



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

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

Joint Town/County

- ☒ Parks & Recreation
- ☒ Pathways
- ☒ Joint Housing Dept.

Teton County

- ☐ Planning Division
- ☐ Engineer
- ☐ Surveyor
- ☐ Assessor
- ☐ Clerk & Recorder
- ☐ Road & Levee

State of Wyoming

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

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

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

Special Districts

- ☒ Start
- ☒ Jackson Hole Fire/EMS
- ☐ Regional Transportation

Date: March 14, 2025	REQUEST: The applicant is submitting a request for a Basic Use Permit to change a portion of an existing building from Office use to Residential use at the property located at 415 E Pearl Ave. legally known as PT NE1/4NW1/4, SEC 34, TWP 41, RNG 116.
Item: P25-047	
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner Enfin Real Estate, LLC PO Box 551 Jackson, WY 83001	PIDN: 22-41-16-34-2-00-006
Applicant Same as above	For questions, please call Tyler Valentine at 733-0440, x 1305, or email to the address shown below. Thank you.
Please respond by: April 4, 2025	
For Departments not using SmartGov, please send responses via email to planning@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: 415 East Pearl Mixed Use
Physical Address: 415 East Pearl Av. Jackson, WY 83001
Lot, Subdivision: Pt NE1/4NW1/4, Sec. 34 TWP 41 Rng 116 PIDN: 22-41-16-34-2-00-006

PROPERTY OWNER.

Name: Enfin Real Estate, LLC Phone: 307.733.2880
Mailing Address: PO Box 551, Jackson, WY ZIP: 83001
E-mail: stefan@fodorlaw.com

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?

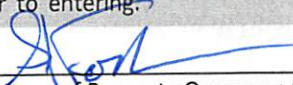
☒ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

☐ **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

Stefan Fodor, for Enfin Real Estate, LLC

Name Printed

3/6/25

Date

Manager

Title

Narrative for Enfin Real Estate, LLC Basic Use Permit – Change in Use.

March 6, 2025

415 East Pearl Ave

Background

The property in question is located on the corner of East Pearl Ave and S. Gros Ventre Street, is comprised of .17 acres and is zoned NM-2. The building on the property is a one story duplex totaling 2,465 square feet. Anecdotally, we understand the existing structure was built in the mid 1960s and was most recently used as veterinary clinic where for decades it housed Ernie Patterson's Animal Care Clinic which subsequently became a VCA clinic.

A zoning compliance reply letter dated November 1, 2024 (P24-158) provides that the Planning Director considers the then existing veterinary business classified as an Office Use (medical, dental, and other health services) as described in LDR 6.1.6.B which has been determined to be a legally established Nonconforming use per LDR 1.9.3. Further, the ZCV letter provides that since the Office use is considered a legally established nonconforming use, a different Office Use defined under LDR 6.1.6.B from the veterinary business may operate at the property without an approved use permit because no LDR change of use occurs in that scenario.

The owner desires to retain the legally established nonconforming Office use for 1,231 sf in the northern duplex and desires to convert the 1,234 sf in the southern duplex back to residential use (apartment) which was the apparent use at the outset of construction of this building thus creating a mixed use building. Apartment use is an allowed use with a Basic Use Permit in the NM-2 zone as set forth in the allowed uses table.

Floor Plan & Site Plan

A floor plan and site plan of the existing use and proposed use is attached.

Housing Mitigation Plan

The attached Affordable Housing Calculations sheet shows that the existing office use of 2,465 sf provided an existing workforce housing credit of .608. The 1,234 sf in the southern duplex that is changing use will have a housing requirement of .048 thus no affordable workforce housing is required and no fee in lieu is due.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity"

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000247*sf		2465	1	0.608
Existing Workforce Housing Credit					0.608

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Apartment (Unrestricted)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$		1234	1	0.048

Affordable Workforce Housing Required: 0.000 units Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

Summary Table to Demonstrate Compliance with Dimensional Standards

Primary Building Setback	Required	existing	
Primary Street (Pearl) Setback	20'	13.5' existing nonconformity	
Secondary Street	10'	12.4' complies	
Side Setback	10'	11.75' complies	
Rear Setback	10'	2.5' existing nonconformity	

Site Development Setback			
Primary	20'	13.5' existing non conformity (excludes access driveways)	
Secondary	10'	12.4' complies (excludes access driveways)	
Side	5'	11.75' complies	
Landscaping			
Apartment	.21 & 70% in front 1/3 of lot	.37 complies with .21 requirement not with 70" % as 25% is in front, but 3 large trees exist in front.	
Plant Unit	1 per lot	4 complies	
Parking			
Primary Street	0'	Complies	
Secondary Street	0'	complies	
Bulk and Mass			
1 detached or 2 attached units 5:12	28'	16' at ridge line 5:12 complies	
Scale of Development			
FAR	.4	.33 complies	
Individual building	10,000 sf	2454 complies	
Exterior lighting			
Max lumens per sf of site dev 3	4457.6*3=13372.8		
Signs			
per business per frontage	3	1 complies	
Sign area	3 per ft of street façade width up to 150 sf	3' complies	

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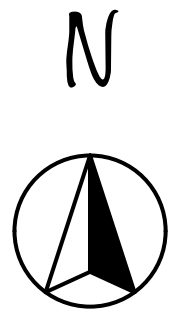
Other Pertinent Information

Since the parking is an existing nonconformity in that the spaces perpendicular to the travel lane on Pearl and East Gros Ventre do not comply with the 9' requirement, the Owner is prepared, as required, to enter into a parking agreement with TOJ stating that at such time as the Town of Jackson widens the adjacent roadways, Owner, and its successors and assigns, will agree to remove its improvements in the right of way and park its vehicles on its property.

Submitted by
Enfin Real Estate, LLC

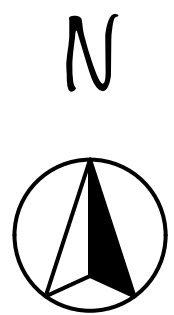

By: Stefan Fodor, Manager
PO Box 551 Jackson, WY 83001
stefan@fodorlaw.com
307.733.2880

2 STREET PLAN
SCALE: NTS

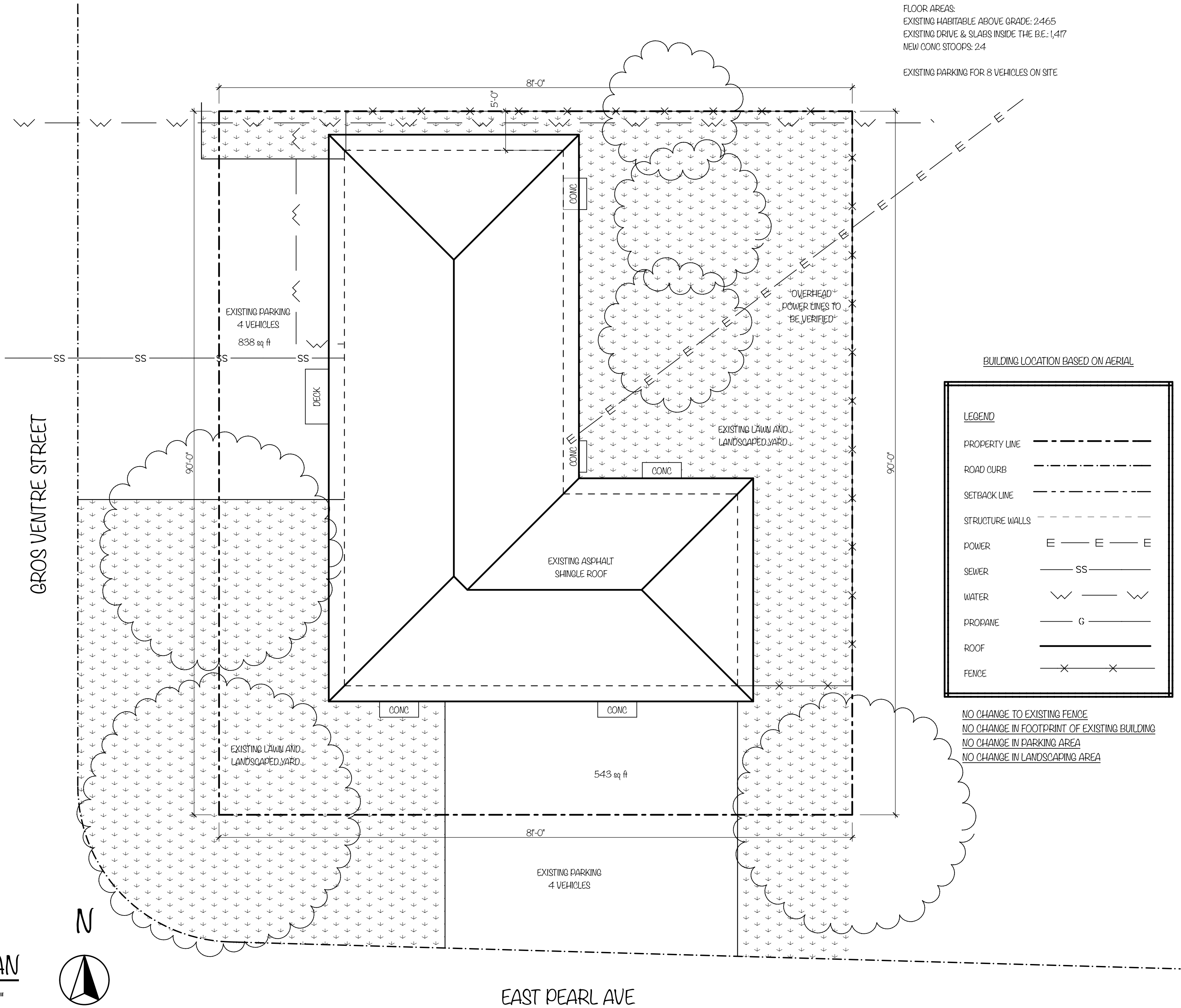


PROJECT LOCATION
415 E PEARL AVE

1 AERIAL PLAN
SCALE: NTS



3 SITE PLAN
SCALE: 1/8" = 1'-0"



DRAWING INDEX:

A1 SITE PLAN & EXISTING INFO
A2 PLANS & SCHEDULES
A3 ELEVATIONS
A4 SCHEMATIC ELEC

S1 NOTES & DETAILS
S2 FLOOR FRAMING AND DETAILS
S3 DEMO WALL PLAN
S3.1 PROPOSED WALL PLAN & SCHEDULES

PROJECT DIRECTORY:

STRUCTURAL ENGINEER:
NELSON ENGINEERING
CARLA HENSEN, PE
307-733-2087

GENERAL NOTES:

ALL WORK SHALL BE DONE IN ACCORDANCE WITH CURRENT FEDERAL, STATE AND LOCAL CODES, WHICH MAY INCLUDE BUT NOT LIMITED TO THE 2024 IRC, ICC, IBC, UMC, UPC & NEC.

THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL INSPECT THE SITE PRIOR TO BEGINNING ANY WORK TO IDENTIFY ANY CONFLICTS WITH THE PLANS AND EXISTING CONDITIONS.

THE GENERAL CONTRACTOR IS TO LOCATE ALL UTILITIES PRIOR TO ANY SITE WORK STARTING.

DO NOT SCALE OFF DRAWINGS. CONTACT OWNER IF DISCREPANCIES OCCURS.

ALL WORK PERFORMED SHALL MEET OR EXCEED THAT TRADES QUALITY OF STANDARDS.

VERIFY CAPACITY AND ELECTRICAL SERVICE LIMITS WITH UTILITY COMPANY.

PROJECT NOTES:

CODE & ZONING INFO:
ICC 2024, 2024 IBC, IMC 2024 & CURRENT JACKSON / TETON COUNTY LDRS.

SEE STRUCT. PLANS FOR DESIGN CRITERIA.

CONSTRUCTION TYPE V-B

FIRE SPRINKLERS ARE PROPOSED FOR RESIDENTIAL SIDE ONLY TO HELP REDUCE THE AREA SEPARATION WALL TO 1 HOUR. THIS PROJECT IS LESS THEN 2,500 SQFT.

OCCUPANCY/USE:
MIXED USED COMMERCIAL BUSINESS AND RESIDENTIAL

ZONE IS NM-2
THERE IS NO FEMA FLOOD ZONE IS IDENTIFIED.
IT IS IN THE WILDLAND-URBAN INTERFACE. SEE LETTER FROM JACKSON HOLE FIRE/EMS, HOWEVER THERE IS NO ADDITION OR ROOF MODIFICATION HAPPENING TO THIS EXISTING STRUCTURE. THIS IS AN INTERIOR ALTERATION.

SETBACKS:
20' FRONT STREET, 10' SIDE STREET, REAR AND SIDES

HEIGHT OF EXISTING RIDGE 16' +/- ABOVE GRADE.

TOTAL LOT SIZE = 0.17 ACRES

FLOOR AREAS:
EXISTING HABITABLE ABOVE GRADE: 2465
EXISTING DRIVE & SLABS INSIDE THE B.E.: 1,417
NEW CONC. STOODS: 24

EXISTING PARKING FOR 8 VEHICLES ON SITE

BUILDING LOCATION BASED ON AERIAL

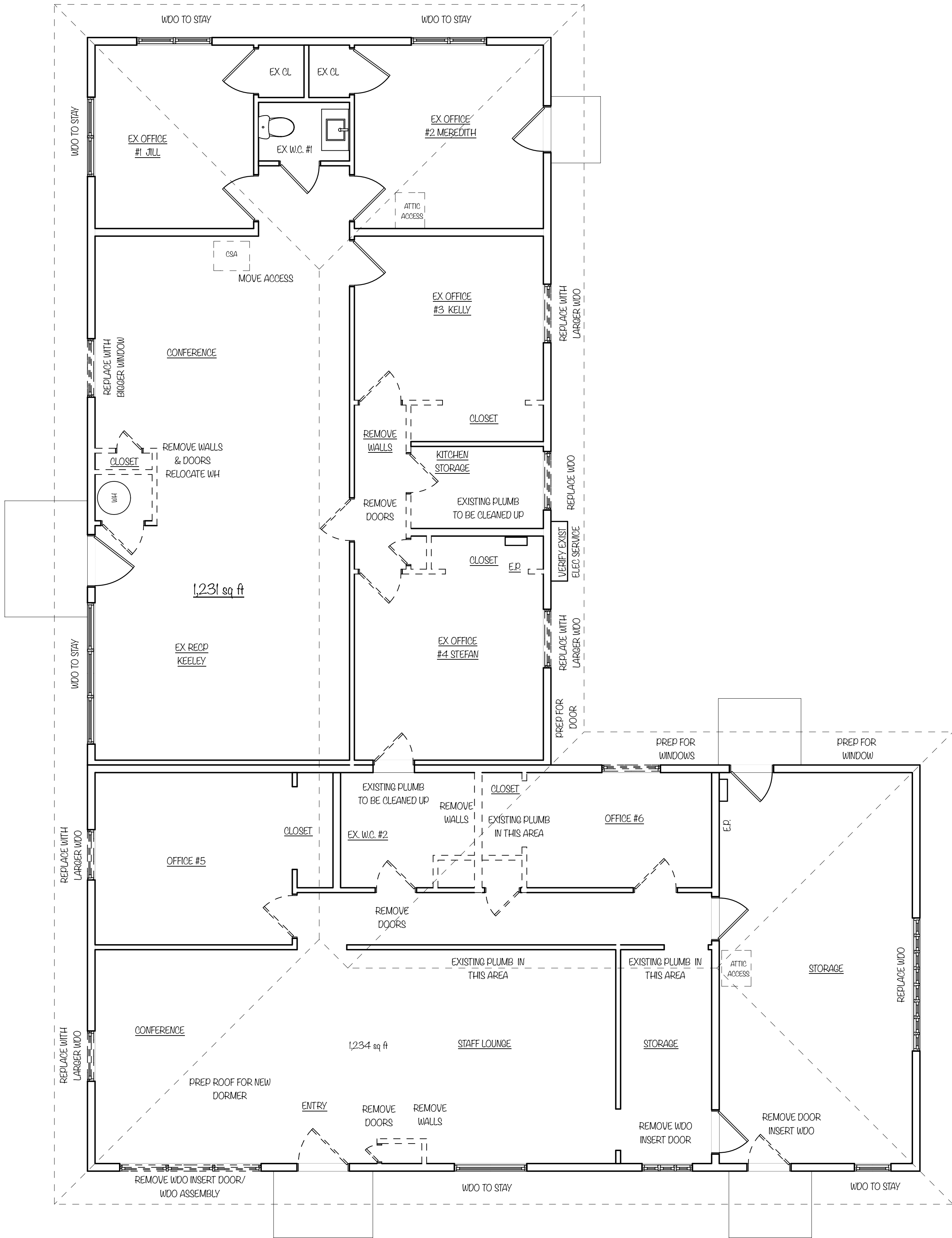
LEGEND

PROPERTY LINE	---
ROAD CURB	-.-.-
SETBACK LINE	---
STRUCTURE WALLS	---
POWER	E — E — E
SEWER	— SS —
WATER	~ ~ ~
PROPANE	— G —
ROOF	---
FENCE	-X-X-

NO CHANGE TO EXISTING FENCE
NO CHANGE IN FOOTPRINT OF EXISTING BUILDING
NO CHANGE IN PARKING AREA
NO CHANGE IN LANDSCAPING AREA

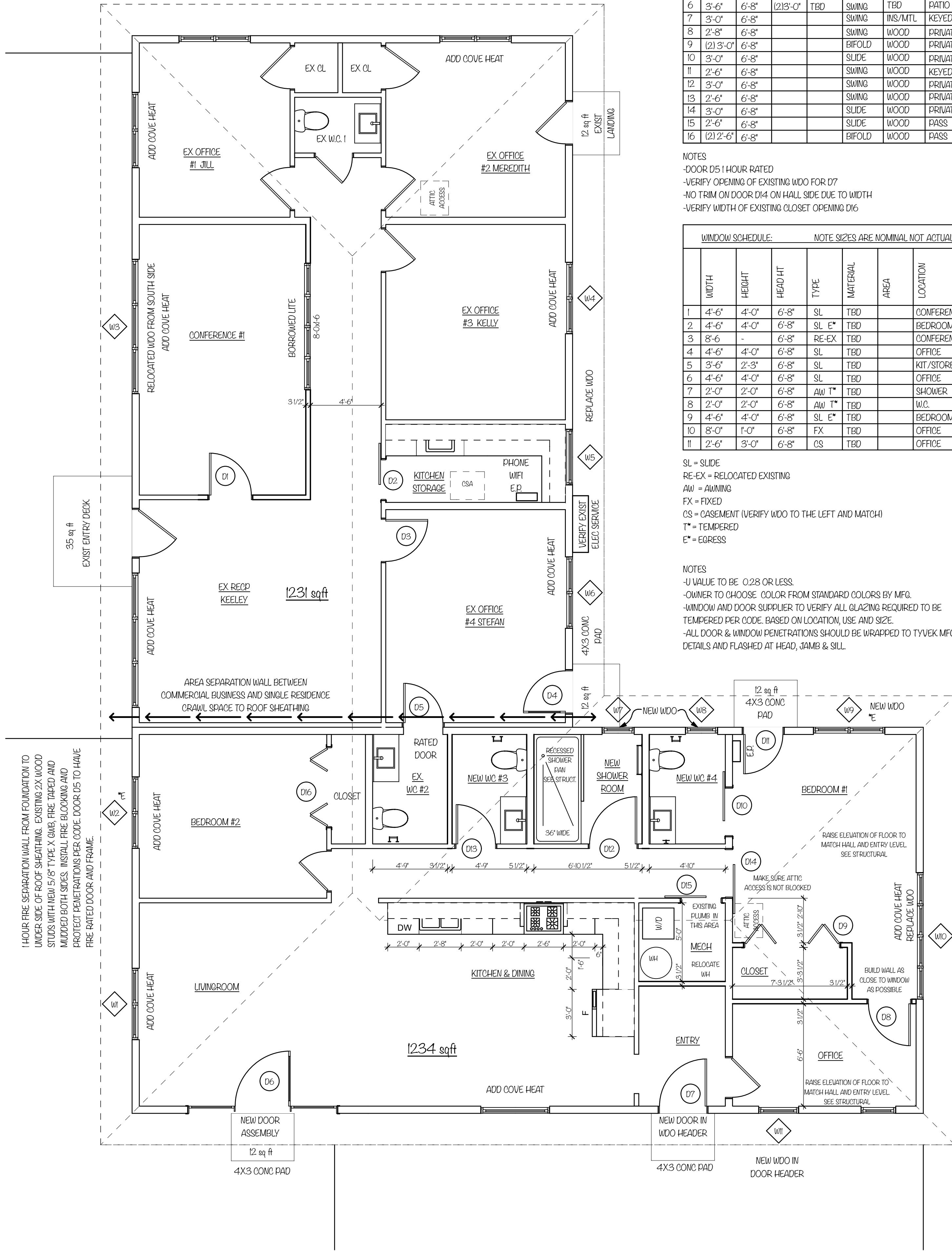
1 DEMO PLAN

SCALE: 1/4" = 1'-0"



2 REVISED PLAN

SCALE: 1/4" = 1'-0"



DOOR SCHEDULE: NOTE SIZES ARE NOMINAL NOT ACTUAL									
KEY	WIDTH	HEIGHT	SIDELITE	TRANSOME	TYPE	MATERIAL	HARDWARE	LABEL	LOCATION
1	2'-8"	6'-8"			SLING	WOOD	PASS		CONF
2	2'-6"	6'-8"			SLIDE	WOOD	PASS		KIT STOR
3	2'-8"	6'-8"			SLING	WOOD	PRIVATE		OFFICE
4	2'-8"	6'-8"			SLING	INS/MTL	KEYED		OFFICE
5	2'-6"	6'-8"			SLING	MTL	PRIVATE	1 HR	W.C.
6	3'-6"	6'-8"	1213'-0"	TBD	SLING	TBD	PATIO		LIVING
7	3'-0"	6'-8"			SLING	INS/MTL	KEYED		ENTRY
8	2'-8"	6'-8"			SLING	WOOD	PRIVATE		OFFICE
9	1213'-0"	6'-8"			BIFOLD	WOOD	PRIVATE		CLOSET
10	3'-0"	6'-8"			SLIDE	WOOD	PRIVATE		W.C.
11	2'-6"	6'-8"			SLING	WOOD	KEYED		BEDROOM
12	3'-0"	6'-8"			SLING	WOOD	PRIVATE		SHOWER
13	2'-6"	6'-8"			SLING	WOOD	PRIVATE		W.C.
14	3'-0"	6'-8"			SLIDE	WOOD	PRIVATE		BEDROOM
15	2'-6"	6'-8"			SLIDE	WOOD	PASS		MECH
16	1212'-6"	6'-8"			BIFOLD	WOOD	PASS		CLOSET

- NOTES
- DOOR D5 1 HOUR RATED
 - VERIFY OPENING OF EXISTING WDO FOR D7
 - NO TRIM ON DOOR D14 ON HALL SIDE DUE TO WIDTH
 - VERIFY WIDTH OF EXISTING CLOSET OPENING D16

WINDOW SCHEDULE: NOTE SIZES ARE NOMINAL NOT ACTUAL						
KEY	WIDTH	HEIGHT	HEAD HT	TYPE	MATERIAL	LOCATION
1	4'-6"	4'-0"	6'-8"	SL	TBD	CONFERENCE
2	4'-6"	4'-0"	6'-8"	SL E*	TBD	BEDROOM
3	8'-6"	-	6'-8"	RE-EX	TBD	CONFERENCE
4	4'-6"	4'-0"	6'-8"	SL	TBD	OFFICE
5	3'-6"	2'-3"	6'-8"	SL	TBD	KIT/STORE
6	4'-6"	4'-0"	6'-8"	SL	TBD	OFFICE
7	2'-0"	2'-0"	6'-8"	AW T*	TBD	SHOWER
8	2'-0"	2'-0"	6'-8"	AW T*	TBD	W.C.
9	4'-6"	4'-0"	6'-8"	SL E*	TBD	BEDROOM
10	8'-0"	1'-0"	6'-8"	FX	TBD	OFFICE
11	2'-6"	3'-0"	6'-8"	CS	TBD	OFFICE

- SL = SLIDE
RE-EX = RELOCATED EXISTING
AW = AWNING
FX = FIXED
CS = CASEMENT (VERIFY WDO TO THE LEFT AND MATCH)
T* = TEMPERED
E* = EGRESS

- NOTES
- U VALUE TO BE .028 OR LESS
 - OWNER TO CHOOSE COLOR FROM STANDARD COLORS BY MFG.
 - WINDOW AND DOOR SUPPLIER TO VERIFY ALL GLAZING REQUIRED TO BE TEMPERED PER CODE, BASED ON LOCATION, USE AND SIZE.
 - ALL DOOR & WINDOW PENETRATIONS SHOULD BE WRAPPED TO TYVEK MFG DETAILS AND FLASHED AT HEAD, JAMB & SILL.

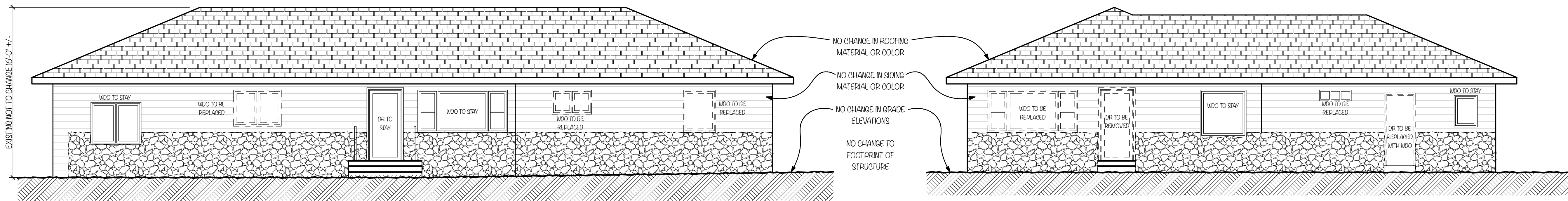
SAGEBRUSH
ARCHITECTURAL SERVICES
P.O. BOX 624 JACKSON, WY. 83001
SAGEBRUSHARCH@GMAIL.COM
307-413-0056 C

FH CONSTRUCTION
MIKE ANGELI
155 WEST GILL, JACKSON, WY. 83001
MIKEA@FHCONSTRUCTIONGROUP.COM
248-762-3740

FODOR LAW OFFICE
415 EAST PEARL AVE
JACKSON, WYOMING

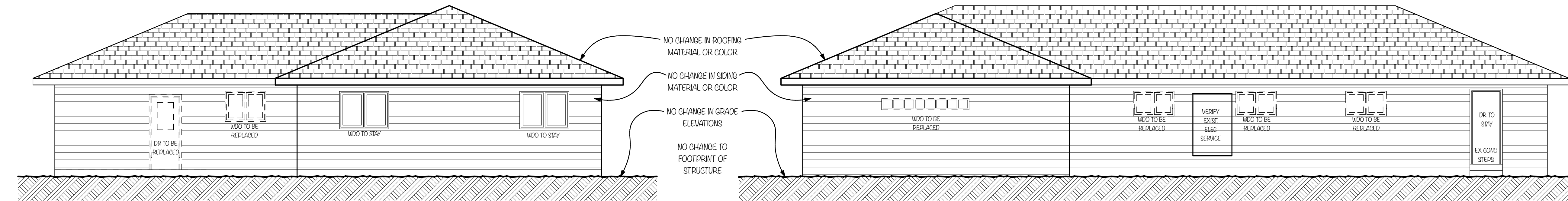
DATE/REVISION:
WCI 2/18/25
BVP 2/28/25
PERMIT 3/4/25

A2
PLANS



STREET

STREET



SIDE

BACK

1 EXISTING EXTERIOR ELEVATIONS

SCALE: 3/16" = 1'-0"

ELEVATIONS NOTES:

WORK CONSISTS OF REPLACING OR ADDING NEW WINDOWS AND DOORS - SEE PLANS AND ELEVATIONS.

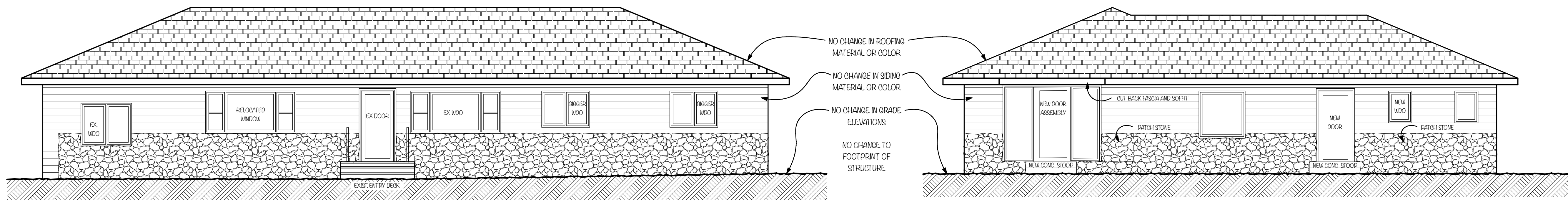
(2) SMALL PATCH AREAS IN THE STONE TO BE COMPLETED TO BLEND IN THE WAINGSOOT.

THERE IS NO WORK BEING DONE TO THE GRADE AROUND THE EXISTING STRUCTURE.

THERE IS NO PROPOSED WORK TO BE DONE TO THE EXISTING LANDSCAPING.

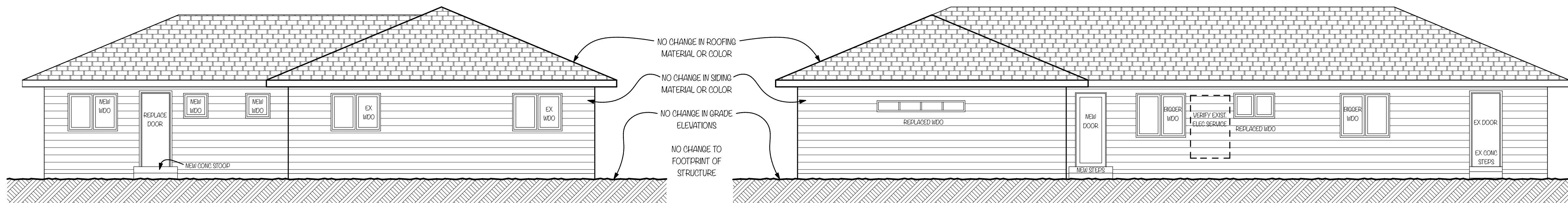
THERE IS NO CHANGE TO THE EXISTING ROOF MATERIAL COLOR OR RIDGE HEIGHTS.

THERE IS NO ADDITION TO THE EXISTING STRUCTURE.



STREET

STREET



SIDE

BACK

2 REVISED EXTERIOR ELEVATIONS

SCALE: 3/16" = 1'-0"

ELEVATIONS NOTES:

WORK CONSISTS OF REPLACING OR ADDING NEW WINDOWS AND DOORS - SEE PLANS AND ELEVATIONS.

(2) SMALL PATCH AREAS IN THE STONE TO BE COMPLETED TO BLEND IN THE WAINGSOOT.

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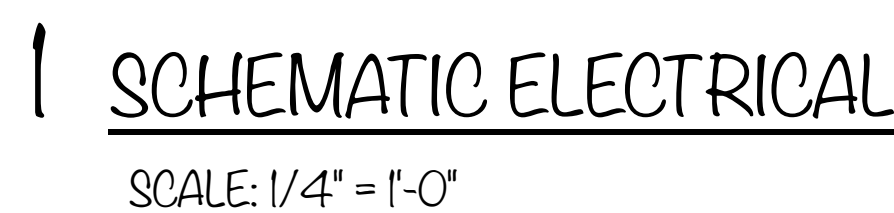
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FODOR LAW OFFICE
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JACKSON, WYOMING

DATE/REVISION:
W/1 2/18/25
BVP 2/28/25
PERMIT 3/4/25

A3
ELEV'S



A4
ELECT



PLANNING & BUILDING DEPARTMENT

November 1, 2024

Paul Cluskey
970 W Broadway Ave.
PMB 376
Jackson, WY 83001

RE: P24-158: 415 E Pearl Ave. - Zoning Compliance Verification (ZCV)

SENT VIA EMAIL

Dear Applicant,

After reviewing the Town Planning & Building files and the information provided in your application deemed sufficient on October 22, 2024, for the above referenced property, the Planning Director has made the following determinations regarding the items requested by the applicant (provided in italics) for verification. Please see application for original applicant questions as the below has been edited for clarity.

1. *Question: Based on the information provided, does the Planning Director consider the use of the property at 415 E Pearl Ave. to be a legally established nonconforming use per LDR Sec. 1.9.3?*

Staff Response: Yes. The Planning Department considers the existing business – a veterinarian office – located within the Office Residential (OR) zone to be a legally established nonconforming office use per Land Development Regulation (LDR) Sec. 1.9.3.

2. *Question: Does the Town consider the use at 415 E Pearl Ave. as a legally nonconforming use that has not been discontinued thus may be maintained at the property?*

Staff Response: Yes. Based on information provided by the applicant and Town records including business licenses and building permits, staff agree that the existing use is legally nonconforming and has not been operationally discontinued for a period of more than one year. This means that the property may maintain the designation of legally nonconforming use in the OR zone permitted by LDR Sec. 1.9.3.

3. *Question: Does the Town classify the existing use of the property as Office use or Service use as described in LDR Sec. 6.1.6?*

Staff Response: Staff have determined that the existing veterinarian business is classified as an Office use as described in LDR Sec. 6.1.6.B (Office). This is based on the applicant's description of business operations, there being no indoor or outdoor animal runs at the property, and no provision of overnight animal boarding services. Staff find the existing veterinarian business functions most similarly to a Medical office as opposed to a larger scale veterinarian service intended to accommodate boarding, large animals, and complex surgical procedures. Examples of Office use per LDR Sec. 6.1.6.B.1.a include "Medical, dental, and other health services" and are described as "a professional service or other activity customarily provided in an office environment where appointments are scheduled." Staff find the existing business operations most closely fit the above definition for Office use.

As the existing Office use is a considered a legally established nonconforming use in the OR zone, a different Office use – as defined by LDR Sec. 6.1.6.B (Office) – from the current veterinarian business may operate at the property without an approved use permit because no LDR change of use occurs in that scenario.

Additionally, the existing nonconforming use may be changed to another nonconforming use so long as all three standards of LDR Sec. 1.9.3.C (Nonconforming uses – Change in Use) are met, including obtaining approval for a Conditional Use Permit (CUP) pursuant to LDR Sec. 8.4.3.

This ZCV shall only verify zoning compliance at the time it is issued pursuant to Division 8.6.3 (Zoning Compliance Verification) of the Town of Jackson LDRs. Should you have any questions or require further information on this matter, please contact me by phone at (307) 734-3493 or by email at kpage@jacksonwy.gov

Sincerely,



Katelyn S. Page, AICP
Associate Planner

encl: Departmental Reviews