercial building.

3. Minimizes adverse visual impacts

The owner is proposing to repoint, paint, and replace windows and doors on the commercial structure, improving the visual aesthetic for the neighborhood. The proposal would also remove an unsightly "shed" currently located just 24 inches off the property line and improve parking.

4. Minimizes adverse environmental impacts

Not Applicable.

5. Minimizes adverse impacts from nuisances

The proposed change will replace a loud and hazardous welding shop with a quiet 9-5 professional services business. Daily business visitation will be minimal as 100% of the agency's clients are located out-of-state. Additionally, the owner will live on-site and currently all company employees currently live within .5 miles of the 290 E. Kelly location; thus greatly improving pedestrian access and reducing vehicles traveling in and out via Vine St.

6. Minimizes adverse impacts on public facilities

Not Applicable. This project will not have significant impacts on public facilities. No new building is being proposed.

7. Complies with all other relevant standards of these LDRs and all other County Resolutions

Due to the nature of the home business, the property meets the requirements of shared parking as outlined in Section 6.2.2.B.1 of Town of Jackson LDRs. The primary home and ARU have been parked at 100% of requirement at a total of 4 parking spaces.

The planned public relations business currently employs 2 in addition to the business owner. The business owner plans to live on site, thus qualifying for shared parking between business and home requirements. Additionally, the two ARU parking locations meet the criteria for 100% shared parking in Section 6.2.2.B.2, given the substantially different operating hours of the business (9AM – 5PM) and the tenant's parking needs (gone between the house of 9AM – 5PM). For the purposes of this permit request, the owner will be asking for just 50% shared parking, by adding one additional parking space for a total of 5 parking spaces on the property.

The owner plans to incentivize employees to walk or ride bicycles to work, and/or carpool. It is also the hope and expectation that when a people live within a close proximity between home and work that they will voluntarily choose a pedestrian lifestyle. Currently all employees live within .5 mile radius of 290 E. Kelly.

8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

Not Applicable. No prior applications or permits are or have been related to this request.

1. The new use is a materially less intense non-conforming use.

After collecting information from long-time neighbors (residents at 310 Kelly Ave) and former tenants, the “shop” structure located behind on the home bordering the Kelly Ave alley and Vine St., has operated since the mid-1950’s as a series of light industrial local businesses including auto-mechanic, engine-repair, gas station, locksmith, and most-recently, commercial welding. According to the property owner at 310 Kelly Ave, the property / shop would historically have up to 20-30 snowmobiles parked around the yard during the winter while operating as a small engine repair shop. During all periods of light-industrial uses, the “shop” businesses have always served the local community despite a lack of organized on-site parking.

Most recently the “shop” has been operating as a commercial welding center in conjunction with White Chapel Hardware LTD. The current building is heated solely by wood fuel and has no wall insulation other than the original concrete walls. The combination of commercial welding, wood fueled heat, and poor electric classifies the building as extremely high fire danger and is consequently uninsurable in its current state and use. As previously mentioned, another non-conforming (not appropriately set-back from property line) “shed” is located 48 inches to the west of the “shop” and 24 inches from the west edge of the property. In the event of a fire starting in the “shop,” the existence of the “shed” presents a worrisome potential conduit for fire to spread to the higher-density residences immediately next door (which also have reduced set-backs).

The property owner requests a change of use from the building’s current light industrial classification to a business classification. The property owner owns a small business in public relations and media communications with 3 full-time employees and wishes to use this structure to operate the business. With the proposed plan, the owner will remove the non-conforming “shed” and upgrade the “shop” to meet modern energy efficiency, heat, and ADA standards. Unlike historic businesses that have occupied the space, the owner’s PR business does not serve local or regional clients, and hence will result in significantly decreased visitor traffic to the site.

It is worth noting that the owner lives on site (essentially making this a work / live situation) and all business employees live within a ½ mile radius, which supports pedestrian transportation and reduces reliance on cars. The business operates from 9AM-5PM and produces minimal noise or light. The proposed change of use will result in considerably reduced fire danger to the neighborhood. The previous commercial welding shop was open at all hours and often late in the evening.

2. The new use shall not create or increase nonconformities with use-based standards such as parking and employee housing.

Due to the pre-existing nature of the property, creative problem solving must prevail to accommodate the parking requirement, while keeping the character of the neighborhood intact and maintaining an acceptable LSR. We believe we have arrived at such a solution that stays within the current zoning regulations as noted on page 1, section 7 of this application. There will be no more than 5 cars parked on the premises at any time.

Applicant Contact Information.

Chris Dickey, *Property Owner*

Mailing Address

PO Box 12011
Jackson, WY 83002

Email: chrisjdickey@gmail.com

Phone: 307.413.8667

Current Property



Project Name: 290 E Kelly Ave - CUP Application

Project Number:

Date: Tuesday, June 7, 2016

Drawing Reference: Current Property

Drawn By:

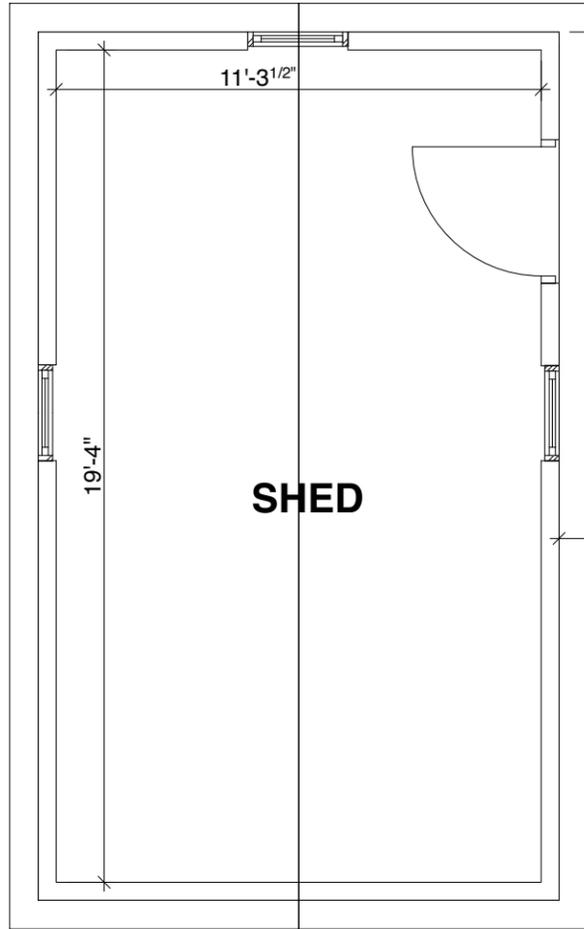
Current Property Layout



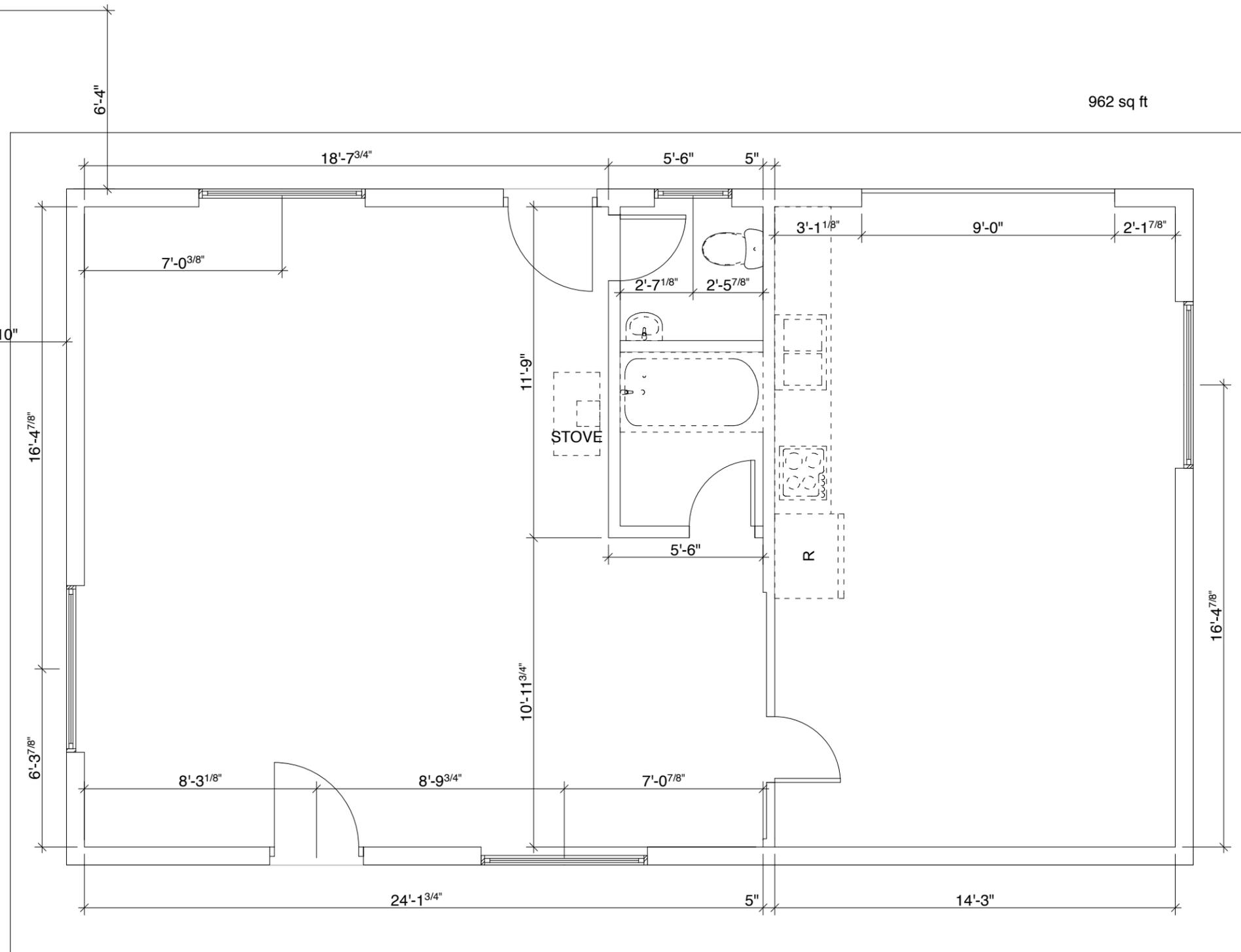
Project Name: 290 E Kelly Ave - CUP Application
Project Number:
Date: Tuesday, June 7, 2016
Drawing Reference: Current Property Layout
Drawn By:

Current Shop & Storage Shed Layout

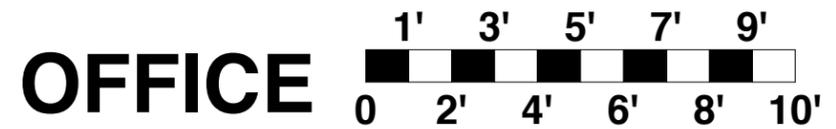
244.5 sq ft



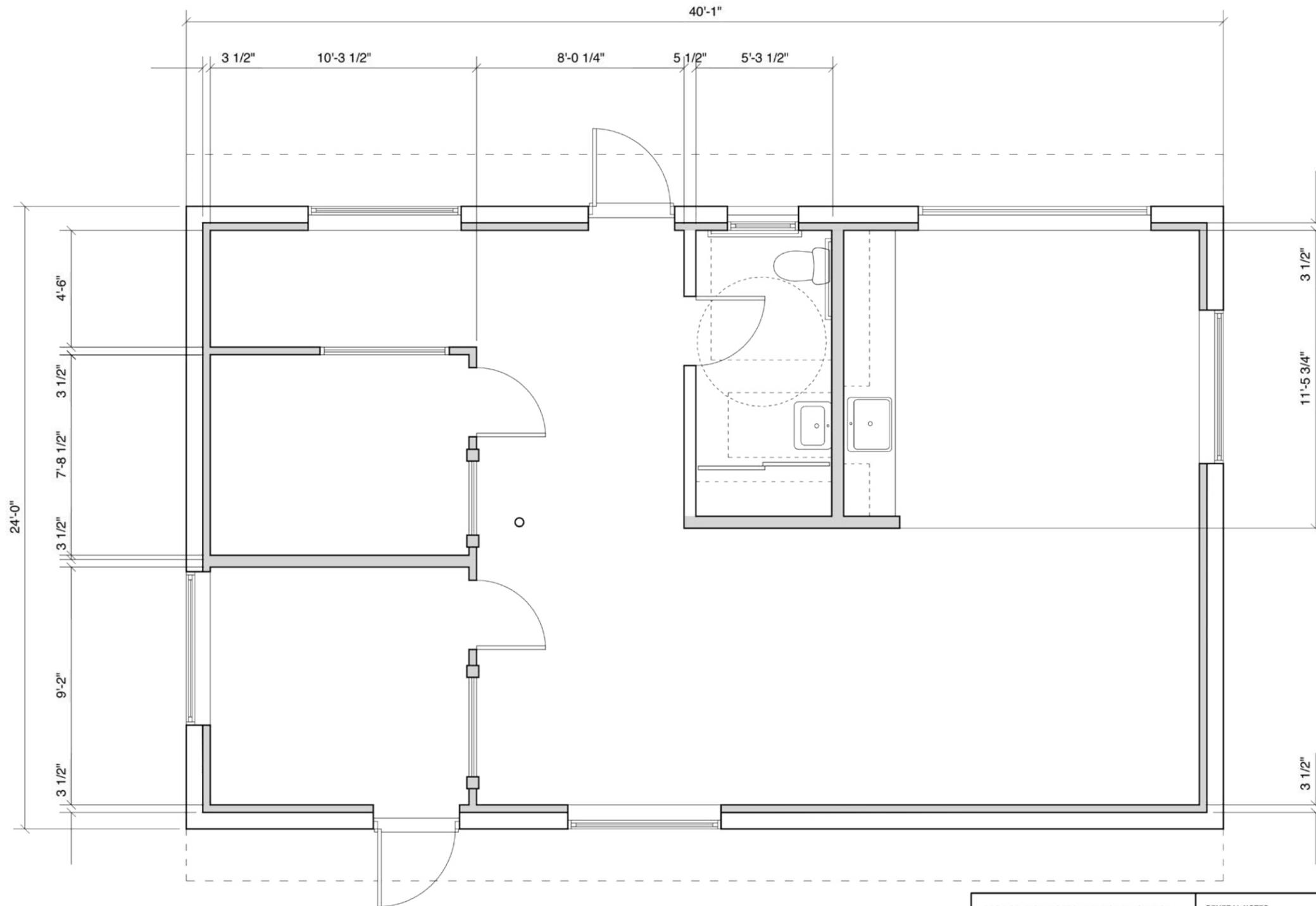
962 sq ft



SHED



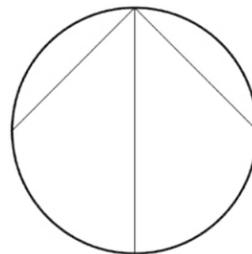
Project Name: 290 E Kelly Ave - CUP Application
 Project Number:
 Date: Tuesday, June 7, 2016
 Drawing Reference: Current Shop and Storage Shed
 Drawn By:



1 REVISED FLOOR PLAN
A2.1 SCALE: 1/4" = 1'-0"

NEW WALLS SHOWN SHADED
 SCALE MAY NOT BE ACCURATE WHEN SENT ELECTRONICALLY

EXISTING FLOOR AREA 962 SQ. FT.
 NO ADDED AREA



NORTH

PROJECT: DICKEY OFFICE INTERIOR RENOVATION
 OWNER: CHRISTOPHER & LAUREN DICKEY
 TENANT: JACKSON HOLE MOUNTAIN RESORT
 DISTRICT: AR
 STORIES: ONE
 BUILDING OCCUPANCY:
 CONSTRUCTION TYPE: VB
 FIRE SPRINKLER SYSTEM: NO
 CODES:
 2012 IBC
 2012 IFC
 2014 NEC
 TOWN OF JACKSON CODE RESOLUTIONS
 TOWN OF JACKSON LDR
 PARKING: EXISTING
 PT. SE1/4NW1/4, SEC 34, TWP. 41, RNG 116
 0.21 ACRES
 290 EAST KELLY
 JACKSON, WYOMING
 PIDN: 22-41-16-34-2-00-011

GENERAL NOTES
 1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH ALL CURRENT APPLICABLE, ADOPTED FEDERAL, STATE AND LOCAL CODES INCLUDING BUT NOT LIMITED TO THE INTERNATIONAL BUILDING CODE, NATIONAL ELECTRIC CODE, NATIONAL PLUMBING CODE, UNIFORM MECHANICAL CODE AND THE TOWN OF JACKSON COMPREHENSIVE PLAN.
 2. THE GENERAL CONTRACTOR SHALL ARRANGE WITH THE TOWN OF JACKSON BUILDING DEPARTMENT FOR ALL REQUIRED SUBSEQUENT PERMIT'S INSPECTIONS. THE GENERAL CONTRACTOR SHALL COMPLY WITH TOWN OF JACKSON REGULATIONS REGARDING THE SITE USE, FACILITIES, ACCESS AND TRASH REMOVAL.

**PROGRESS PRINT
 NOT FOR
 CONSTRUCTION**



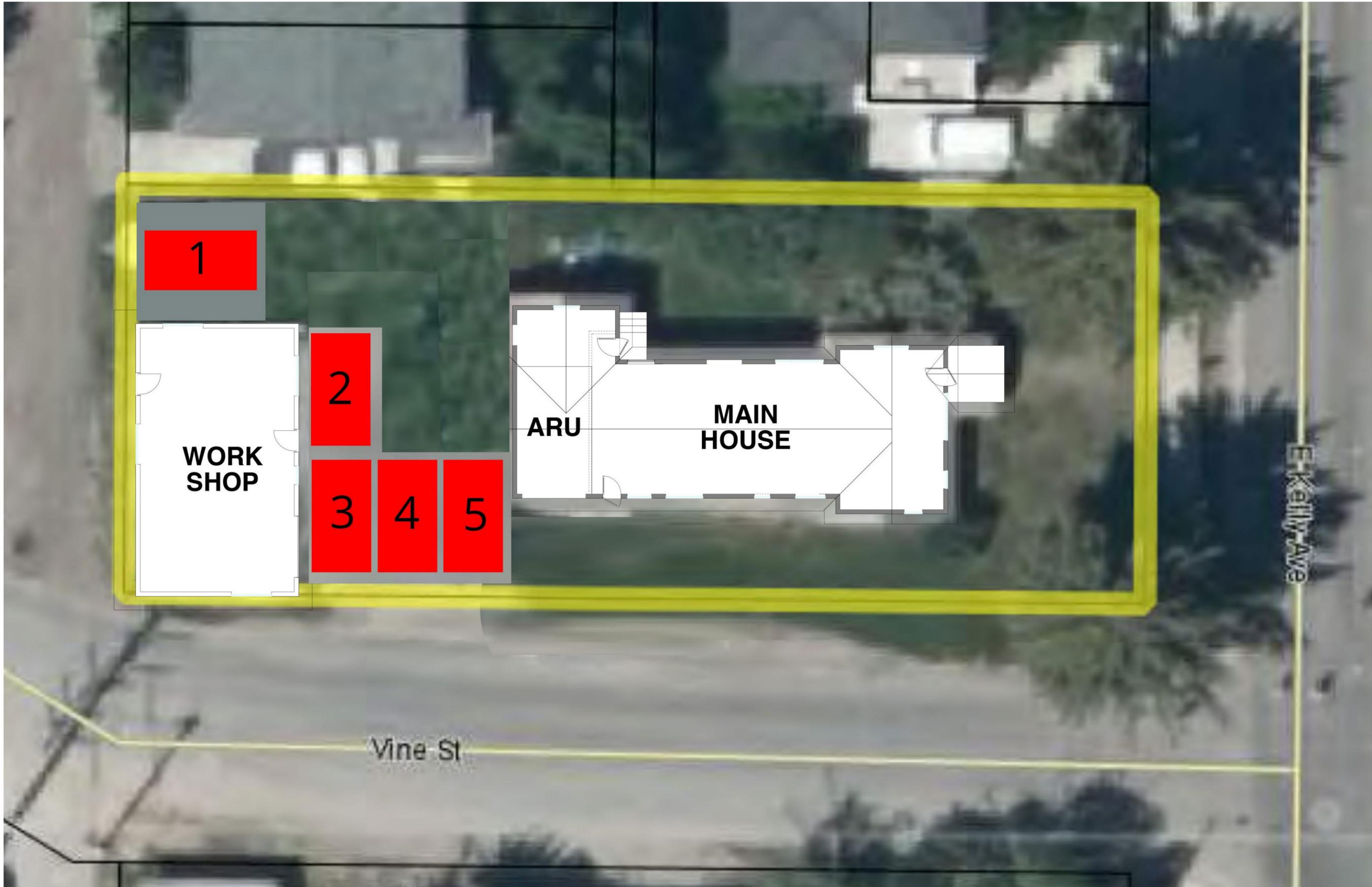
Robert T. Gordon, Architect
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 307-733-4081

Dickey Office Renovation
 Jackson, Wyoming

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A2.1

Proposed Property Layout



Project Name: 290 E Kelly Ave - CUP Application

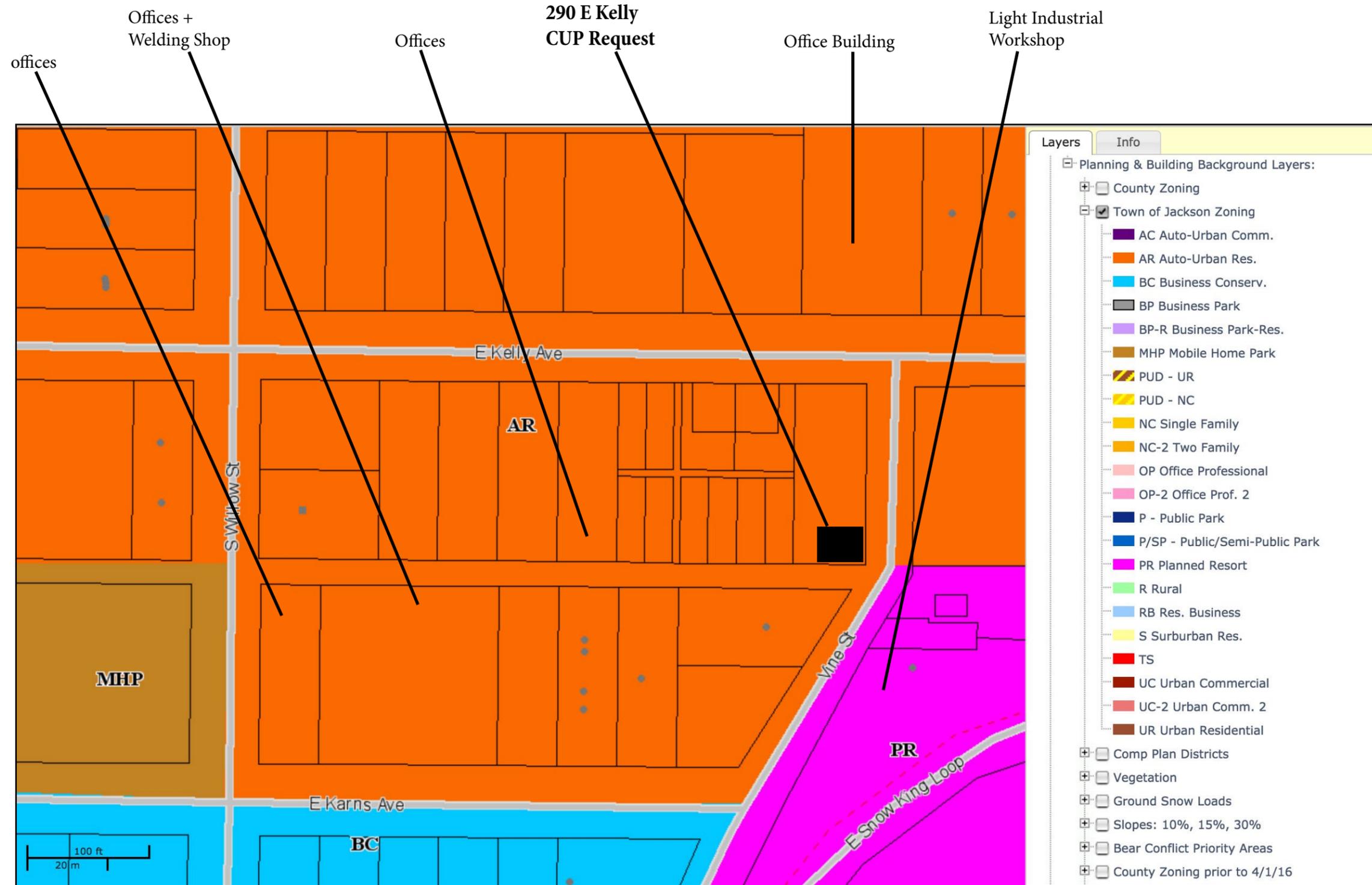
Project Number:

Date: Tuesday, June 7, 2016

Drawing Reference: Proposed Property Layout

Drawn By:

Addendum 1



Project Name: 290 E Kelly Ave - CUP Application

Project Number:

Date: Tuesday, June 7, 2016

Drawing Reference: Addendum 1

Drawn By:

current zoning overlay of neighborhood
and multi-use commercial properties

Tyler Valentine

From: Rebecca Huntington <rahuntington@gmail.com>
Sent: Thursday, August 18, 2016 12:00 PM
To: Tyler Valentine
Subject: 290 E Kelly / CUP Application

To Whom it May Concern:

My Husband, son and I live literally next door to 290 E. Kelly, on the alley side of Kelly Ave. We have discussed the proposed change of use with the Dickeys and would like to express our support for their CUP proposal. We agree with their concern that the current welding shop and storage shed present a fire hazard to our home and that a better more predictable parking plan would be an improvement. We have no objections with a quiet 9-5 small business operating in the space.

Thank you,
Rebecca Huntington

Project Number P16-070 **Applied** 6/10/2016 **JC**
Project Name 290 E. Kelly Ave **Approved**
Type CUP **Closed**
Subtype OFFICE **Expired**
Status STAFF REVIEW **Status**
Applicant same **Owner** DICKEY, CHRISTOPHER J. & LAURE
Site Address **City** **State** **Zip**
 290 E KELLY AVENUE JACKSON WY 83001
Subdivision **Parcel No** **General Plan**
 22411634200011

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Building Steve Haines		9/9/2016	9/15/2016		
Building Steve Haines	APPROVED W/CONDITI	6/10/2016	6/24/2016	6/17/2016	

Project has not been reviewed for compliance with the Building and/or Fire Codes adopted by the Town of Jackson. Approval of documents for planning department application does not indicate compliance with the applicable local codes and ordinances or State Law.
 Contact the Building Official for additional information as needed.
 Steve Haines
 Building Official
 Jackson, Wyoming

Fire None		9/9/2016	9/15/2016		
Fire None	APPROVED W/CONDITI	6/10/2016	6/24/2016	6/17/2016	

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	

MEMO

TO: Tyler Valentine, Associate Planner

FROM: Kathy Clay, Fire Marshal

DATE: June 17, 2016
August 30, 2016

SUBJECT: Conditional Use Permit Office Space
290 E Kelly
P16-070

This office has received the request for a conditional use permit to use space for office at the above address. Comments include:

1. Type 2A:10B-C fire extinguisher required in space.
2. Electrical alterations shall be permitted and reviewed by Electrical Division.
3. Final fire/electrical inspection is required before Certificate of Occupancy is issued.

Please feel free to contact me if you have any further questions at kclay@tetonwyo.org or 307-733-4732.

Legal A Cohen-Davis	APPROVED	6/10/2016	6/24/2016	7/1/2016
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Legal A Cohen-Davis	APPROVED	9/9/2016	9/15/2016	9/12/2016
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Parks and Rec None		9/9/2016	9/15/2016	
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Parks and Rec None	APPROVED	6/10/2016	6/24/2016	9/15/2016
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Pathways Brian Schilling No comment at this time.	APPROVED	6/10/2016	6/24/2016	6/15/2016
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Planning Tyler Sinclair		9/9/2016	9/15/2016	
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Planning Tyler Valentine (9/15/2016 2:37 PM TV) Please see staff report in file for analysis and review.	APPROVED W/CONDITI	6/10/2016	6/24/2016	9/15/2016
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Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Police None		9/9/2016	9/15/2016		
Police None No concerns. Todd Smith	APPROVED	6/10/2016	6/24/2016	6/20/2016	No concerns on revised request
Public Works Shawn OMalley		9/9/2016	9/15/2016		
Public Works Shawn OMalley	APPROVED	6/10/2016	6/24/2016	9/15/2016	
START Janice Sowder		9/9/2016	9/15/2016		
START Janice Sowder No START comment at this time. Note: Applicant Lauren Dickey is a current START Board Member.	APPROVED	6/10/2016	6/24/2016	6/13/2016	
Darren Brugmann TC Housing Authority None		9/9/2016	9/15/2016		
TC Housing Authority None	APPROVED W/CONDITI	6/10/2016	6/24/2016	6/22/2016	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
MEMORANDUM					

To: Tyler Valentine
Associate Planner, Town of Jackson Planning and Building

From: Valerie Adams
Housing Specialist, Teton County Housing Authority

Re: Conditional Use Permit (P16-070)
290 E. Kelly

Date: June 22, 2016

The applicant is requesting a Conditional Use Permit for office space at 290 E Kelly Avenue, legally known as PT SE1/4NW1/4, SEC 34, TWP 41, RNG116. Jackson Teton County Affordable Housing Department (“Housing Department”) staff’s review is based on Divisions 6.3 and 7.4 of the Town of Jackson Land Development Regulations (LDRs).

TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REVIEW

EMPLOYEE HOUSING MITIGATION PLAN (DIVISION 6.3): The applicant is requesting to change the use of a 1950’s-era commercial structure from light industrial (Currently a Welding Shop) to office. Section 6.3.1.C.9 of the LDRs indicates that home occupations and home businesses are exempt from the standards of this Division. There will be no Employee housing requirements for this application.

AFFORDABLE HOUSING MITIGATION PLAN (DIVISION 7.4): The applicant has indicated they also intend on improving the existing residential units on the property. They have indicated they do not plan on changing any exterior walls, structural elements, or footprints of the buildings. Section 7.4.2.d.1 of the LDRs indicated remodeling of a use existing prior to December 18, 1995 is exempt from the requirements of this division, provided no additional residential units are created by the remodeling activity. There will be no Affordable housing requirements for this request.

Thank you for the opportunity to review this application. Please contact me with any questions.