



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: May 24, 2022</p> <p>Item #: P22-134</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner Town of Jackson 150 E Pearl Ave. Jackson, WY 83001</p> <p>Applicant Ward + Blake Architects PO Box 10399 Jackson, WY 83002</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Conditional Use Permit to change existing Fire Station area into Exhibit/Assembly space at 305 W Snow King Ave (Fairgrounds) legally known as PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 (RODEO GROUNDS INCLUDES MATEOSKY PARK) PIDN: 22-41-16-33-1-00-024</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: June 7, 2022 (Sufficiency) June 14, 2022 (with Comments)</p>	

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



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

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

PROJECT.

Name/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

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

APPLICANT/AGENT.

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

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date:

LETTER OF AUTHORIZATION

NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual : _____

Being duly sworn, deposes and says that Town of Jackson is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 305 W Snow King Avenue

Legal Description: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 (RODEO GROUNDS INCLUDES MATEOSKY PARK)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mitch Blake/ Ward + Blake Architects

Mailing address of Applicant/agent: P.O. Box 10399, Jackson, WY 83002

Email address of Applicant/agent: mitchblake@wardblake.com

Phone Number of Applicant/agent: 307-733-6867

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application
- ☐ Public Right of Way Permit ☒ Grading and Erosion Control Permit ☐ Business License Application
- ☐ Demolition Permit ☒ Other (describe) Pre-App. Conf. & Conditional Use Permit

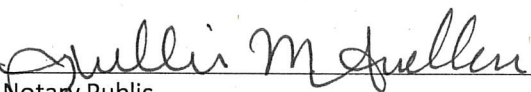
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.


Property Owner Signature

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Roxanne Robinson this 17th day of February 2022. WITNESS my hand and official seal.


Notary Public

My commission expires: \$ 234



Fairgrounds Community Center Narrative

Conditional Use Permit (CUP) Submittal
May 23, 2022



Project

Fairgrounds Community Center
RE: Change of Use
305 W. Snow King Ave
Jackson, WY 83001

Conditional Use Permit Requested

Teton County Fairgrounds, in conjunction with Teton County Facilities Management, would like to apply for a CUP for the Fairgrounds Community Center (presently identified as Temporary Fire Station No. 1), located on the Fairgrounds property. The Conditional Use Permit request is to change the existing Fire Station area of the building into Exhibit/ Assembly space to replace the loss of the Existing Exhibit Hall on the Fairgrounds property in the near future. The existing Fair Offices and Restrooms on the south end of the Fairgrounds Community Center will remain unchanged.

Pertinent Fairgrounds Leases

Teton County Fairgrounds operates under multiple lease agreements. The foundational ground lease, between the Town of Jackson and Teton County, terminates in 2030. The Town owns the land on which the Fairgrounds resides. The County leases the land from the Town, maintains all infrastructure, and pays for daily operations, including Fairgrounds staffing.

The second lease is the Rodeo Grounds Management Agreement (RGMA). The RGMA is a 4-year lease and outlines how the County will maintain all Fairgrounds facilities, and more specifically, the Rodeo Arena, to accommodate the Town's rodeo concessionaire. As such, the Town of Jackson pays Teton County \$80,000 per year to keep Fairgrounds facilities in working order to host rodeos.

The third lease is the Rodeo Concessionaire Agreement (RCA). The RCA is a 4-year lease between the Town and their rodeo concessionaire, which outlines the parameters under which the rodeo concessionaire may operate throughout their summer season and the money they owe the Town for this concession. The rodeo concessionaire gets exclusive use of all Fairgrounds facilities (including Heritage Arena) on rodeo days 2-3 nights per week from Memorial to Labor Day.

The fourth lease encompasses the existing Exhibit Hall and Grassy Arena, south of Snow King Ave. Both the Town and County approved a 2-year extension on this ground lease in December 2021, with a new termination date of December 31, 2023. However, the Town is actively seeking to develop this property, which may happen as soon as this Fall of 2022. Upon approval of this change of use application, the Pavilion will then undergo some construction to become the new Fairgrounds Exhibit Hall/Community Center. Ideally, the 2-year extension on this lease will allow plenty of time for the Pavilion transition, ensuring that the Fairgrounds will not be without a rentable "Assembly" space for any period of time.

Background

In 2018, Teton County began the process to utilize the Fairgrounds stall barn as a temporary fire station while Fire Station 1 was rebuilt. The building was originally an outdoor covered stall barn with the Fairgrounds Offices on the south end. The stall barn portion of the building was converted to a Fire Station with a Conditional Use Permit issued by the Town of Jackson for Heavy Service. Now that Fire Station 1 is completed, Teton County is in the process of converting the services of Temporary Fire Station No. 1 into the Fairgrounds Community Center.

With the Temporary Fire Station use no longer needed, Teton County Fair & Fairgrounds Division desires to change the use of the building from a mixed-use fire station (Heavy Service) and Business Group B occupancy to a mixed-use Assembly Group A-3 (without fixed seats) and Business Group B. The Business Group B will remain as-is, but the fire station section will transition to Assembly Group A-3. With these changes the facility would become the Fairgrounds Community Center.

Presently, the Fairgrounds Offices are primarily accessed from Snow King Avenue at the southeast corner of the Fairgrounds property and the Fire Station is primarily accessed from W. Karns Avenue at the northeast corner of the property. These two access points will continue unchanged with the new assembly portion of the building being primarily accessed from the W. Karns entrance.

The building is surrounded by other developments on the Fairgrounds property (i.e., Rodeo Grounds, Grassy Arena, Mateosky Park, tennis courts and common parking for the use of all the facilities. The site is zoned Public/ Semi-Public and is flanked by Neighborhood High Density – 1 on the north and east, Public/ Semi-Public & Neighborhood Medium Density -1 on the south, and Karn's Meadow (NL-1) on the west. The adjacent areas on the site at the perimeter of the building are used for multiple events and are flexible in nature. Various pen components, sheds, equipment, etc. used for the Fair, Rodeo, and other functions are frequently set up, taken down, and stored on the site in a variety of locations.

Physical Facilities and Use

The new Fairgrounds Community Center will leave the existing building intact with minimal, if any, changes to the exterior of the existing building and relatively minor revisions to the interior of the building. The basic components needed for the change of use are already in place and only require simple modifications to provide the required restroom facilities and storage for the Exhibit Hall/ Assembly uses that will be served.

The existing office space and restrooms at the south end of the building will continue to be used as they are, and the Fire Station portion will be remodeled for Exhibit/ Assembly space that will be used as a venue for the same functions previously allowed in the existing Exhibit Hall at the southeast corner of the Fairgrounds property. The kitchen function will not be changed and will be used to service some of the events. However, the kitchen will primarily be a serving and reheating kitchen as most of the food will be prepared off site and brought to the facility. The kitchen area will be used during Fair Week in some capacity i.e. Lion's Club Breakfast. The sleeping quarters and restroom on the east side of the kitchen will be

remodeled into storage space and the sleeping quarters on the west side of the kitchen will be remodeled into restroom space. The remodeled spaces will not require any of the existing utilities to be modified.

There will be some outdoor activities that will happen in the Grassy Arena in addition to the assembly uses inside the building. These activities will be coordinated so that there will not be conflicts and or confusion to any of the events that may possibly happen at the same time.

The following is a list of general dates and types of functions that will be utilizing the Fairgrounds Community Center:

Month	Indoor Events	Attendance
Jan.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tues. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Parks & Rec Cornhole League on Thurs. & Sun. nights 6:00-8:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 20 – 40 100 – 1150
Feb.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tues. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Parks & Rec Cornhole League on Thurs. & Sun. nights - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 20 – 40 100 – 1150
Mar.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - JH Roller Derby Practice on Tue. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - JHTRA Tack Swap & Fundraiser (new in 2022) - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 20 – 40 200- 300 100 – 1150
Apr.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
May	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
Jun.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Presbyterian Church Rummage Sale - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 150 – 300 100 – 1150
Jul.	- Various 4-H Club Meetings on Mon., Tues. & Wed. nights 5:30-9:00 p.m. - Teton County Fair – 4-H & Open Class static exhibits - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 300 – 500 100 – 1150
Aug.	- Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	100 – 1150
Sept.	- Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m. - Trout Unlimited Banquet 6:00-10:00 p.m. - Ducks Unlimited Banquet 6:00-10:00 p.m.	100 – 1150 300 – 500 300 – 500
Oct.	- 4-H Achievement Night - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	300 – 500 100 – 1150
Nov.	- JH Roller Derby Practice on Tuesday's 6:00-8:00 p.m. & Sunday's 10 a.m.-noon - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m.	20 – 40 100 – 1150
Dec.	- Private & Corporate Christmas Parties - JH Roller Derby Practice on Tue. 6:00-8:00 p.m. & Sun. 10 a.m.-noon - Private Parties almost every weekend & sometimes mid-week 6:00-10:00 p.m. - The Santa Fund	100 – 1150 20 – 40 100 – 1150 300 – 500

*Events that currently are or used to be held in the Heritage Arena that could be held in the new space include: the Ski Swap (October – 900 to 1100 people), the Fireman's Ball (November – 1000 to 1190 people), the Rocky Mountain Elk Foundation Banquet (May - 300 to 400 people).

Month	Outdoor Events	Attendance
May	- Mountain Man Rendezvous, 2 weeks all day - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m.	80 – 200 30 - 40
Jun.	- 4-H Horse Club practice, Mon. nights 5:30-9:00 p.m. - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 5:30 – 9:00 p.m.	10 – 20 30 - 40 10 – 20
Jul.	- 4-H Horse Club practice, Mon. nights 5:30-9:00 p.m. - J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 5:30 – 9:00 p.m.	10 – 20 30 - 40 10 – 20
Aug.	- J.H. Moose Rugby Practice weeknights 6:00 – 8:00 p.m. - Dog Agility Groups, Tues. nights 6:00 – 8:00 p.m.	30 - 40 10 – 20
Sept.	- RV camping during Wyoming High School Rodeo	50 - 100

Parking

The shared nature of the site with the Rodeo Grounds, Fair activities, the tennis courts and baseball field at periodic times during the year create varying demands for parking at the facility. Based on the list above, the vast majority of the functions throughout the year will have a minimal impact on the available parking at the Fairgrounds site. The private parties and banquets will require the most parking and will be easily accommodated most of the year. The potential conflicts only occur during the 3 months of summer rodeo. During Fair Week the building will be used and scheduled as part of the Fair and will not create any additional parking demand on the site.

Events at the Heritage Arena and Rodeo Grounds use parking throughout the entirety of the Fairgrounds. Typically, during winter months, users pulling horse trailers park to north of the Heritage Arena. During summer months and rodeo season, contestants/horse trailers park to the west and the north of the Heritage Arena, while spectator parking is reserved on the east side of the Fairgrounds, near the Fair Office and tennis courts. Parking for special events usually occurs nearest and around the facility, specifically west and north of the Heritage Arena. In the past, both Snow King and Flat Creek Drive have been closed on occasion to accommodate additional parking i.e., in 2019, for the World Series of Team Roping, Flat Creek Drive had a soft closure to accommodate additional horse trailer parking. While the west side of the Fairgrounds (west of the Heritage Arena more specifically) is not actually included in the lease between the Town and the County, the Town recognizes the need for that space to be utilized by day-to-day Fairgrounds operations outside of winter months especially, special events, and JH Rodeo contestants during summer months.

The parking for the Fairgrounds Community Center will primarily be dedicated to the areas directly around the perimeter of the building and along the north side of the building extending to the area north of the Grassy Arena. The immediate area around the building can support 320 parking spaces based on the layout indicated on our drawings. The maximum parking for the building change of use (based on a Restaurant/ Dining designation for a banquet or similar function of 1 space/ 55 s.f.) would be 172 parking spaces. This amounts to approximately 54% of the parking spaces immediately adjacent to the building and is based on both assembly areas being at maximum occupancy simultaneously. Since it would be rare to have both

assembly spaces filled to capacity at the same time, we anticipate that the parking required will be much less than 172 spaces.

The intention is to identify the parking along the north side of the building and the Grassy arena (99 parking spaces) plus the parking at the perimeter of the building (29 parking spaces) to the primary use of the Fairgrounds Community Center. In addition, some of the parking at the north end of the baseball field would be dedicated for the Fairgrounds Community Center. This would amount to about 128 parking spaces or 74% of the total Fairgrounds Community Center parking requirements at capacity. We anticipate this amount of parking as adequate for the vast majority of events to be accommodated. On the occasions that the Fairgrounds Community Center would have functions that coincide with the rodeo or other large events at the Heritage Arena, we anticipate that the parking needs for the Fairgrounds Community Center can be primarily satisfied with the 97 spaces at the northern parking areas and some shared parking along the perimeter of the building and other parking areas of the site. The County will need to manage some of the larger events that will be in the Fairgrounds Community Center in order to mitigate parking conflicts. For instance, the assembly spaces will not be rented out when the Fair is happening, or other special events like the WY High School Rodeo. Parking can be shared during events that coincide with the rodeo and jersey barriers can be utilized as indicated on the site plan to block off some of the dedicated parking at the north end of the property.

Conclusion

We believe this facility will provide an important resource for the Fairgrounds and the community, in general, to provide much needed assembly spaces that can be shared by many different entities. In addition, the power generator and components that are part of the existing building may allow the community to utilize the facility as a possible emergency shelter.

Fairgrounds Community Center **Response to Submittal Requirements**



Conditional Use Permit (CUP) Submittal
May 23 , 2022

Project

Fairgrounds Community Center
RE: Change of Use
305 W. Snow King Ave
Jackson, WY 83001

Findings for Approval

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

The Fairgrounds Community Center is compatible with the area since it is basically a continuation of the same functions/ services that have been occurring at the Exhibit Hall on the east end of the Town property at 400 W. Snow King Avenue directly across Snow King Avenue south of the Fairgrounds. The County is proposing to move these functions/ services presently provided in the existing Exhibit Hall and relocating them to the Temporary Fire Station No.1 building. The Temporary Fire Station will be transformed on the interior to provide exhibit space as well as assembly area for performances presently needing tents during Fair Week. It will be used for 4H meeting, other club meetings, and as venue for a variety of private and or community parties. The services provided and times of facility operation are identified in the accompanying narrative. Many of the services are directly related to the Fairgrounds

2. Complies with the use specific standards of Division 6.1

The A3 (without fixed seating) assembly use being asked for in this application has been traditionally allowed on the Fairgrounds property and is allowed by Division 6.1 as an allowed use that requires a Conditional Use Permit. The use is defined under 6.1.8 Institutional Uses. The accompanying drawings and narrative indicate the use, scale, appearance, access, available parking, and other characteristics of the existing building to show its compliance with these standards. We feel that the functions listed in the accompanying narrative are compatible with the functions that have been allowed on the Fairgrounds property in the past and that the existing parking, utilities, and access to the building will adequately support the change in use requested. The accompanying drawings indicate a graphic representation of the compliance to Division 6.1 of the LDR's.

3. Minimizes adverse visual impacts.

The change in use for this project will have no visual impact because it will not be making any changes to the exterior of the existing building (including lighting) or the site conditions. Any new signage for the exterior of the facility will be submitted for Town review and approval if the County decides to add any. Presently there are no plans for new signage.

4. Minimizes adverse environmental impacts.

The change of use for this facility minimizes adverse environmental impacts by preserving the existing character of the building and the site. The required parking on the site will be compatible with the existing parking area presently available. Adjusted practices in the management of on-site storage and

parking arrangements will allow the Fairgrounds Community Center to function without modifying the existing site or exterior of the building and thus reducing its environmental impact. For instance, the demountable pens presently stored on the north end of the Grassy Arena can be relocated to the west side of the Grassy Arena and allow parking to occur on the north which will allow parking on the north that is closer to the building and more easily dedicated to the Fairgrounds Community Center as shown on the accompanying site plan. This will leave the parking directly adjacent to the Rodeo Grounds and Heritage Arena dedicated to those purposes.

5. Minimizes adverse impacts on nuisances.

The management and times of operation of this facility will have the biggest impact in reducing any nuisances which may possibly occur at this facility. Teton County has successfully managed the Exhibit Hall over the years and will continue to impose the following rules.

- Amplified music and sound are permitted in the building at 80 decibels or less, as per the Town of Jackson's municipal code, until 9:00 pm. After 9:00 pm, all amplified music and sound must cease.
- Any noise complaints that are called into the Jackson Police Department and require action will result in a citation, a \$500 fine, and loss of future privilege to rent the building.

6. Minimizes adverse impacts on public facilities.

We believe this change in use minimizes adverse impacts on public facilities in the following ways.

- We will only be adding one additional sink, toilet, and shower (shower will rarely be used) to the existing facility which will not require any revisions to the existing water or sewer utilities.
- The existing electrical service will not need to be modified.
- The existing site access, landscaping, and site surfaces will not be modified.
- The existing gravel parking lot will remain unchanged, and the County will work to manage the parking arrangements according to the events being held. The parking is sufficient for the vast majority of functions. Potential overflow parking on adjacent streets will be required on rare occasions when large events occur, similar to what has happened historically at the Fairgrounds site. The County will coordinate with the Town to help minimize the impacts of these events.
- Snow removal will be done by Fairgrounds staff w/ assistance from TOJ Public Works. They typically push snow into the Town's big pile on the west side of the Fairgrounds site. At a minimum, Fairgrounds staff will pile it where TOJ Public Works can get to it and push it into the big pile on the west. Fairgrounds staff have a skid steer and a pickup with a plow on it to assist with snow removal.
- There will be an 8-yard dumpster placed near the building and or on site somewhere (depending on the needed parking requirements) for waste. It will be dumped 2x per week during the summer and once per week in the winter. Fairgrounds staff can always call their service provider for an extra dump each week as needed.

7. Complies with all other relevant standards of these LDRs and all other Town Ordinances.

The change of use for this building will not affect any of the existing physical characteristics of the building or the site. This means that it is unchanged from the previous approvals granted by the authorities having jurisdiction from the CUP and other permits granted for the remodel of this building into Temporary Fire Station No. 1. The access points will remain the same as well as the parking areas and landscaping. The change in use requested will result in more required parking than the Fire Station but with some reasonable management of the facility there should be enough parking available to accommodate the functions that will be happening in the building.

The building will be occupied according to the schedule identified in the accompanying narrative. When the Fair is happening, or other special events like the WY high school rodeo, the County will not rent out the Community Center. Basically, during those times, every square inch of space is utilized by the Fair or special event and will not have enough room or parking to have other events going on during these times.

The greatest impacts foreseen are renting the Community Center out on JH Rodeo nights (Wed, Fri, Sat) from Memorial Day Weekend through Labor Day Weekend. In which case, the County will use jersey barriers and other things (our storage barns, stacks of panels etc.) to block off designated rodeo parking and community center event parking. The Rodeo Concession does not have exclusive rights to the parking, so the County will work to designate parking for both Community Center use (access from Karns Ave at the north end of the Fairgrounds Community Center) and JH Rodeo spectators (along the tennis courts and the rest of the east side of the Fairgrounds).

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

Since the building recently went through the CUP and Building Permit process to allow the Temporary Fire Station No.1 to modify and utilize the facility, we believe it is in conformance with all of the standards and conditions of prior permits relating to this building and property.

GENERAL NOTES
1) THIS PROJECT SHALL COMPLY WITH THE CURRENT VERSION OF THE INTERNATIONAL RESIDENTIAL CODE, AND / OR THE INTERNATIONAL BUILDING CODE. THE CURRENT VERSION OF THE TOWN OR COUNTY COMPREHENSIVE PLAN, AND ANY OTHER AUTHORITY HAVING JURISDICTION. THE CONTRACTOR, SUBCONTRACTOR, OR TRADES PERSON SHALL NOTIFY THE ARCHITECT (IN WRITTEN FORM) SEVEN DAYS PRIOR TO BID OF ANY CODE VIOLATIONS. FAILURE TO DO SO DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITIES.
2) CONTRACTOR SHALL COORDINATE ALL REQUIRED INSPECTIONS BY THE BUILDING AND FIRE DEPARTMENTS AND ANY OTHER GOVERNING AUTHORITIES HAVING JURISDICTION.
3) CONTRACTOR SHALL PROVIDE ALL TEMPORARY UTILITIES, INCLUDING ELECTRICITY NECESSARY FOR CONSTRUCTION AND TEMPORARY SEPTIC FACILITIES, WHICH SHALL BE MAINTAINED ON SITE FOR THE DURATION OF CONSTRUCTION.
4) ALL CONSTRUCTION DEBRIS IS TO BE STOCKPILED NEATLY ON SITE UNTIL DISPOSAL, WHICH SHALL BE DONE AT THE COUNTY LANDFILL OR RECYCLING FACILITY ONLY. NO DEBRIS ARE TO BE DISPOSED OF IN LOCAL WASTE COLLECTION FACILITIES. PUBLIC ROADS SHALL BE MAINTAINED AND REMAIN FREE OF MUD OR DUST, EQUIPMENT AND MATERIAL.
5) CONTRACTOR SHALL INFORM ARCHITECT OF ANY AND ALL OWNER (OR OWNERS REPRESENTATIVE) REQUESTED CHANGE OR DIRECTIVES FOLLOWING OWNER (OR OWNERS REPRESENTATIVE) / CONTRACTOR CONVERSATIONS. CONTRACTOR SHALL NOT PROCEED WITH OWNER (OR OWNERS REPRESENTATIVE) REQUESTED CHANGES OR DIRECTIVES WITHOUT PRIOR REVIEW FROM THE ARCHITECT.
6) GIVEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. CONTRACTOR SHALL TAKE EXTRA CAUTION AND REFER TO ARCHITECTURAL, STRUCTURAL, MECHANICAL, AND ELECTRICAL DRAWINGS PRIOR TO CONSTRUCTION. ALL DRAWINGS ARE THE CONTRACT DOCUMENTS. NOTIFY ARCHITECTS OF ANY DISCREPANCIES PRIOR TO BID.
7) CONTRACTOR SHALL STORE ALL BUILDING MATERIALS IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
8) CONTRACTOR SHALL CONTROL DUST AND NOISE DURING CONSTRUCTION TO GREATEST EXTENT POSSIBLE.
9) EXAMINATION OF BIDDING CONTRACT A. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND EACH BIDDER TO THOROUGHLY EXAMINE ALL OF THE BIDDING DOCUMENTS, AND NOT LATER THAN SEVEN DAYS PRIOR TO THE BID DATE, SHALL MAKE A WRITTEN REQUEST TO THE ARCHITECT FOR INTERPRETATION OR CORRECTION OF ANY DISCREPANCIES, AMBIGUITIES, INCONSISTENCIES, OR ERRORS THEREIN. THE ARCHITECT WILL ISSUE AN INTERPRETATION OR CORRECTION AS AN ADDENDUM OR WRITTEN DIRECTIVE. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING. IF DISCREPANCIES, AMBIGUITIES, INCONSISTENCIES, OR ERRORS ARE NOT COVERED BY ADDENDUM OR WRITTEN DIRECTIVE, CONTRACTOR SHALL INCLUDE IN HIS BID, LABOR MATERIALS AND METHODS OF CONSTRUCTION RESULTING IN HIGHER COSTS. AFTER AWARD OF CONTRACT, NO ALLOWANCE OR EXTRA COMPENSATION WILL BE MADE ON BEHALF OF THE CONTRACTOR DUE TO HIS FAILURE TO MAKE THE WRITTEN REQUESTS AS DESCRIBED ABOVE. B. FAILURE TO REQUEST CLARIFICATION DURING THE BID PERIOD OF ANY INADEQUACY, OMISSION, DISCREPANCY, OR CONFLICT DOES NOT RELIEVE THE CONTRACTOR OF THEIR RESPONSIBILITIES. THE SIGNING OF THE CONTRACT WILL BE CONSIDERED AS IMPLICITLY DENOTING THAT THE CONTRACTOR HAS A THOROUGH COMPREHENSION OF THE FULL INTENT AND SCOPE OF THE BIDDING CONTRACT.
10) ALIGN ALL VISIBLE EQUIPMENT (WHICH INCLUDES BUT IS NOT LIMITED TO, DIFFUSERS, OUTLETS, LIGHTS, SWITCHES, SMOKE DETECTORS, THERMOSTATS, FIRE PROTECTION, ETC.) EQUALLY BETWEEN OR DIRECTLY WITH ARCHITECTURAL FEATURES (WINDOWS, DOORS, ETC.) AND OTHER VISIBLE EQUIPMENT. REFRAME OR ADJUST STRUCTURAL FRAMING AS REQUIRED (CONTACT ARCHITECT PRIOR TO ADJUSTING FRAMING) (FOR POSSIBLE ADDITIONAL STRUCTURAL REQUIREMENTS). VERIFY ALL LOCATIONS WITH ARCHITECT PRIOR TO ROUGH-IN INSTALLATIONS OF ANY SYSTEM OR EQUIPMENT. ANY ADJUSTMENTS IN THE FIELD PER ARCHITECT'S DIRECTION MAY BE REQUIRED AND SHALL BE INCLUDED IN THE BID.
11) ALL SUBMITTAL AND SHOP DRAWINGS SHALL BE 11" X 17" OR SMALLER FORMAT.
12) THE CONTRACTOR SHALL CONDUCT PRE-CONSTRUCTION AND/OR PRE-INSTALLATION MEETINGS BASED ON THE CONSTRUCTION SCHEDULE TO REVIEW THE REQUIREMENTS OF THE CONTRACT, DETERMINE (AND POSSIBLY ADJUST) TRADE LOCATIONS AND TO RESOLVE ANY CONFLICTS OR CODE ISSUES. IT IS THE RESPONSIBILITY OF ALL TRADES INVOLVED TO HAVE KEY PERSONNEL PRESENT AT THESE MEETINGS. IF A TRADE IS NOT PRESENT AND ADDITIONAL WORK AND MATERIAL IS REQ'D OF THE TRADE, BASED ON INFORMATION DISCUSSED (THAT WAS UNFORESEEN BY THOSE PRESENT), THE TRADE WILL BEAR THESE COSTS WITHIN THEIR BID.

2018 INTERNATIONAL RESIDENTIAL CODE NOTES

THE BUILDING SHALL CONFORM TO THE 2018 INTERNATIONAL RESIDENTIAL CODE AND THE 2018 INTERNATIONAL BUILDING CODE (WHEN APPLICABLE). THE GENERAL CONTRACTOR SHALL VERIFY THE BUILDING CONSTRUCTION CONFORMS TO CODE. IN PARTICULAR, THE FOLLOWING ITEMS SHALL CONFORM TO THE REFERRED SECTION OF THE CODE.
1) ALL OUTDOOR INTAKE & EXHAUST OPENINGS SHALL CONFORM TO SECTION R303.5
2) ALL STAIRWAY (INTERIOR & EXTERIOR) ILLUMINATION SHALL CONFORM TO SECTION R303.7-R303.8
3) ALL GLAZING SHALL CONFORM TO SECTION R308
4) ALL BASEMENT (WITH HABITABLE SPACE) & EVERY SLEEPING ROOM SHALL HAVE AT LEAST ONE OPERABLE EMERGENCY ESCAPE & RESCUE OPENING CONFORMING TO SECTION R310
5) ALL STAIR RISER SHALL NOT EXCEED 7 3/4" AND ALL TREADS SHALL NOT BE LESS THAN 10" -REFER TO SECTION R311.7 FOR ALL STAIRWAY REQ'MENTS.
6) ALL HANDRAILS SHALL CONFORM TO SECTION R311.7.8
7) ALL GUARDS (GUARD RAILS) SHALL BE MIN. 36" REFER TO SECTIONS R312
8) SMOKE ALARMS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS. - IN EACH SLEEPING ROOM - OUTSIDE EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF THE BEDROOMS - ON EACH ADDITIONAL STORY OF THE DWELLING, INCLUDING BASEMENTS, BUT NOT INCLUDING CRAWL SPACES & UNINHABITABLE ATTICS. IN DWELLINGS OR DWELLING UNITS W/OUT LEVELS & W/O AN INTERVENING DOOR BETWEEN THE ADJACENT LEVELS, A SMOKE ALARM INSTALLED ON THE UPPER LEVEL SHALL SUFFICE FOR THE ADJ. LOWER LEVEL PROVIDED THAT THE LOWER LEVEL IS LESS THAN 1 FULL STORY BELOW UPPER LEVEL. - ALL ALARMS SHALL BE INTERCONNECTED (WHEN ONE ALARMS THEY ALL ALARM). REFER TO SECTION R314.
9) ALL FOAM PLASTIC AND ALL INSULATION SHALL CONFORM TO SECTIONS R316. REFER AND CONFORM TO APPENDIX F FOR RADON CONTROL METHODS AND REQUIREMENTS

SITE SPECIFICATIONS

- 1) FINAL BUILDING STAKING AND ALL REQUIRED SURVEYING TO BE PERFORMED BY COMPETENT SURVEYOR AT CONTRACTOR'S EXPENSE.
- 2) CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY PROBLEMS WITH EXISTING SOIL CONDITIONS AS MAY BE ENCOUNTERED DURING THE CONSTRUCTION OF THIS PROJECT (PRIMARILY DURING EXCAVATION).
- 3) CONTRACTOR SHALL RESTORE ALL EXISTING LANDSCAPING WHICH IS DAMAGED DUE TO CONSTRUCTION.
- 4) CONTRACTOR SHALL COORDINATE AND SUPERVISE TRENCHING AND INSTALLATION OF ALL UTILITIES AND SERVICES TO AND FROM BUILDING. GENERAL CONTRACTOR IS RESPONSIBLE FOR TRENCHING, INSTALLATION, AND BACK FILLING OF EACH UTILITY AS APPLICABLE TO PROJECT. SUCH COORDINATION SHALL INCLUDE GENERAL CONTRACTOR'S REASONABLE EFFORTS TO COMBINE AS MANY DIFFERENT UTILITIES IN COMMON TRENCHES AS PRACTICALITIES AND GOOD PRACTICE PERMIT.
- 5) EXCAVATION SHALL REVIEW & COMPLY TO ALL REQUIREMENTS OF THE GEOTECHNICAL INVESTIGATION PREPARED BY ENGINEER
- 6) REMOVAL OF EXISTING TREES & BUSHES ON SITE, AND ANY OTHER ORGANIC MATERIAL CLEARED FOR PURPOSES OF CONSTRUCTION, IS THE CONTRACTOR'S RESPONSIBILITY. CONTRACTOR SHALL GET OWNER'S APPROVAL BEFORE REMOVING TREES, BUSHES OR ANY OTHER VEGETATION.
- 7) ALL EXCAVATED FILL AND DEMOLITION DEBRIS IS TO BE STOCKPILED IN THE CONSTRUCTION STAGING AREA ONLY.



VICINITY MAP

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

OWNER: TOWN OF JACKSON

ZONING DISTRICT	P/SP
BUILDING OCCUPANCY/USE	A-3 & B
LOT AREA	545806.8 SQ. FT - 12.53 AC.
TYPE	ASSEMBLY WITHOUT FIXED SEATS & OFFICES
TYPE OF CONSTRUCTION	VB
FIRE SPRINKLER	YES
EXISTING NO. OF STORIES	1
PROPOSED NO. OF STORIES	1
ALLOWABLE BUILDING HEIGHT	30'
ACTUAL BUILDING HEIGHT	22'-5 1/2"

NEW BUILDING AREA CALCULATIONS

EXISTING FLOOR AREA:	15,306 SF
PROPOSED FLOOR AREA:	15,306 SF
TOTAL AREA:	15,306 SF

SITE AREA:

TOTAL = 544806.8 SQ. FT.

TOTAL SITE DEVELOPMENT:

DEVELOPED:	
BUILDING:	15,306 SF
TOTAL = 15,306 SF	

CODES UTILIZED

2018 INTERNATIONAL BUILDING CODE (STRUCTURAL)
2018 INTERNATIONAL PLUMBING CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL FUEL GAS CODE
2020 NATIONAL ELECTRIC CODE
2012 INTERNATIONAL ENERGY CODE
TETON COUNTY LAND DEVELOPMENT REGULATIONS

LANDSCAPING CONFORMING TO DIVISION 4100 OF THE TETON COUNTY LDR's

EXTERIOR & SITE LIGHTING

SEE ELEVATIONS FOR MOUNTING HEIGHTS AND LOCATIONS
SEE FLOOR PLAN FOR LOCATIONS
SEE LIGHT SCHEDULE FOR FIXTURE DESCRIPTIONS



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Fair Grounds Community Center
305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

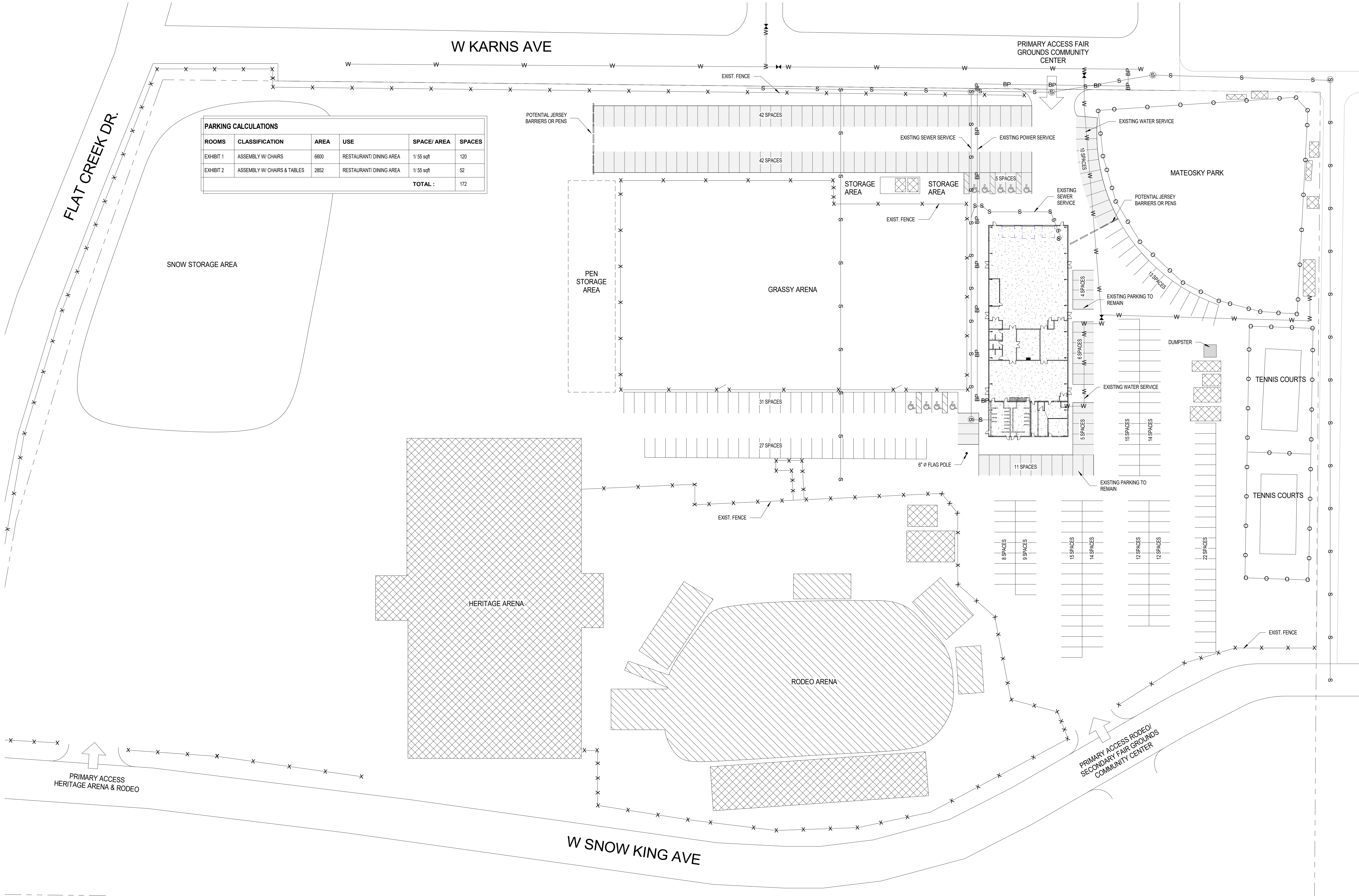
+ MECHANICAL
ENGINEERS

+ LANDSCAPE
ARCHITECTS

REVISIONS:

DATE: 1/21/22
PROJECT NO: Project
Number

CS
COVER SHEET



PARKING CALCULATIONS					
ROOMS	CLASSIFICATION	AREA	USE	SPACE/ AREA	SPACES
EXHIBIT 1	ASSEMBLY W/ CHAIRS	6600	RESTAURANT/ DINING AREA	1/ 55 sqft	120
EXHIBIT 2	ASSEMBLY W/ CHAIRS & TABLES	2852	RESTAURANT/ DINING AREA	1/ 55 sqft	52
TOTAL :					172



PARKING CALCULATIONS					
ROOMS	CLASSIFICATION	AREA	USE	SPACE/ AREA	SPACES
EXHIBIT 1	ASSEMBLY W/ CHAIRS	6600	RESTAURANT/ DINING AREA	1/ 55 sqft	120
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Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

+ LANDSCAPE
ARCHITECTS

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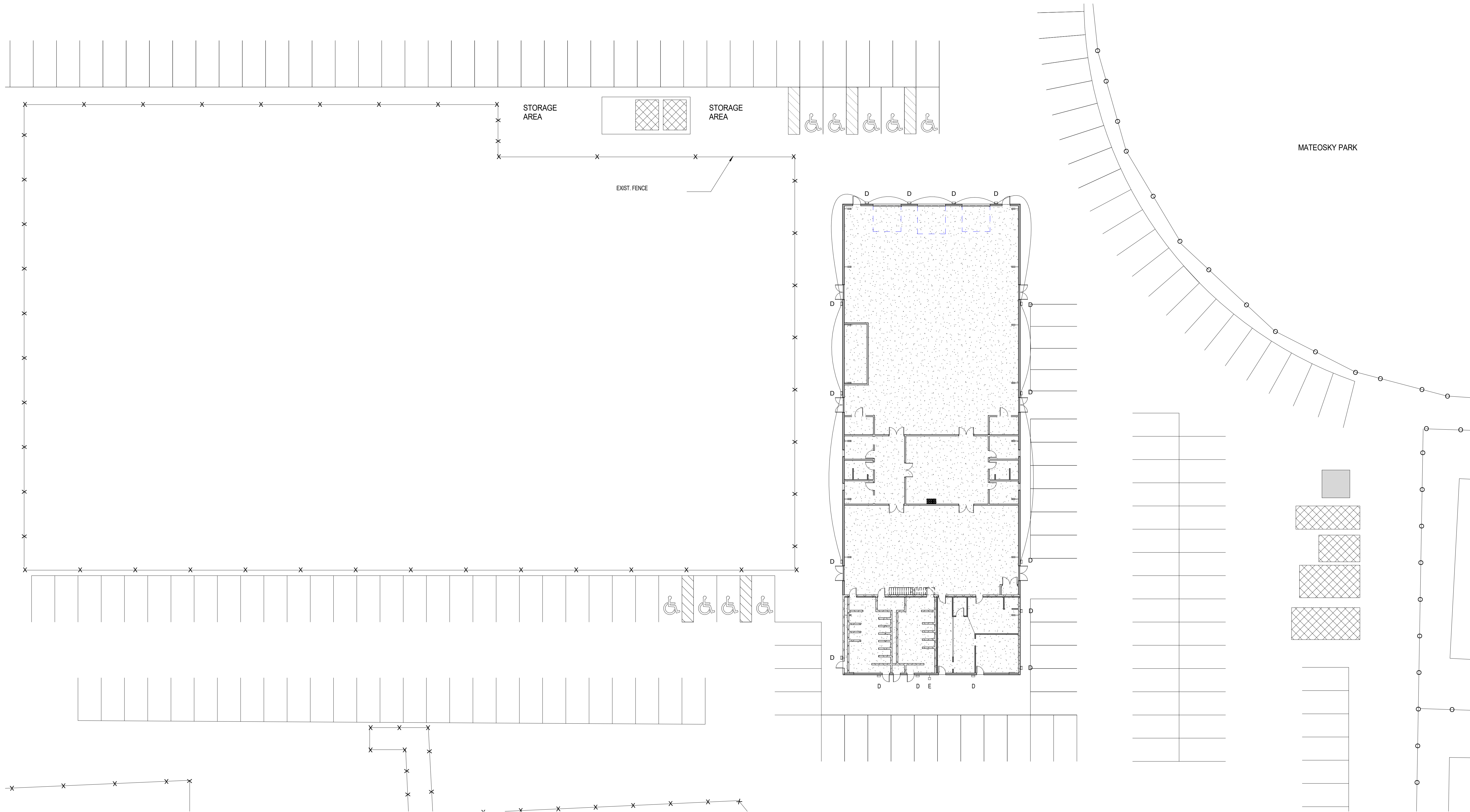
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SITE PLAN



SITE PLAN
1" = 40'-0"

LIGHT FIXTURE SCHEDULE										
TYPE	FIXTURE TYPE	MANUF.	MODEL	VOLTS	LAMP	LAMPS		FINISH	NOTES	
						No.	TYPE			
D	EXT. WALL MOUNT LIGHT	LITHONIA	OSXW1-10C-700-40 K-WVOLT ELEC ODBX		LED				EXISTING FIXTURE	



SITE PLAN
1" = 20'-0"



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Fair Grounds Community Center

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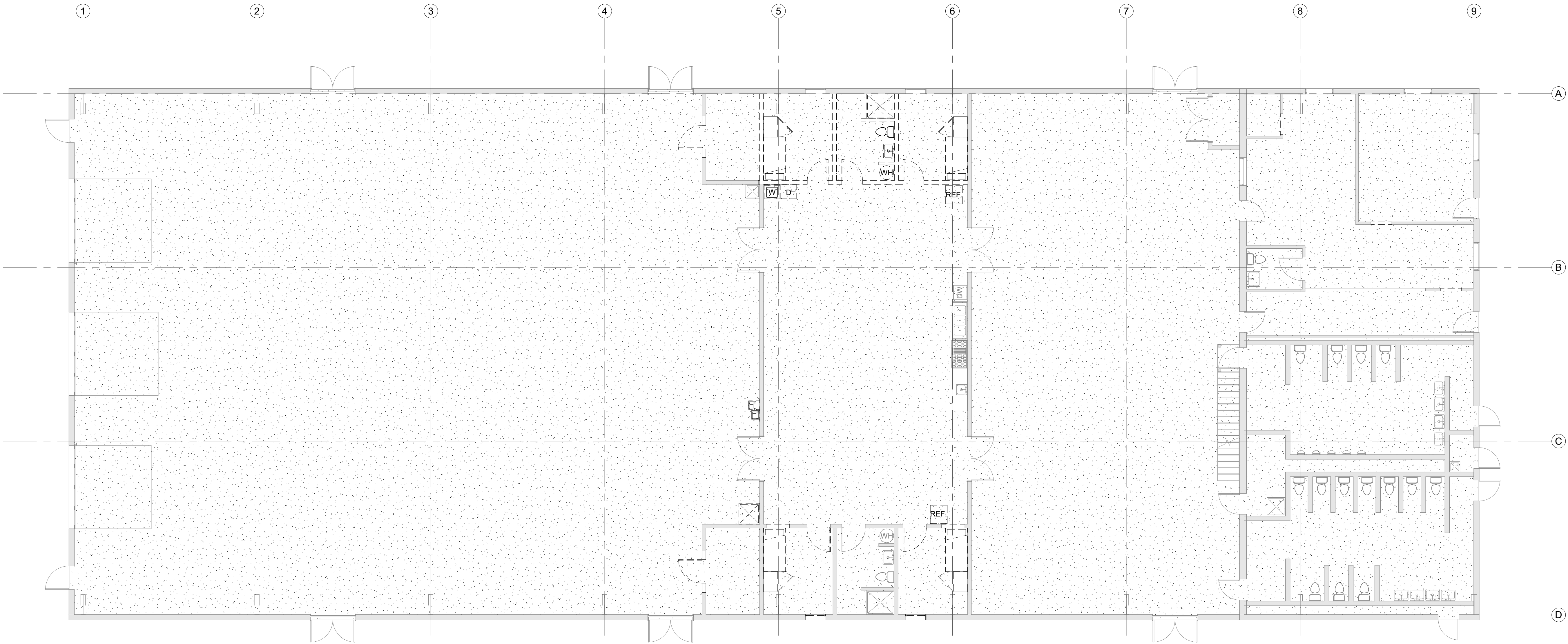
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E2.0

EXTERIOR LIGHTING



DEMO FLOOR PLAN

1/8" = 1'-0"

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
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+ MECHANICAL
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A0.1

DEMO FLOOR PLAN

Fair Grounds Community Center

305 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

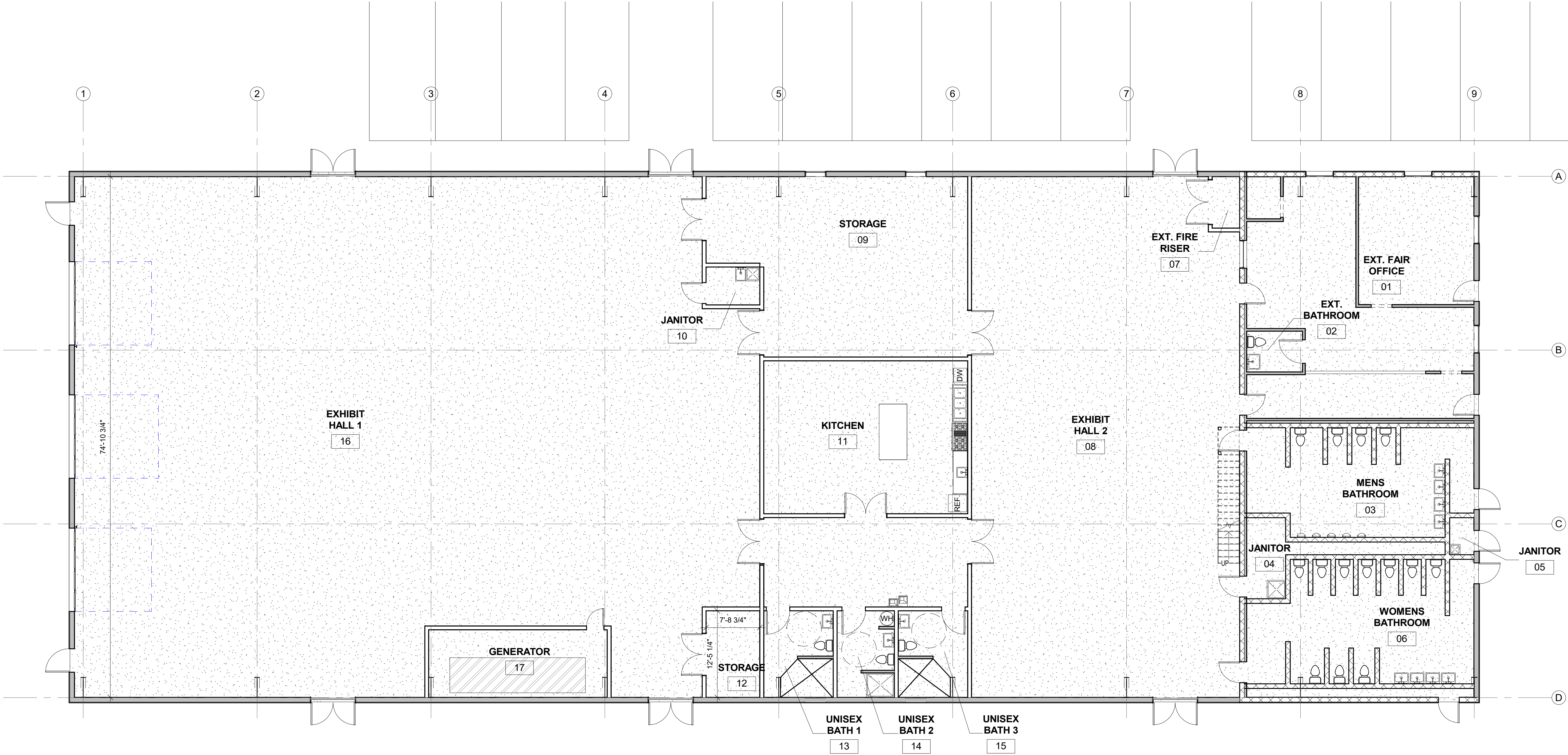
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FIRST FLOOR PLAN

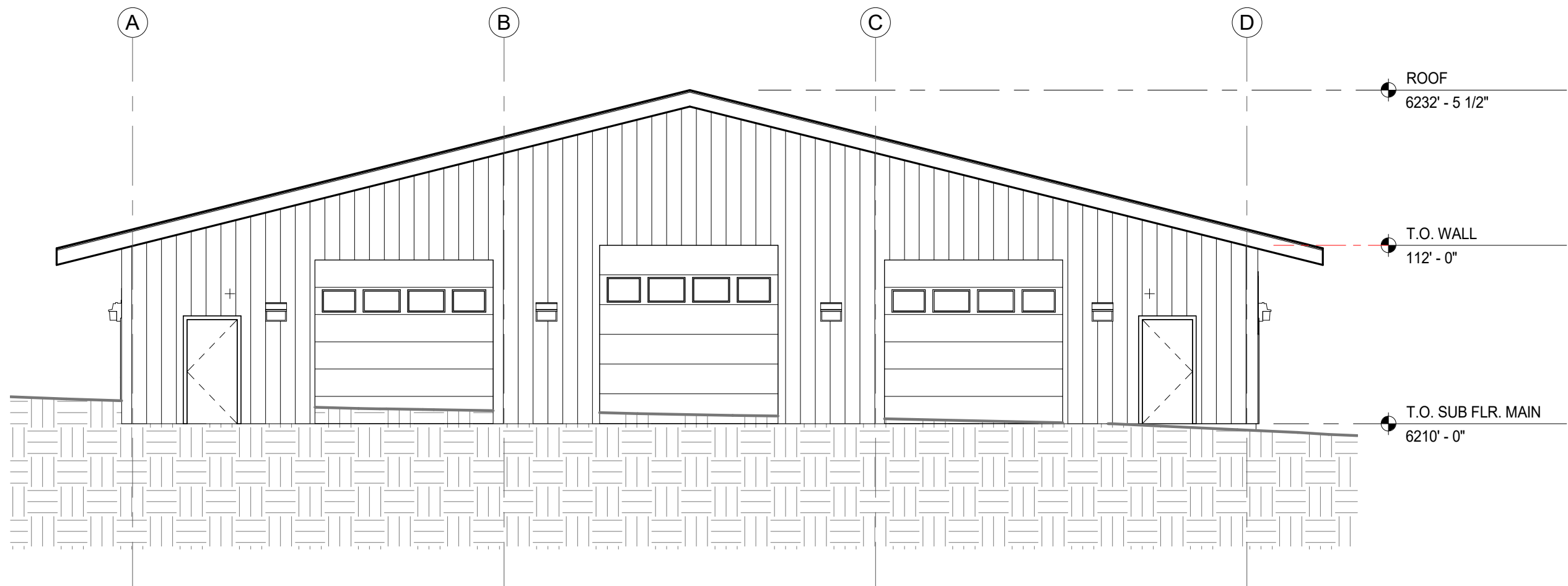


FIRST FLOOR PLAN

1/8" = 1'-0"

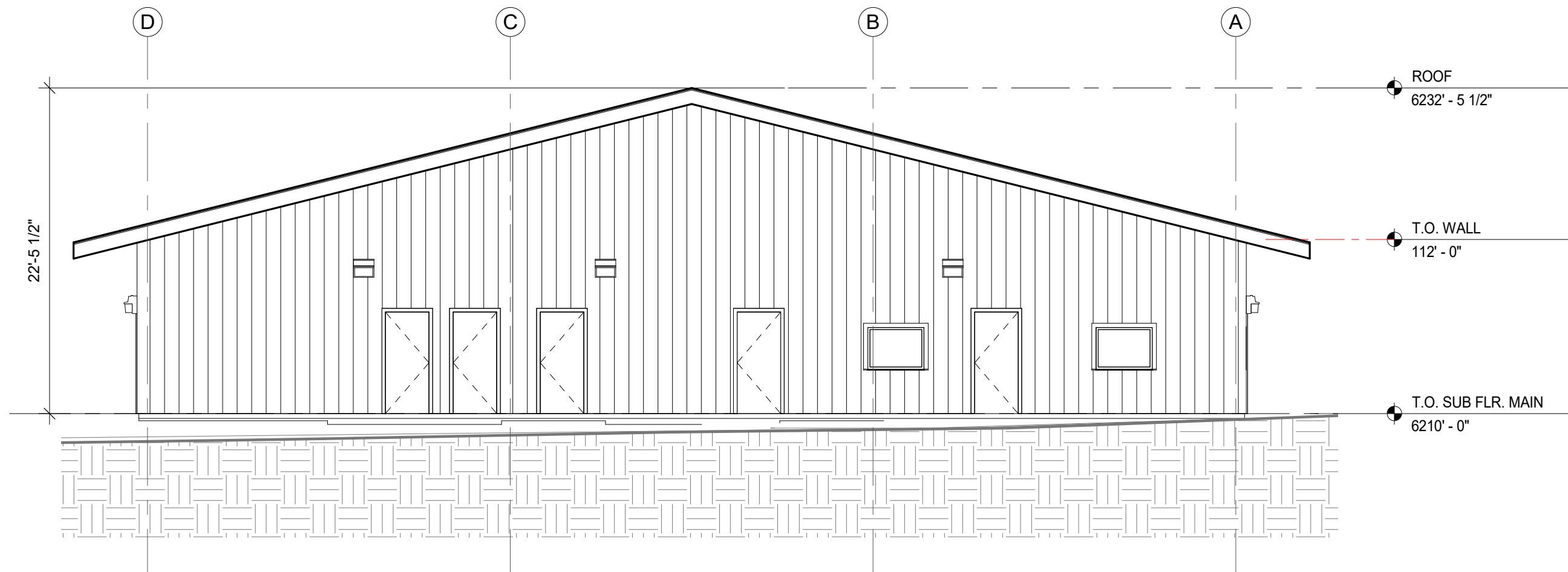


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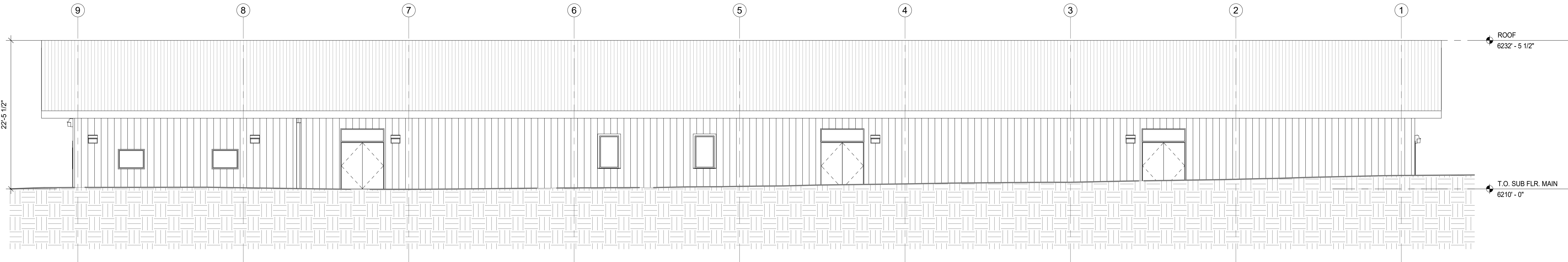
NORTH ELEVATION

1/8" = 1'-0"



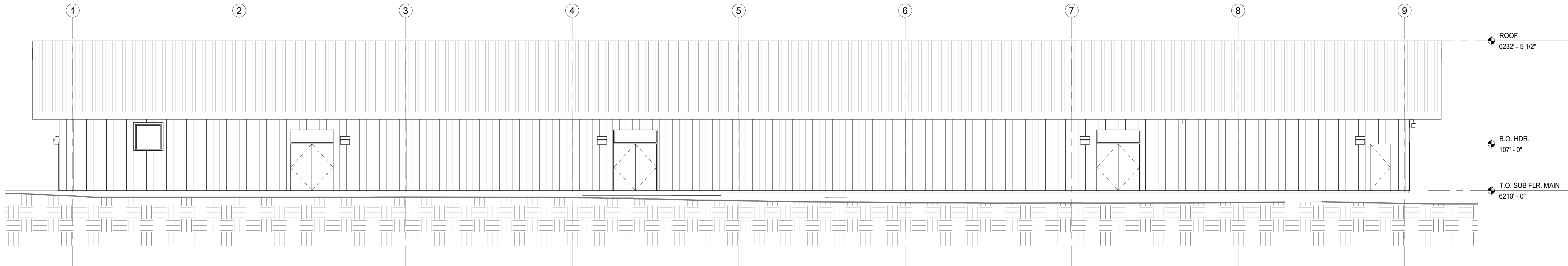
SOUTH ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



WEST ELEVATION

1/8" = 1'-0"

Fair Grounds Community Center

395 WEST SNOW KING AVENUE,
JACKSON WYOMING

+ STRUCTURAL
ENGINEERS

+ MECHANICAL
ENGINEERS

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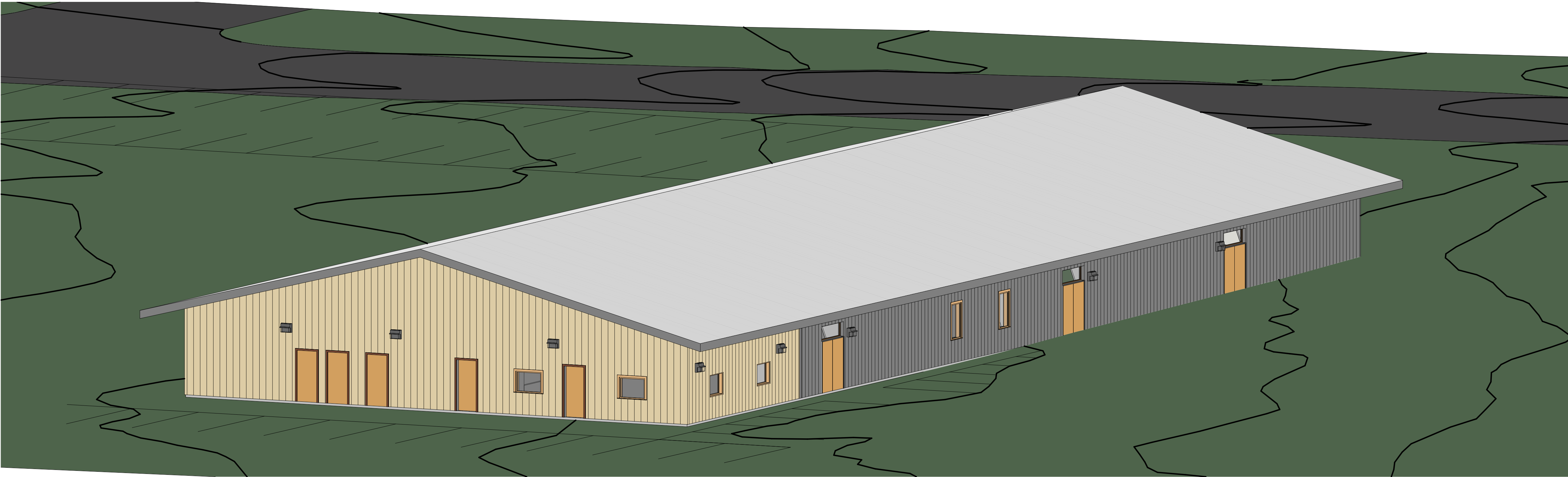
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PERSPECTIVES



NORTHWEST 3D VIEW



SOUTHEAST 3D VIEW