



CONDITIONAL USE PERMIT/AMENDMENT APPLICATION

Community Development Department, Planning Division
316 North Park Avenue, Room 445, Helena, MT 59623
406-447-8490; citycommunitydevelopment@helenamt.gov

Date received:

APPLICATION FEE: \$435.00
(PAYABLE TO THE CITY OF HELENA)
ALL FEES ARE NON-REFUNDABLE

PROPERTY OWNER: *Primary Contact?*

Name: 133 7th Ave. LLC Primary Number: 406 459 3344
Address: 1437 Helena Ave. #8 Other Phone: _____
Email: iversonmontana@gmail.com

APPLICANT (If different from property owner): *Primary Contact?*

Name: John Iverson Primary Number: 46 459-3344
Address: 1437 Helena Ave #8 Other Phone: _____
Email: iversonmontana@gmail.com Company: _____

AUTHORIZED REPRESENTATIVE: *Primary Contact?*

Name: _____ Primary Number: _____
Address: _____ Other Phone: _____
Email: _____ Company: _____

ADDRESS OF PROPERTY: 102 South Cooke St. Helena, MT 59601
Address City State Zip Code

Legal Description (Block & Lots, Subdivision, COS #) _____
CORBIN SUBD, S32, T10 N, R03 W, BLOCK 29, Lot 18 - 20

Current Zoning District R-2 (there is a pending application to change it to R-3)

Geocode 05-1888-32-2-19-19-0000

Provide a current deed & plat

Are there other related Land Use Applications being submitted: Yes No

Submit proof of current paid taxes

I HEREBY CERTIFY AND ACKNOWLEDGE THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signed: _____ Date: 5/14/24
Property Owner

Applicant: _____ Date: _____
(If different from Owner)

Please provide all the information requested in the Application Instructions. An incomplete application may delay the review of your request.

Are you requesting any variances with this application? Yes No

If yes, see Board of Adjustment application.

Have any variances or CUPs been previously given for this property? Yes No

If yes, provide a copy of the variance decision or CUP Resolution.

Review Process and Criteria per 11-3-3 City Code: The following completeness review is required for applications for conditional use permits:

- A. Within ten (10) working days of receipt of an application and required filing fee, the City shall review the submitted information to determine whether the application contains all the information required by this chapter. The application is complete if all the information required is provided, thereby forming the basis for an informed decision on the application. The City shall give written notice to the applicant of the determination as to whether or not the application is complete.
- B. If the City determines that information is missing from the application, the City will identify those elements in the notification. If the applicant fails to submit the missing information within five (5) working days of the notice of deficiency, the City may deny approval of the application.
- C. If the applicant corrects the deficiencies and resubmits the application within the time provided above, the City has ten (10) working days to notify the applicant whether the resubmitted application contains all the information required by this chapter.
- D. After a complete application has been filed, the City shall investigate the facts bearing on the application to assure that the action on the application is consistent with the intent and purpose of this Title and then give its recommendation to the Zoning and City Commission.

A CONDITIONAL USE PERMIT IS EFFECTIVE UPON APPROVAL BY THE CITY COMMISSION AND AFTER ALL OF THE CONDITIONS FOR APPROVAL HAVE BEEN COMPLETED.

YOUR PROPOSAL MUST COMPLY WITH THE FOLLOWING:

- Building and fire codes including required building and occupancy permits.
- Zoning Ordinance requirements including but not limited to: front, side and rear yard setbacks; maximum lot coverage; building height; landscaping; parking; screening; and signage.
- Sidewalks, curbs, and gutters; if deteriorated, repair or replacement may be required.



Shopping Cart: 0 items [\$0.00]

[New Search](#)

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[PayTaxes](#)

[Help](#)

Property Tax ID: 4544

Status: Current
Realware#: 188832219190000
Receipt: 10440

2023 Owner(s):
CHOVANAK MICHAEL T & SHIRLEY

Mailing Address:
102 S COOKE ST
HELENA, MT 596015235

Levy District:
01-01, Tax District 01

[Tax Comparison](#)

2023 Value:

Market: \$328,300
Taxable: \$4,432

[Detail](#)

2023 Taxes:

[View Pie Charts](#)

First Half: \$1,825.12 **Due:** 11/30/2023
Second Half: \$1,825.09 **Due:** 5/31/2024
Total: \$3,650.21

[Detail](#)

2023 Payments:

First Half: \$1,825.12
Second Half: \$1,825.09
Total: \$3,650.21

(May include penalty & interest)

2023 Legal Records:

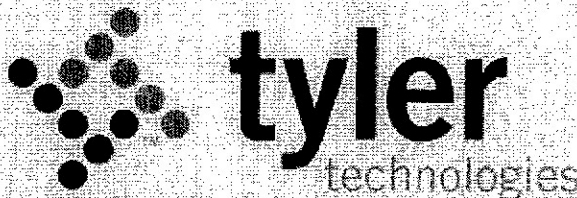
Geo Code: 05-1888-32-2-19-19-0000 **Deed Book:** M40 **Page:** 7842 **Instru#:** 3174141 **Date:** 2009-08-31

Property address: 102 S COOKE ST, HELENA MT 59601
Subdivision: (COR) SubDiv COR **Lot:** 18 **Block:** 29
TRS: T10 N, R03 W, Sec. 32
Legal: CORBIN SUBD, S32, T10 N, R03 W, BLOCK
29, Lot 18 - 20
Acres: 0.26

Note: The accuracy of this data is not guaranteed. Property Tax data was last updated 02/14/2024 01:00 PM.

Send Payments to:
Lewis & Clark County
316 North Park Ave; Room #113
Helena, Montana 59623

Phone: (406) 447-8329
Email: propertytax@lccountymt.gov



Application for CUP: 102 S Cooke St

John Iverson, Owner
1437 Helena Ave #8
Helena, MT 59601
406 459-3344
iversonmontana@gmail.com

1. Apply to the City on the appropriate forms and pay any required fees. The application must include the property owner's signature

Done

2. Type and extent of the proposed use (including hours of operation)

The proposed use is as an office for Association Managers/Government Affairs professionals. General office hours 8 am – 5 pm Monday through Friday.

3. Site plan showing the proposed and current location of:

- a. Pedestrian, vehicular, and bicycle ingress and egress to the property
- b. Parking and loading areas
- c. Landscaping and screening
- d. Solid waste collection areas
- e. Utilities
- f. Signs
- g. Lighting

The site plan is to leave everything as it is, with one exception. The subject property does not have a sidewalk on the Cooke Street side of the property. I propose to add a sidewalk there. Pedestrian traffic will use the proposed sidewalk, cars will park in the 3 car garage or on the 3 car driveway. Landscaping will remain as it is. Solid waste collection will remain as it is. Utilities will remain as they are. There is no plan for the use of signage. Lighting will remain as it is.

4. Proposed storm water drainage plan. The property will utilize existing storm water infrastructure. There will be no impact to the amount of stormwater generated.

5. Traffic impact study for any use that will generate more than two hundred (200) vehicle trips a day.

This property's use as an office will produce far fewer than 200 vehicle trips per day.

6. Vicinity map of the area showing the location of the property in relation to surrounding land and zoning in the immediate area, water and wastewater mains, other utilities, and city streets.

I have provided some Google Maps photos. We are making no changes to the property or the existing structure, other than installing a sidewalk on Cooke St.

7. Planned modifications to the existing structure.

We are making no changes to the property or the existing structure, other than installing a sidewalk on Cooke St.

8. Preliminary architectural drawings for new construction with elevations that include building heights.

We are making no changes to the property or the existing structure, other than installing a sidewalk on Cooke St.

9. An evaluation of the impacts on the abutting properties and the neighborhood with respect to the factors identified in section 11-3-4B City Code. The evaluation must address any potential adverse impacts and how any such adverse impacts will be mitigated.

The subject property is located in a neighborhood that is transitioning in use. There are a number of non-conforming properties within the vicinity of the subject property. Also, many residential properties to the North and to the West of the Capital have transitioned to office uses for Government and Government adjacent type uses. We should expect this trend to continue. The subject property will increase walkability and decrease traffic. I will be able to walk to the Capital and then back to my office; I currently drive. This reduction in driving aligns with Helena's climate action plan. The existing structure meets the dimensional standards for the zoning district without the need for a variance. The hours of operation will be standard office hours, 8 am – 5 pm Monday through Friday. The office work will be quiet in nature. The office will not be adding any lighting, so no impact on glare is expected. Odor, if anything, will be reduced; there will be not dog in the back yard or much cooking going on. I reached out to the neighbors immediately on each side of the subject property. I only heard back from one, and they were supportive of the change.

10. Expected time when the permitted conditional use will commence.

I plan to use the house as an office shortly after approval from the City.

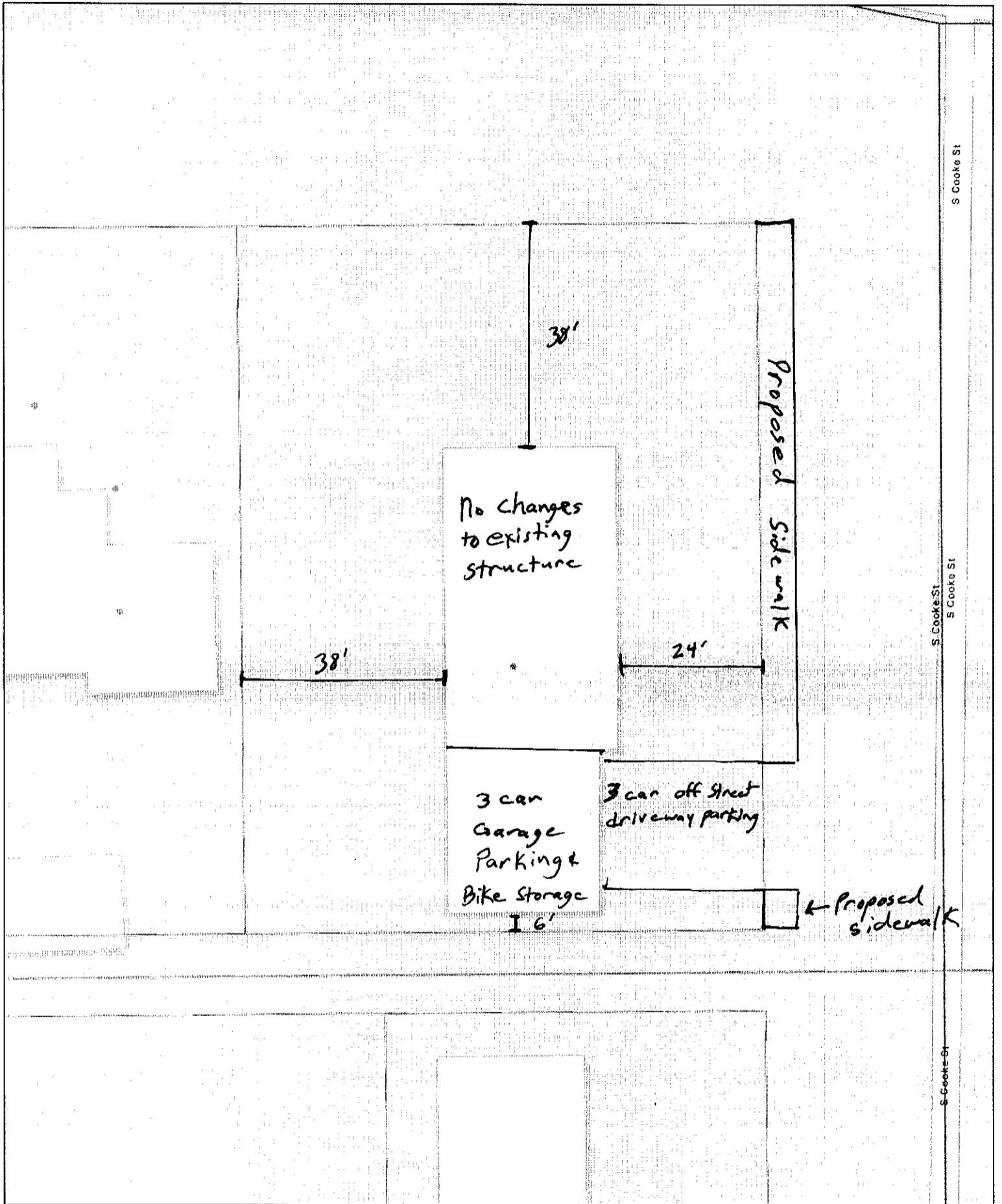
11. Variances requested.

None.

Site Plan 102 S. Cooke St

CUP Application

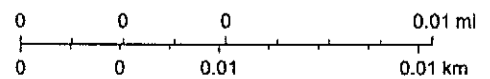
ArcGIS Web Map



5/31/2024, 2:17:37 PM

— Railroads	→ Oneway	— Montana Hwy	* Residential Mult-Family
— Roadways	— Non-Motorized	— Secondary Hwy	* School
— Interstate	— Abandoned	Addresses	□ Parcel Boundaries
— Divided 4-Lane	— Water Access Only	* Residential	□ Helena City Limits
— Paved	— Alley	* Commercial	□ County Boundary
— Unpaved	Highways	* Public	□ East Helena City Limit
— Driveway	— Interstate Hwy	* Miscellaneous	□ Lakes
— Oneway	— US Hwy	□ Private Non-Profit	— Streams

1:282



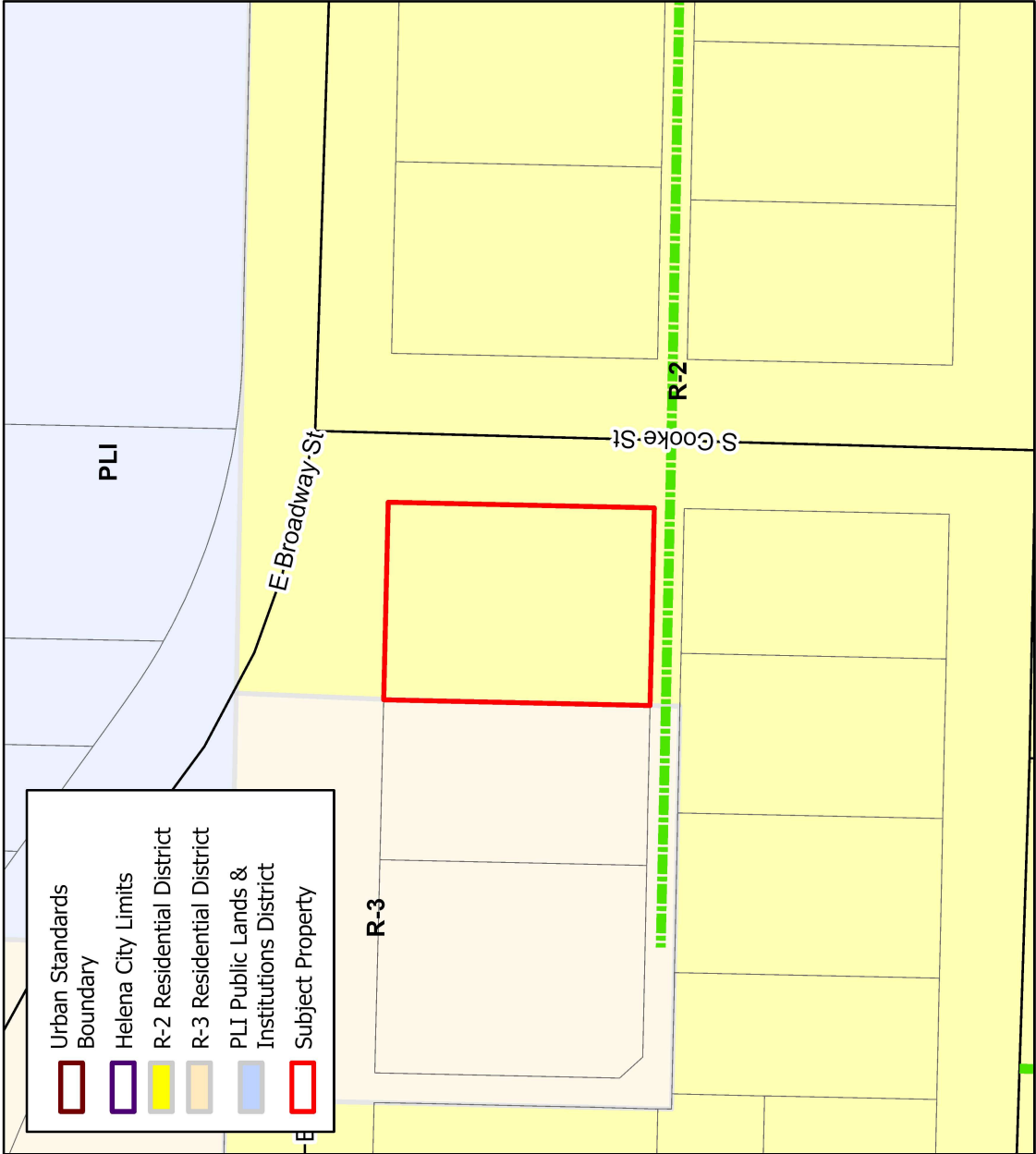
Lewis and Clark County/City of Helena GIS Services, The data contained on this map are NOT the official records and may be inaccurate and incomplete! The City of Helena and Lewis & Clark County do not warrant, either explicit or implied, the completeness or accuracy of the information

Web AppBuilder for ArcGIS

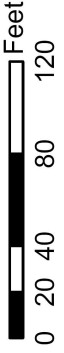
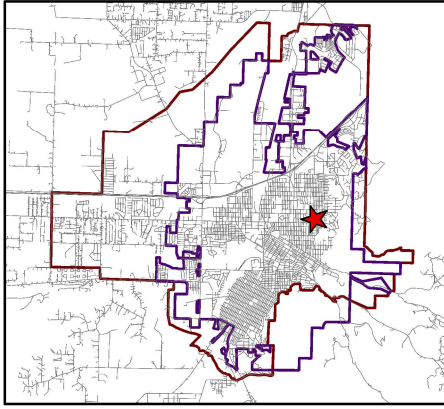
Lewis and Clark County/City of Helena GIS Services | The data contained on this map are NOT the official records and may be inaccurate and incomplete! The City of Helena and Lewis & Clark County do not warrant.

* Measurements are approximate

102 S Cooke St Zoning Map




	Urban Standards Boundary
	Helena City Limits
	R-2 Residential District
	R-3 Residential District
	PLI Public Lands & Institutions District
	Subject Property



Legal Description: CORBIN
 SUBD, S32, T10 N, R03 W,
 BLOCK 29, Lot 18 - 20




	Subject Property
	Paved
	Alley

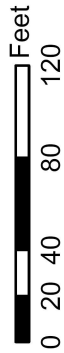


Community Development
 City/County Building
 316 North Park Avenue, Rm. 445
 Helena, MT 59623

102 S Cooke St Vicinity Map



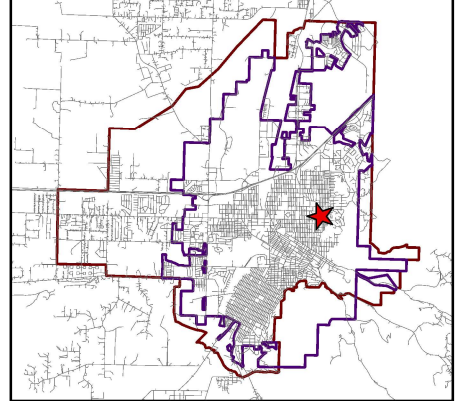
-  Subject Property
-  Paved
-  Alley



Legal Description: CORBIN
SUBD, S32, T10 N, R03 W,
BLOCK 29, Lot 18 - 20



Community Development
City/County Building
316 North Park Avenue, Rm. 445
Helena, MT 59623



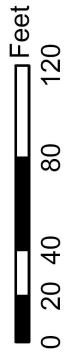
102 S Cooke St Utility Map



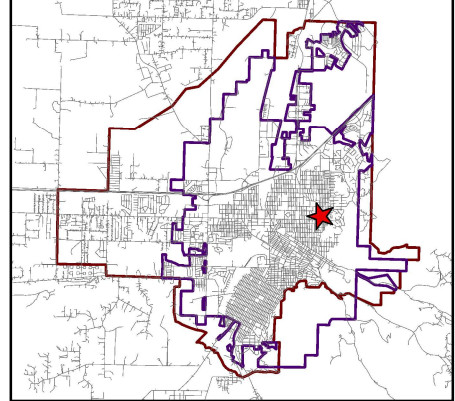
	Fire Hydrants
	Sewer Manholes
	Sewer Service Line
	Sewer Mains
	Water Lines
	Subject Property

	Subject Property
	Paved
	Alley
	MT Parcels w Condos

Community Development
 City/County Building 445
 316 North Park Avenue, Rm. 445
 Helena, MT 59623



Legal Description: CORBIN
 SUBD, S32, T10 N, R03 W,
 BLOCK 29, Lot 18 - 20



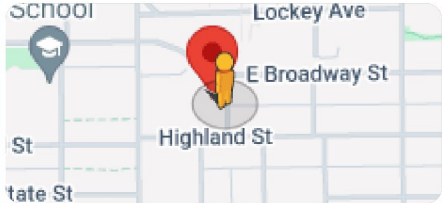
Helena, Montana

Google Street View

Aug 2021 [See more dates](#)



Image capture: Aug 2021 © 2024 Google



Helena, Montana

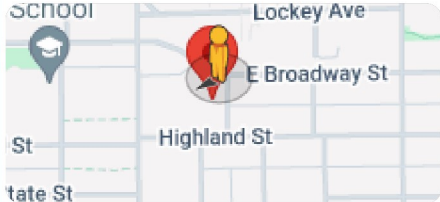
Google Street View

Oct 2021 [See more dates](#)



Google

Image capture: Oct 2021 © 2024 Google



Project Reviews

City of Helena

Project Number: CUP2405-001

Description: 102 S Cooke

Applied: 5/14/2024

Approved:

Site Address: 102 S COOKE ST

Closed:

Expired:

City, State Zip Code: HELENA, MT 59601

Status: RECEIVED

Applicant: <NONE>

Parent Project:

Owner: 133 7th Ave LLC

Contractor: <NONE>

Details:

LIST OF REVIEWS

SENT DATE	RETURNED DATE	DUE DATE	TYPE	CONTACT	STATUS	REMARKS
Review Group: ALL						
6/5/2024	6/11/2024	6/14/2024	TRANSPORTATION SYSTEMS	Mark Young	SEE COMMENTS	
Notes:						
- Existing drive approach is not ADA compliant. Boulevard sidewalk installation along the entire property frontage of Cooke Street, including drive approach replacement, as per City Code should be required as a condition if CUP is approved.						
Review Group: AUTO						
5/14/2024		5/17/2024	DIRECTOR REVIEW	Christopher Brink		
Notes:						
Review Group: CUP REVIEW						
6/5/2024	6/10/2024	6/14/2024	ADDRESSING	Jason Danielson	NO COMMENT	
Notes:						
6/5/2024	6/7/2024	6/14/2024	BUILDING	Kim Mack	SEE COMMENTS	
Notes:						
Residential dwelling changing to an office may require modifications to comply with building code requirements as a "Change of Use". When a change of use occurs, the building will be required to be brought up to current code requirements for the new use, including accessibility elements, ie. toilet rooms, parking, accessible route into and through the building. Full plan review will be required prior to any occupancy of an office use.						
6/5/2024		6/14/2024	CITY ATTORNEY	Attorney Bucket		
Notes:						
6/5/2024	6/10/2024	6/14/2024	FIRE	Lou Antonick	SEE COMMENTS	
Notes:						
A residential occupancy converting to an office building requires plans and permits submitted to the City of Helena Building Division for review and compliance with the 2021 International Fire Code and any associated standard prior to occupancy.						

Project Reviews

City of Helena

6/5/2024		6/14/2024	HCC			
Notes:						
6/5/2024	6/17/2024	6/14/2024	PARKS	Craig Marr	NO COMMENT	
Notes:						
6/5/2024		6/14/2024	PLANNING	Planning Bucket		
Notes:						
6/5/2024		6/14/2024	POLICE	Police Bucket		
Notes:						
6/5/2024	6/14/2024	6/14/2024	PUBLIC WORKS	JAMIE CLARK	NO COMMENT	
Notes:						
6/5/2024		6/14/2024	ZONING ENFORCEMENT	Planning Bucket		
Notes:						

CERTIFICATE OF SURVEY NO. _____

FOR A PORTION OF BLOCK 19 IN THE CORBIN SUBDIVISION IN THE CITY OF HELENA

NW 1/4 SEC. 32 , TWP. 10N , RGE. 3W , P.M.M.

LEWIS & CLARK COUNTY

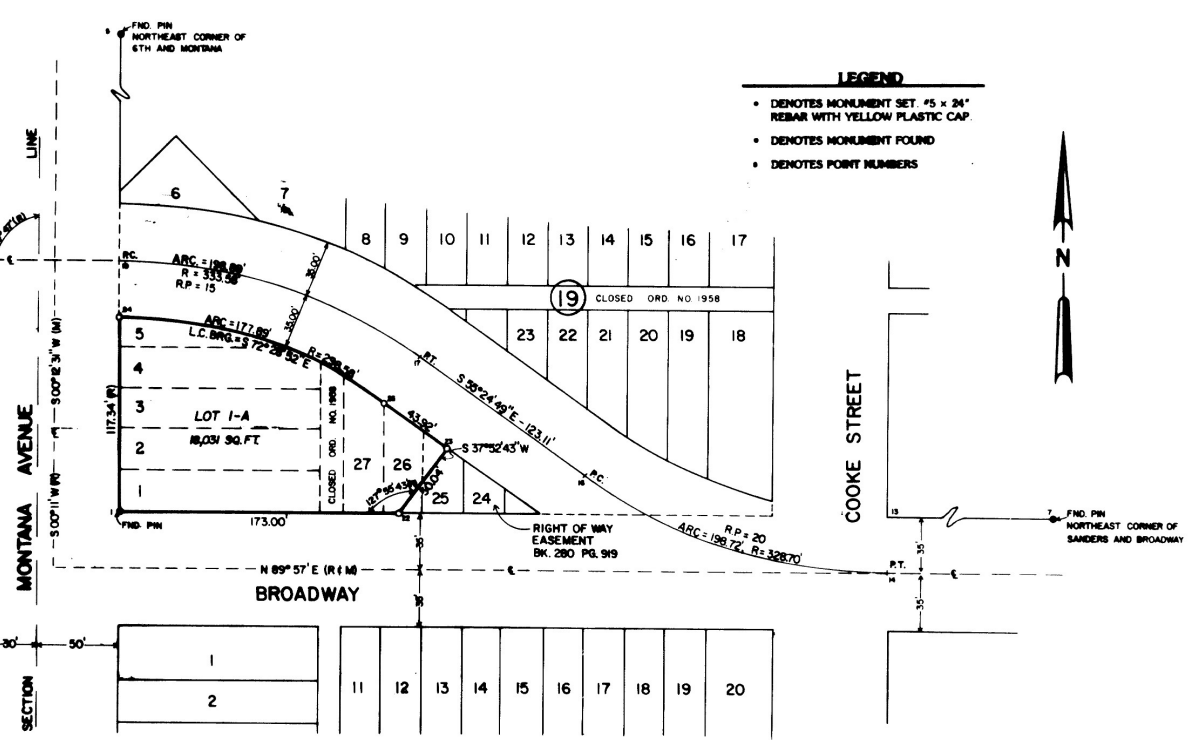


333830
#33850

STATE OF MONTANA
COUNTY OF LEWIS & CLARK 14
I hereby certify that the within instrument was filed in my office of this 12th day of June A.D. 1981 at 2:00 min. past 12 o'clock P.M. Records of Lewis & Clark County, State of Montana

John J. Anderson
Recorder
258

Corbin Add. Portion of Bk. 19
1888-32
#333850



- LEGEND**
- DENOTES MONUMENT SET .75 x .24" REBAR WITH YELLOW PLASTIC CAP
 - DENOTES MONUMENT FOUND
 - DENOTES POINT NUMBERS



BASE OF BEARINGS
RECORD BEARINGS FOR CENTERLINE OF BROADWAY WEST OF MONTANA NORTH 89° 57' EAST

CERTIFICATE OF EXEMPTION

"WE HEREBY CERTIFY THAT THE PURPOSE FOR THIS SURVEY IS TO IDENTIFY THE EXTERIOR BOUNDARIES OF A PARCEL OF LAND DIVORCED FROM THE ORIGINAL TRACT BY HIGHWAY CONSTRUCTION; THEREFORE, THIS DIVISION OF LAND IS EXEMPT FROM REVIEW BY THE DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES PURSUANT TO TITLE 16, CHAPTER 16, 603(2C).

Gareth Moon
GARETH MOON, COMMISSIONER
DEPARTMENT OF STATE LANDS

SUBJECT OF THE TRACT
THE MONTANA DEPARTMENT OF STATE LANDS

REASON FOR SURVEY
THIS SURVEY WAS PERFORMED IN ORDER TO ESTABLISH THE BOUNDARIES OF AN EXISTING TRACT OF LAND CREATED BY THE ACQUISITION OF STREET RIGHT OF WAY AND TO AGGREGATE THE EXISTING LOTS INTO ONE.

BOUNDARY DESCRIPTION
A TRACT OF LAND IN LEWIS AND CLARK COUNTY, CITY OF HELENA, SITUATED IN THE NORTHWEST ONE QUARTER OF SECTION 32, TOWNSHIP 10 NORTH, RANGE 3 WEST, P.M.M. AND BEING A PORTION OF BLOCK 19 OF THE CORBIN SUBDIVISION, SAID TRACT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE SOUTHWEST CORNER OF SAID BLOCK 19, THENCE NORTH 00° 12' 31" EAST, 117.34 FEET TO THE SOUTHERLY RIGHT OF WAY OF BROADWAY; THENCE ALONG SAID RIGHT OF WAY ON A CURVE TO THE RIGHT ARC LENGTH EQUALS 177.89 FEET, RADIUS EQUALS 288.58 FEET, LONG CHORD BEARING IS SOUTH 72° 28' 52" EAST; THENCE SOUTH 56° 24' 49" EAST, 43.92 FEET; THENCE SOUTH 37° 52' 43" WEST, 50.04 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY OF BROADWAY; THENCE ALONG SAID RIGHT OF WAY SOUTH 89° 57' WEST, 173.00 FEET TO THE POINT OF BEGINNING.
THE ABOVE DESCRIBED TRACT CONTAINS 18,031 SQUARE FEET.

CERTIFICATE OF SURVEYOR

I, LOWELL C. HANSON, DO HEREBY CERTIFY THAT THIS PLAT IS A TRUE REPRESENTATION OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION DURING MARCH OF 1981.



Lowell C. Hanson
LOWELL C. HANSON
REGISTERED ENGINEER & LAND SURVEYOR # 2523ES
HELENA, MONTANA

Paul R. Gindson
Surveyor
Mont. Reg. No. 2354-5
Licensed Under Section 76-3-611, MCA
Date 6-18-81

PREPARED BY
L. C. Hanson Co.
CONSULTING ENGINEERS AND SURVEYORS
HELENA, MONTANA

1/4	SEC.	TWP.	RGE.
<input checked="" type="checkbox"/>	32	10N	3W
<input type="checkbox"/>			
<input type="checkbox"/>			



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Helena Independent Record** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(123) 456-7890**.

Notice ID: 0mSrUwSlil5nBPkRFpWo | **Proof Updated: Jun. 17, 2024 at 03:43pm MDT**
Notice Name: ZONC2404-001 -- CUP2405-001

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Michael Alvarez malvarez@helenamt.gov (406) 447-8000	Helena Independent Record

Columns Wide: 2 **Ad Class:** Legals

Total Column Inches: 12.95

Number of Lines: 57

06/22/2024: General Legal	48.00
---------------------------	-------

Subtotal	\$48.00
Tax	\$0.00
Processing Fee	\$0.00
Total	\$48.00

See Proof on Next Page

NOTICE OF PUBLIC HEARING

PUBLICATION DATE: June 22, 2024

NOTICE OF PUBLIC HEARING

The Helena Zoning Commission will hold public hearings on **Tuesday, July 09, 2024, at 6pm in person in the Commission Chambers, Rm 330, 316 N Park Ave, and via the ZOOM platform** . The meeting will serve to consider the following proposals:

Item 1:

To consider an ordinance amending City of Helena ordinance no. 3097 and the official zoning map for the City of Helena that changes the zoning district from R-2 (Residential) to R-3 (Residential) for the property legally described as Lots 18-20 in Block 29 of the Corbin Subdivision to the City of Helena, Lewis and Clark County, Montana .

ADDRESS:

This property is located at 102 S Cooke Street and is generally located on the southeast side of the intersection of E Broadway St and S Cooke St.

Item 2:

To consider a resolution granting a Conditional Use Permit to allow General Services / Professional Offices uses in a R-3 zoning district for the property legally described as Lots 18-20 in Block 29 of the Corbin Subdivision to the City of Helena, Lewis and Clark County, Montana.

ADDRESS:

This property is located at 102 S Cooke Street and is generally located on the southeast side of the intersection of E Broadway St and S Cooke St.

This meeting can be accessed via the online meeting platform
Zoom at:

<https://zoom.us/j/92989300533>
Meeting ID: 929 8930 0533

Dial in at 1(346) 248-7799, or find your local number at: <https://zoom.us/j/92989300533>

Public comment will be taken up to and at the above meeting. If you wish to submit written comments prior to the meeting please send them in via email to malvarez@helenamt.gov or mail to Michael Alvarez, Community Development Department, Room 445, 316 N. Park Ave, Helena MT, 59623. For any questions, please call 406-447-8459.

Rebecca Harbage
Chair, City of Helena Zoning Commission

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: Phone: (406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711; Email: Citycommunitydevelopment@helenamt.gov; _Mailing Address & Physical Location: 316 North Park, Avenue, Room 445, Helena, MT 59623.

June 22, 2024 ##### MNAXLP