



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☒ Town Attorney
- ☒ Police

Joint Town/County

- ☒ Parks and Recreation
- ☒ Pathways
- ☒ Joint Housing Dept

Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☒ START
- ☒ Jackson Hole Fire/EMS
- ☐ Irrigation Company

<p>Date: January 15, 2020</p> <p>Item #: P20-007</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner Town of Jackson</p> <p>Applicant: TC Fair Grounds – Rachel Grimes PO Box 3075 Jackson, WY 83001</p> <p>Agent: esteAM Architects – Rachel Ravits PO Box 2406 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application for a Conditional Use Permit to add the assembly as a use for the property located at 305 W. Snow King Avenue, legally known as PT.SE1/4NE1/4, SEC. 33, TWP. 41, RNG.</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Please respond by: January 29, 2020 (Sufficiency) February 5, 2020 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

150 E Pearl Ave. | phone (307)733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process the next business day.

APPLICABILITY. *This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.*

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: Heritage Arena - Change of Use

Physical Address: 305 West Snow King Ave. Jackson Wy 83001

Lot, Subdivision: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG.

PIDN: 22-41-16-33-1-00-024

PROPERTY OWNER.

Name: Town of Jackson - Fairgrounds

Phone: 307-733-3932

Mailing Address: PO BOX 1687 JACKSON, WY

ZIP: 83001-1687

E-mail: _____

APPLICANT/AGENT.

Name, Agency: Rachel Grimes - Fair & Fairgrounds Manager

Phone: 307-733-5289

Mailing Address: PO Box 3075 Jackson, WY

ZIP: 83001

E-mail: rgrimes@tetoncountywy.gov

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ^A _____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
 Mailing Address: _____ ZIP: _____
 E-mail: _____

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit	This pre-application conference is:
<input checked="" type="checkbox"/> Conditional Use Permit	<input checked="" type="checkbox"/> Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (tstolte@gmail.com).

Have you attached the following?

☒ **\$300 Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees.

☒ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

_____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

- ☒ Existing property conditions (buildings, uses, natural resources, etc)
- ☒ Character and magnitude of proposed physical development or use
- ☒ Intended development options or subdivision proposal (if applicable)
- ☒ Proposed amendments to the LDRs (if applicable)

☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

- ☒ Property boundaries
- ☒ Existing and proposed physical development and the location of any uses not requiring physical development
- ☒ Proposed parcel or lot lines (if applicable)
- ☒ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

☒ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

☒ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Owner or Authorized Applicant/Agent

Rachel Grimes

Name Printed

Jan 8 2020

Date

Fair & Fairgrounds Manager

Title

Tyler Valentine
Senior Planner
Town of Jackson Planning Dept
150 East Pearl Ave
P.O. Box 1687
Jackson, WY 83001

Jan 10 2020
re: Heritage Arena CUP Pre-App

Dear Tyler,

Teton County Fairgrounds in conjunction with Teton County Facilities Management would like to apply for a Conditional Use Permit for the Heritage Arena, located within the Town of Jackson. The CUP is for an Assembly use per LDR Section 4.2.1 Allowed Uses Table, which shows Assembly as a Conditional Use, defined in section 6.1.8.B

We are working together with County Facilities Management and the County Fair to make the Heritage Arena compliant with its actual historical use. Events such as the Ski Swap, Fireman's ball, and livestock competitions are Assembly uses, in addition to the riding arena, which is more Utilitarian. The maximum occupant load proposed is 2,000. We hope to serve the public by improving this much needed venue for gathering. The process has involved discussions with Kelly Sleuder and Kathy Clay to improve the alarm system and provide more plumbing fixtures. There would be minimal changes to the building exterior (an additional door egress on the west side.) As a steel and metal clad building, it is well suited to a higher occupant load. Attached are drawings of the proposed changes.

We would like to determine what would be involved, from a planning perspective, to make this change of use. LDR Section 4.2.1. Part B-12 Table shows that over 15,000 sq ft requires sketch plan, development plan, building permit, and DRC Review. However, we hope that only Building Permit applies because of the existing, unexpanded structure.

Being part of the Public P/SP Civic use means there are few restraints in terms of Footprint, LSR, height, setback, etc. And Parking is an independent calculation. There are existing trash and recycling enclosures on the Fairgrounds.

Requested is a fee waiver of \$300. Please advise of your concerns and length of process. Feel free to reach out with any questions

Sincerely,
Rachel Ravitz
esteAm Architecture, LLC
p.o. box 2406
Jackson wy 83001



c.c. Paul Cote
Rachel Grimes



SHEET LIST			
Sheet Number	Sheet Name	Designed By	Drawn By
A001	TITLE SHEETS / SITE PLAN	RR	Ravitz
A101	EXISTING FLOOR PLAN	RR	Ravitz
A102	PROPOSED REST ROOMS	RR	Ravitz
A103	Civil Overlay Scale Proposed Changes	Designer	Author
A301	EXTERIOR ELEVATIONS	RR	Ravitz
A401	SECTIONS	RR	Ravitz

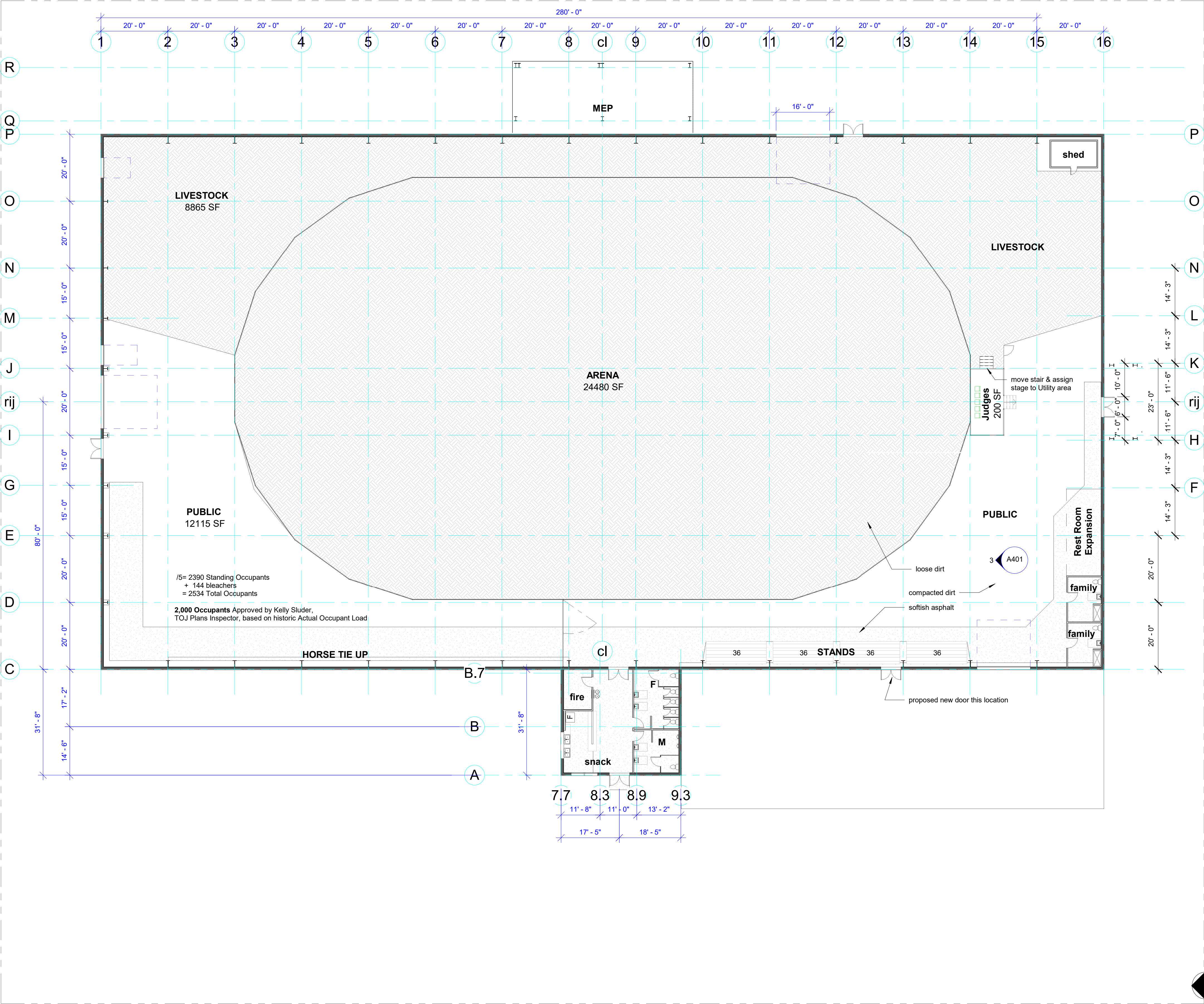


HERITAGE ARENA
Snow King Ave Jackson Wy 83001

TITLE SHEETS / SITE PLAN

TYPE IIB - NON RATED
Sprinklered Building NFPA 13

UTILITY - U



1 MAIN EXIST
1/16" = 1'-0"



HERITAGE ARENA
Snow King Ave Jackson Wy 83001
EXISTING FLOOR PLAN

CONCEPT
NOT FOR
CONSTRUCTION

2018 IBC	HERITAGE ARENA CODE STUDY										DEC 6 2019	
MIXED USE	U & A-3											
Table 1004.5	2390 144 2534	5	11,950	Public use area only (Subtract Riding Arena stands Total Occupants Public A-3 Area								
1004.5	Exception: Where approved by the building official, the actual number of occupants for whom each occupied space floor or building is designed, although less than those determined by calculation, shall be permitted to be used in the determination of the design occupant load. statistics showing un-even split of sexes for occupancy may be used											
	2000	Max Occupant Load Approved by TOJ and Posted in Building										
312.1	Utility Group ... Includes... Agricultural Buildings, Barns, Livestock Shelters, Stables											
Table 1004.5	300 gross	Agricultural buildings			33,545	Livestock & Arena		111.8	Occupants			
2902.1	N.A.		Utility [Arena] Portion Requires no Plumbing systems									
2902.1	Occupants Total	50% Female	factor	Toilets	50% Male	w.c.	67% can be Urinal		Lav each		Fountain	
NEW	2000	1000	65	15.4	1000	125	8.0	5.4	200	5.0	500 4.0	
EXIST	900	450	65	6.9	450	125	3.6	2.4	200	2.3	500 1.8	
	1 Assembly	Auditoriums without permanent seating, art galleries, exhibition halls, museums, lecture halls, libraries, arcades, and gymnasiums										
1109.2.1	In assembly and mercantile occupancies, an accessible family or assisted-use toilet room shall be provided where an aggregate of six or more male and female water closets is required Fixtures located within family or assisted-use toilet and bathing rooms shall be included in the number of fixtures provided											
2902.3.3	In occupancies other than covered and open mall buildings, the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities and the path of travel to such facilities shall not exceed a distance of 500 feet (If events in rodeo grounds and Fair Office were not concurrent, these fixtures could serve the Arena Event load)											
2902.3.2	Prohibited - Toilet rooms shall not open directly into a room used for the preparation of foodservice to the public											
506.2	Table Allows 38,000 sq ft Sprinklered Type IIB (Non Combustible)											
	5-5 Frontage Increase Equation				825	Perimeter with 20 ft min open space surround			30	W		
					825	Entire Perimeter			30			
		38,000			1	-0.25	0.75	1	1			
		28,500			I	Frontage Increase						
	Total Area Allowed	66,500										
Table 1006.3.2	More than 1,000 occupants			minimum 4 exits								
1006.2.1.1	Four exits or exit access doorways shall be provided from any space with an occupant load greater than 1,000											
1007.1.1	paraphrase: Separation between (at least 2 of the) exits should be a minimum of 1/3 the building diagonal measurement when a sprinkler system is present. [In Heritage Arena case 300 ft approx diagonal /3 = 100 feet.]											
1005.3.2	capacity in inches of means of egress with sprinkler system = occupants x .15 [1920 occupants x .15 = 288 inches / 4 exits = 72 inches = 6 feet wide per doorway											
	1920	0.15	288	4	72	12	6					
1005.5	if one exit is blocked, 50% reduced capacity not allowed											

506.3.2 Minimum frontage distance. To qualify for an area factor increase based on frontage, the public way or open space adjacent to the building perimeter shall have a minimum distance (*W*) of 20 feet (6096 mm) measured at right angles from the building face to any of the following:

1. The closest interior lot line.
2. The entire width of a street, alley or public way.
3. The exterior face of an adjacent building on the same property.

Where the value of *W* is greater than 30 feet (9144 mm), a value of 30 feet (9144 mm) shall be used in calculating the building area increase based on frontage, regardless of the actual width of the public way or open space. Where the value of *W* varies along the perimeter of the building, the calculation performed in accordance with Equation 5-5 shall be based on the weighted average calculated in accordance with Equation 5-4.

506.3.3 Amount of increase. The area factor increase based on frontage shall be determined in accordance with Equation 5-5:

$$I_f = [F/P - 0.25]W/30$$
 (Equation 5-5)
where:

I_f = Area factor increase due to frontage.

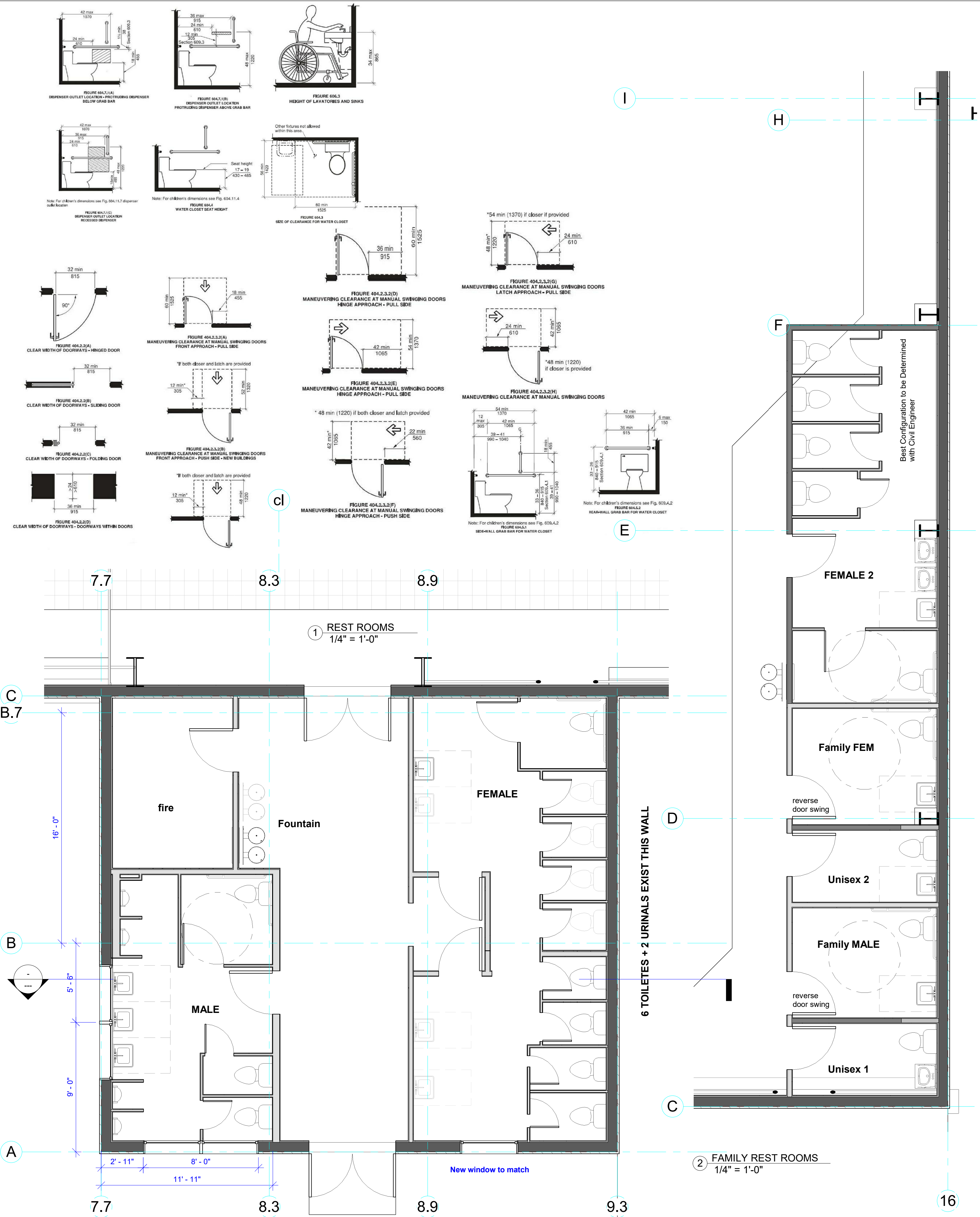
F = Building perimeter that fronts on a *public way* or open space having minimum distance of 20 feet (6096 mm).

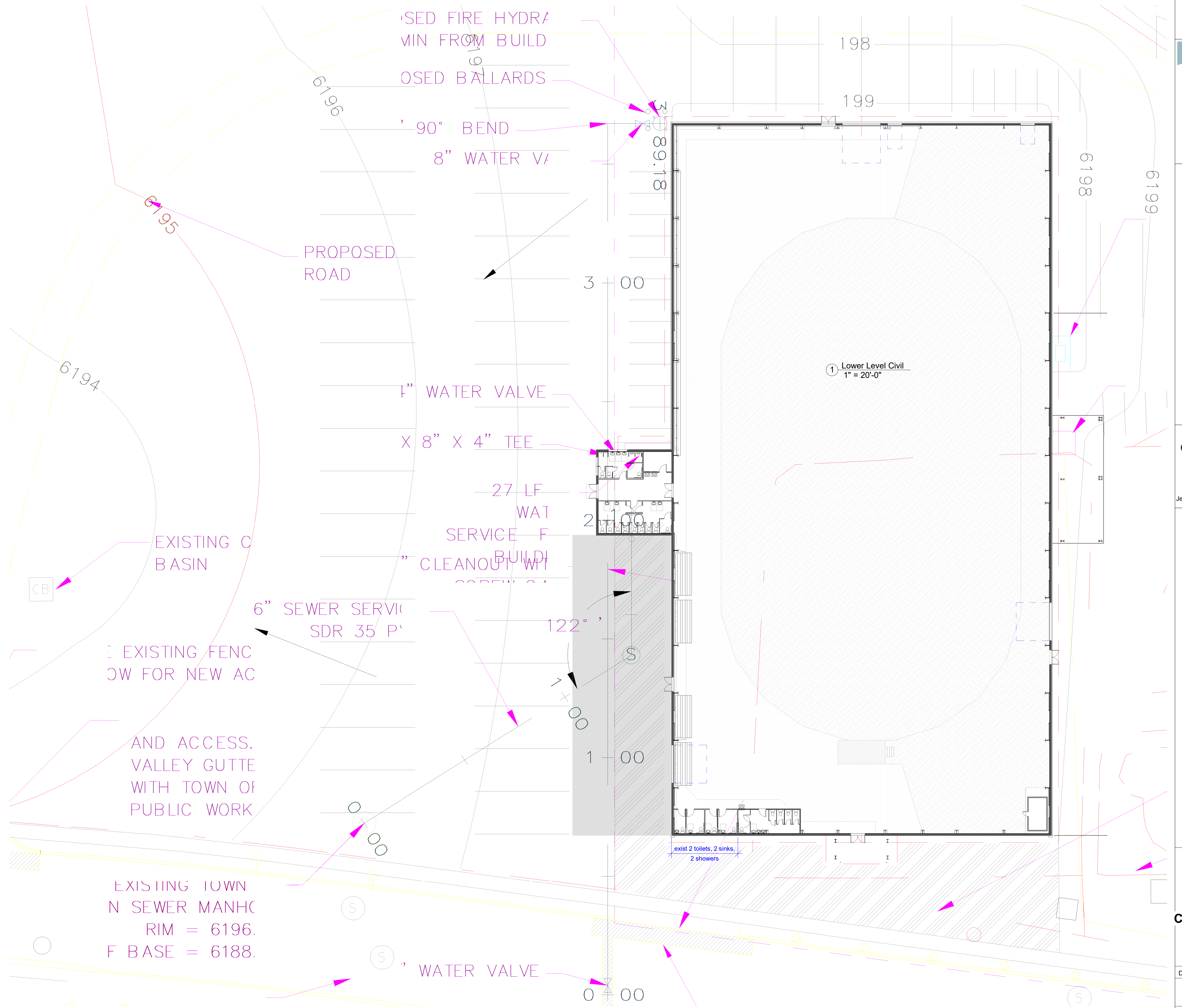
P = Perimeter of entire building (feet).

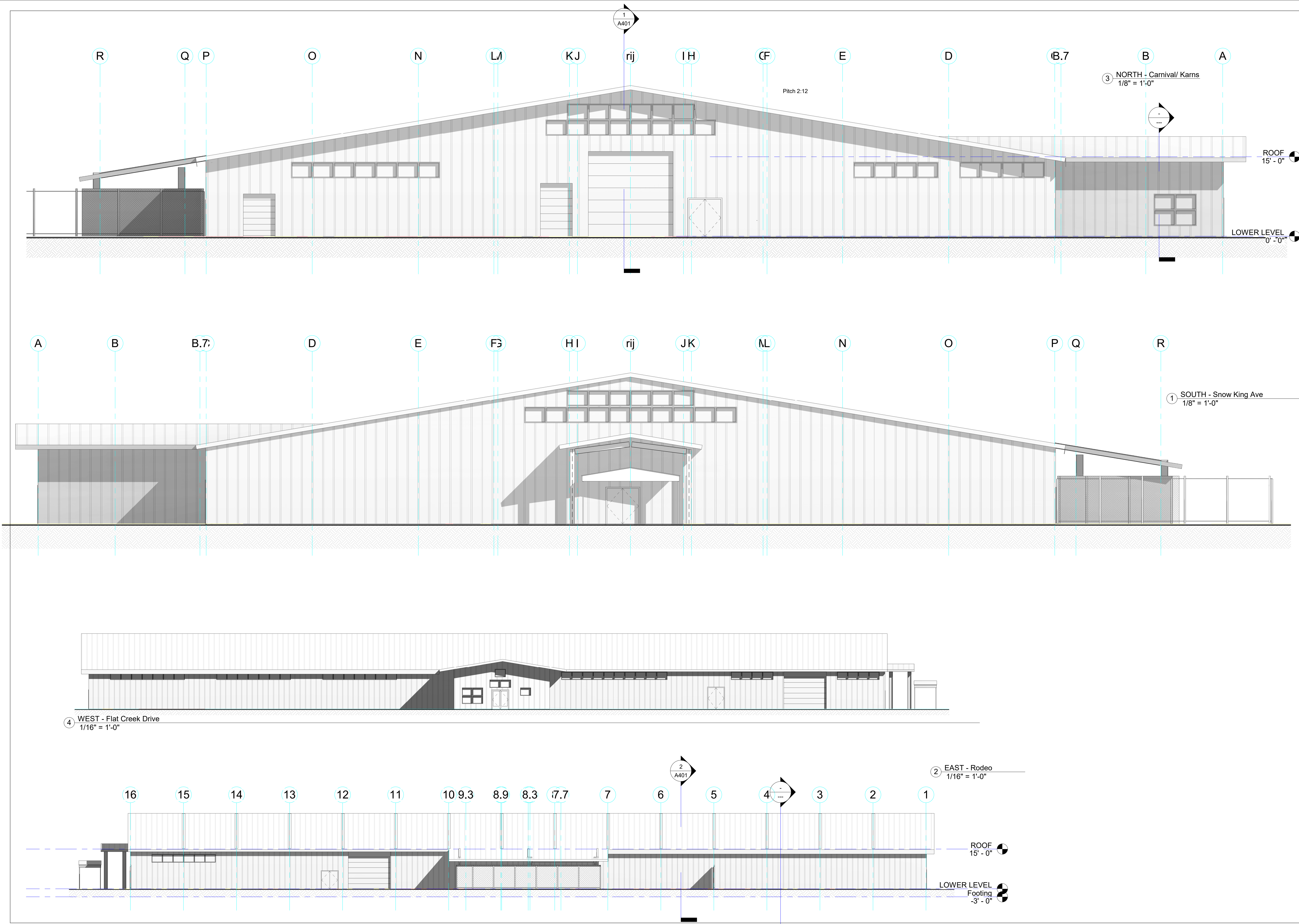
W = Width of *public way* or open space (feet) in accordance with Section 506.3.2.

TYPE IIB - NON RATED
Sprinklered Building NFPA 13

MIXED USE UTILITY U
and ASSEMBLY A-3
52,500 sq ft w/ eaves
Allowed 66,000 w Frontage Increase









ESTEAM
ARCHITECTURE

M4176 2005 COLUMBUS NEBRASKA

BEHLEN



645 West 25th street
Idaho Falls, ID 83402
(208) 523-2862
Jeremy@BradleyEngineering.com

HERITAGE ARENA
Snow King Ave Jackson Wy 83001

SECTIONS

CONCEPT
NOT FOR
CONSTRUCTION

Date Dec 6 2019

A401

Scale As indicated

