

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: _____

Property Owner

Applicant: Rebecca Stanfel MT Jewish Project Date: 03/19/24

(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.

APPLICATION INSTRUCTIONS:

Please note: "N/A" is not an acceptable answer alone and requires an explanation if used.

All conditional use permit applications must include the following information per 11-3-2 CC:

- 1. Apply to the City on the appropriate forms and pay any required fees. The application must include the property owner's signature;
- 2. Type and extent of the proposed use (including hours of operation);
- 3. Site plan showing the proposed and current location of:
 - Pedestrian, vehicular, and bicycle ingress and egress to the property;
 - Parking and loading areas;
 - Landscaping and screening;
 - Solid waste collection areas;
 - Utilities;
 - Signs; and
 - Lighting;
- 4. Proposed storm water drainage plan;
- 5. Traffic impact study for any use that will generate more than two hundred (200) vehicle trips a 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;
- 7. Planned modifications to the existing structure;
- 8. Preliminary architectural drawings for new construction with elevations that include building heights;
- 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.
- 10. Expected time when the permitted conditional use will commence; and
- 11. Variances requested.

Montana Jewish Project

Conditional Use Permit Application 3-18-24

Responses to Application Instructions

1. Signed Application with fee attached and included.

2. Extent of the proposed use (including hours of operation)

- a. With this CUP, MJP will use the building for general services/professional offices. This will involve two MJP staff occupying the second floor of offices to develop and run programs for our statewide Jewish community center (much of which is virtual). To maintain historic Temple Emanu-El, we would like to rent out the basement and first floor to 10-15 professional tenants, who will use it for standard business hours. About six times a year, MJP hosts Jewish community events and events for the greater Helena community upstairs in the large conference space we use as our community room. This space can accommodate a maximum of 50 people. These few occasions are in the afternoon or evening, and end by 8 PM.

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

- a. Pedestrian, vehicular, and bicycle ingress and egress to the property.



This photo (taken last summer) shows the location of the Montana Jewish Project Building – on the corner of Ewing and 10th Avenue. You can see the sidewalks are level with no upheavals, and there are already curb cuts in place for pedestrians, allowing for reasonable ingress and egress. MJP contracts with a snow removal company to attend to the sidewalks and the adjacent parking lot in the winter. The landscaping is mature and well-tended. There is a parking lot behind the building that will accommodate the building tenants (photos included

b. Parking and loading areas:



These photos show the parking lot in the back of the building owned by MJP. It will accommodate about 10 cars, which should be adequate tenant parking on any given day. MJP contracts with a snow removal company in the winter to keep the lot cleared of snow. There is a back door to the building for tenant entrance from the parking lot.



c. Landscaping and screening:

The earlier photo shows the landscaping around the building is mature and well-tended. MJP leases the yard next to the building from the Diocese of Helena. We maintain this as an open yard. There are trees and bushes that partially screen the building and lawn from its next door (residential) neighbor. We maintain an underground sprinkler system and hire lawn maintenance in the summer.

d. Solid waste collection area:

We are on the city schedule for sanitation pick up and have a garbage receptacle in the parking lot with access via the alley for pickup.

e. Utilities

We are on city water and sewer and contract with Northwestern Energy for gas and electric service.

f. Signs

The only signage we have is the National Historic Register sign located in front of the building in the front lawn of the property.

g. Lighting

There are two lights in the front of the building illuminating the front stairs and a light in the back parking lot. We have no additional lighting other than the existing lighting provided by the city.

4. Proposed storm water drainage plan.

We have no proposals to change the current storm water drainage plan in the neighborhood. It is adequate and functional.

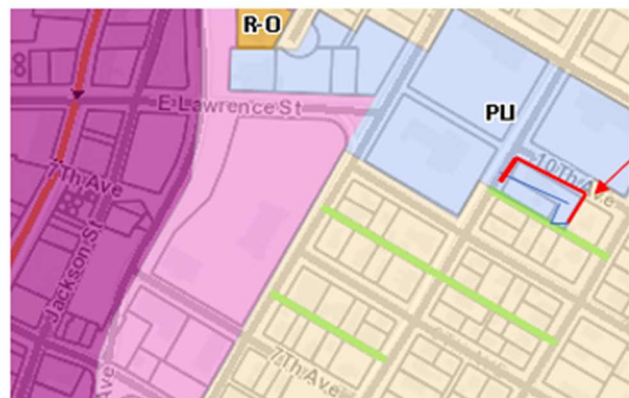
5. Traffic impact study for any use that will generate more than two hundred (200) vehicle trips a day.

Our proposed use of the building will not increase the traffic in the area. We like the integrity and character of this neighborhood and will not be doing anything to adversely affect it with increased traffic, noise, etc.

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.

Although this map does not show the water or wastewater mains, it shows the area as a recognizable location that is

and has been well served by city services without any known difficulties.



7. Planned modifications to the existing structure.

Our intent is to respect the historic nature of this building and do our very best to maintain it well into the future. We have no plans for modifications, only for necessary repairs and maintenance. We replaced the roof last summer and will continue to make repairs to protect the integrity of this historic building.

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

Again, we have no plans to make any modifications to the building; therefore we have no need for architectural drawings.

9. An evaluation of 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.

Apart from approximately 6 times a year, we do not foresee any changes to the neighborhood. In fact, the CUP for MJP to use historic Temple Emanu-El for general services/professional offices will not change how the building has been used for nearly 90 years. When MJP holds community events about six times a year, we have an agreement with First Presbyterian Church next door for our attendees to use their large and usually empty lot.

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

We plan to commence as soon as the CUP is granted.

11. Variances requested.

We have no need to request any variances other than what has been outlined in this application.

Montana Jewish Project

Conditional Use Permit Application 3-18-24

Responses to Application Instructions

1. Signed Application with fee attached and included.

2. Extent of the proposed use (including hours of operation)

- a. With this CUP, MJP will use the building for general services/professional offices. This will involve two MJP staff occupying the second floor of offices to develop and run programs for our statewide Jewish community center (much of which is virtual). To maintain historic Temple Emanu-El, we would like to rent out the 11 offices between the basement and first floor to professional tenants, who will use it during standard business hours. About six times a year, MJP hosts Jewish community events and events for the greater Helena community upstairs in the large conference space we use as our community room. This space can accommodate a maximum of 50 people. These few occasions are in the afternoon or evening, and end by 8 PM.

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

- a. Pedestrian, vehicular, and bicycle ingress and egress to the property.

This photo shows the location of the subject building at the intersection at Ewing and 10th Avenue. You can see the sidewalks are level with no upheavals, and there are already curb cuts in place for pedestrians, allowing for reasonable ingress and egress. This is not a high traffic area – as Rodney Street (one block to the East) is a thru street for



North and South traffic, and 11th Avenue (one block to the North) provides the main traffic for East and West travel. It is an easy neighborhood to walk or bike in, and the streets are wide enough to allow curbside parking in addition to two-way traffic.

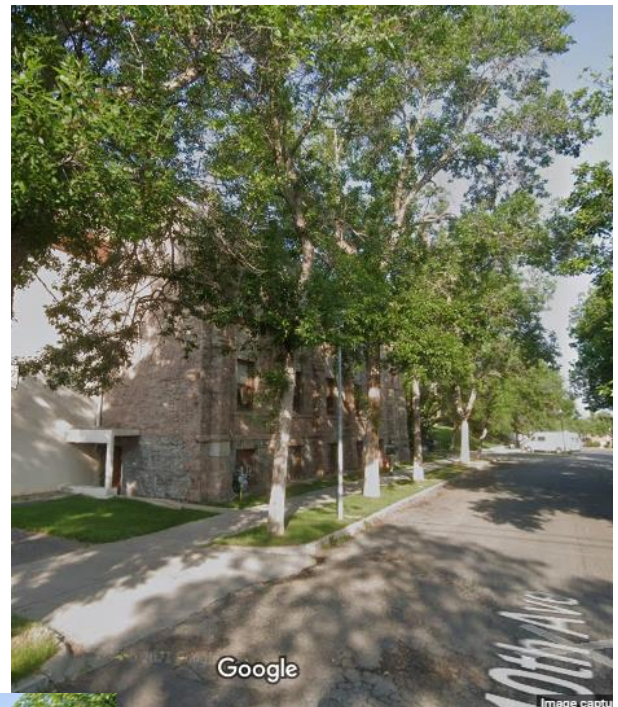
b. Parking and loading areas:



This photo shows the parking lot in the back of the building owned by MJP. It will accommodate about 10 cars, which should be adequate tenant parking on any given day. MJP contracts with a snow removal company to attend to snow removal in the parking lot as well as the pedestrian sidewalks. There is a back door to the building for tenant entrance from the parking lot.

c. Landscaping and screening:

The subject property is beautifully landscaped with watered lawns and mature trees surrounding the property. The property has an underground sprinkler system that is well maintained and provides adequate watering. MJP contracts with a lawn maintenance company who provides mowing and trimming and does a good job of keeping the lawns well-tended.



This photo shows the front and south side of the building where there is an open yard area outlined by mature bushes that partially screen the building and lawn from its next door (residential) neighbor and any Ewing Street traffic.

d. Solid waste collection area:

We are on the city schedule for sanitation pick up and have a garbage receptacle in the parking lot with access via the alley for easy pickup.



e. Utilities

The subject building is on city water and sewer and contract with Northwestern Energy for gas and electric service.

f. Signs

The only signage we have is the National Historic Register sign located in front of the building in the front lawn of the property.



g. Lighting

There is a nice light pole in the front of the building illuminating the front stairs and a light in the back parking lot. We have no additional lighting other than the existing lighting provided by the city.

4. Proposed storm water drainage plan.

We see no need to make any proposed changes to the current storm water drainage plan in the neighborhood. There are two access points in the immediate vicinity of the subject property. This one is shown at the intersection of 9th and Ewing, and the photo below shows the one on 10th Avenue near the parking lot for the building. In the year or more we've occupied the building we have found things to be adequate and functional.



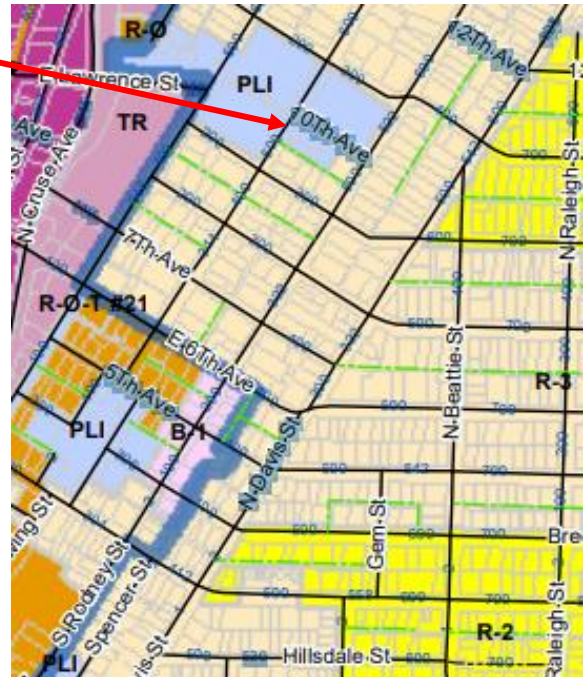
5. Traffic impact study for any use that will generate more than two hundred (200) vehicle trips a day.

According to the IT & E Trip Generation Manual, we are told there are 138 trips per day. This is based on the office building calculation of 11.01 trips per every 1,000 sq ft of space. There is no evidence to show that our requested zoning change will have any impact on the current traffic pattern. The Catholic Diocese had approximately 30 people utilizing the offices during their tenure. The Montana Jewish Project staff is small, and even if we rented all eleven (11) offices, it is highly unlikely we would exceed that number of tenants. We have a parking lot for the building so we would not create any problems with parking either. Our proposed use of the building will not increase the traffic in the area. We like the integrity and character of this neighborhood and will not be doing anything to adversely affect it with increased traffic, noise, etc.



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.

The subject property is shown here at the intersection of 10th Avenue and Ewing Street. You will see the surrounding neighborhood is R-3 with some R-2, R-0 and B-1 in the vicinity. This area is and has been well serviced by city utilities and services; i.e. city water, waste water, sanitation, street cleaning and snow plowing. The photo on the previous page shows the two manholes in close proximity to the building. Also shown earlier, the city streets are of good width providing on street parking, bicycle and vehicular traffic as well as pedestrian traffic.



7. Planned modifications to the existing structure.

Our intent is to respect the historic nature of this building and do our very best to maintain it well into the future. We have no plans for modifications, only for necessary repairs and maintenance. We replaced the roof last summer and will continue to make repairs to protect the integrity of this historic building.

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

Again, we have no plans to make any modifications to the building; therefore we have no need for architectural drawings.

9. An evaluation of 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.

MJP has been occupying the building since its purchase a little more than 18 months ago. During that time there has been no known impact to any of the abutting properties. Our neighbor to the East has asked to use our parking lot for his rental tenant. Permission was granted with no issue. Our neighbor to the South brought us a tree to plant in our side yard as a “welcome to the neighborhood” gift. We have invited all our neighbors in for a tour of the building – and many have accepted. We have received a warm welcome from all.

As we went door-to-door to communicate our plans to apply for a zoning change, the only concern raised was about street parking in front of residential homes. We are confident that will not be a concern as we have our own parking lot for the building and can (and will) include language in any lease agreement regarding parking. Another concern was in regard to increased taxes – which zoning doesn't affect. Again, we want to be good neighbors and respect the character and integrity of this neighborhood. In fact, the CUP for MJP to use historic Temple Emanu-El for general services/professional offices will not change how the building has been used for nearly 90 years. When MJP holds community events about six times a year, we have an agreement with First Presbyterian Church next door for our attendees to use their large and usually empty lot.

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

We plan to commence as soon as the CUP is granted.

11. Variances requested.

We have no need to request any variances other than what has been outlined in this application.

We thank you for your consideration of our application. Please let us know if you have any questions regarding our application.

515 N Ewing

Site Plan



- **Yellow Dotted line shows Pedestrian ingress and egress to premises**
- **Red dotted line shows 2-way vehicular traffic on Ewing and 10th Ave as well as bicycle traffic**
- **Green outlines the parking lot and loading area behind the building**
- **Orange line shows the mature shrubbery, hedges, trees, etc. surrounding the subject property**
- **X marks the site of the sanitation bin with easy pickup from the alley**

Our narrative offers more detailed descriptions and photos of these items, but this gives you a good sense of the entire picture.

Property Record Card

Summary

Primary Information

Property Category: RP **Subcategory:** Commercial Property
Geocode: 05-1888-30-3-16-17-0000 **Assessment Code:** 0000004633
Primary Owner: PHOENIX PROJECT INC **PropertyAddress:** 515 N EWING ST
 PO BOX 491 HELENA, MT 59601
 HELENA, MT 59624-0491 **COS Parcel:**
NOTE: See the Owner tab for all owner information

Certificate of Survey:

Subdivision: ALLEN ADDITION

Legal Description:

ALLEN ADDITION, S30, T10 N, R03 W, BLOCK 434, Lot 9, N2 LTS 10-12

Last Modified: 10/23/2023 7:38:04 PM

General Property Information

Neighborhood: 205.202.C **Property Type:** EP - Exempt Property
Living Units: 0 **Levy District:** 05-048702-0102
Zoning: **Ownership %:** 100
Linked Property:

No linked properties exist for this property

Exemptions:

No exemptions exist for this property

Condo Ownership:

General: 0 **Limited:** 0

Property Factors

Topography: **Fronting:**
Utilities: **Parking Type:**
Access: **Parking Quantity:**
Location: **Parking Proximity:**

Land Summary

Land Type	Acres	Value
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	0.287	119,039.00

Deed Information:

Deed Date	Book	Page	Recorded Date	Document Number	Document Type
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8/25/2022	M61	4192	8/25/2022	3402774	Warranty Deed
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Owners

Party #1

Default Information: [PHOENIX PROJECT INC](#)
[PO BOX 491](#)

Ownership %: 100

Primary Owner: "Yes"

Interest Type: [Fee Simple](#)

Last Modified: [9/7/2022 1:57:25 PM](#)

Other Names

Other Addresses

Name

Type

Appraisals

Appraisal History

Tax Year	Land Value	Building Value	Total Value	Method
2023	119039	824880	943919	COST
2022	67890	681400	749290	COST
2021	67890	681400	749290	COST

Market Land

Market Land Item #1

Method: [Sqft](#) **Type:** [Primary Site](#)

Width: **Depth:**

Square Feet: [12,500](#) **Acres:**

Valuation

Class Code: [2153](#) **Value:** [119039](#)

Dwellings

Existing Dwellings

[No dwellings exist for this parcel](#)

Other Buildings/Improvements

Outbuilding/Yard Improvements

[No other buildings or yard improvements exist for this parcel](#)

Commercial

Existing Commercial Buildings

Building Number	Building Name	Structure Type	Units/Bldg	Year Built	
1		353 - Office Building, Low Rise (1 to 4 stories)	1	1890	View

General Building Information

Building Number: 1 **Building Name:** **Structure Type: 353 - Office Building, Low Rise (1 to 4 stories)**
Units/Building: 1 **Identical Units: 1**
Grade: A **Year Built: 1890** **Year Remodeled: 0**
Class Code: 3150 **Effective Year: 1980** **Percent Complete: 0**

Interior/Exterior Data Section #1

Level From: 01 **Level To: 01** **Use Type: 053 - Office**

Dimensions

Area: 3,528 **Use SK Area: 1**
Perimeter: 252 **Wall Height: 8**

Features

Exterior Wall Desc: 01 - Brick or Stone **Construction: 1-Wood Frame/Joist/Beam** **Economic Life: 45**
% Interior Finished: 100 **Partitions: 2-Normal** **Heat Type: 1-Hot Air**
AC Type: 0-None **Plumbing: 2-Normal**
Physical Condition: 3-Normal **Functional Utility: 3-Normal**

Building Other Features

Description	Qty	Width	Length	Height	Area	Calculated Value	Unadjusted Value
RA3 - Garage, attached, frame, unfinished	1	00	00	0	462	22031.78	22032
RT2 - Patio, concrete	1	00	00	0	108	665.140951	665
PP1 - Porch, open	1	00	00	0	108	5889.24	5889
RA3 - Garage, attached, frame, unfinished	1	00	00	0	462	22031.78	22032
RT2 - Patio, concrete	1	00	00	0	108	665.140951	665
PP1 - Porch, open	1	00	00	0	108	5889.24	5889

Interior/Exterior Data Section #2

Level From: B1 **Level To: B1** **Use Type: 053 - Office**

Dimensions

Area: 3,528 **Use SK Area: 1**
Perimeter: 252 **Wall Height: 8**

Features

Exterior Wall Desc: 00 - None **Construction: 1-Wood Frame/Joist/Beam** **Economic Life: 45**
% Interior Finished: 100 **Partitions: 2-Normal** **Heat Type: 1-Hot Air**
AC Type: 0-None **Plumbing: 2-Normal**
Physical Condition: 3-Normal **Functional Utility: 3-Normal**

Building Other Features

Description	Qty	Width	Length	Height	Area	Calculated Value	Unadjusted Value
RA3 - Garage, attached, frame, unfinished	1	00	00	0	462	22031.78	22032
RT2 - Patio, concrete	1	00	00	0	108	665.140951	665
PP1 - Porch, open	1	00	00	0	108	5889.24	5889
RA3 - Garage, attached, frame, unfinished	1	00	00	0	462	22031.78	22032
RT2 - Patio, concrete	1	00	00	0	108	665.140951	665
PP1 - Porch, open	1	00	00	0	108	5889.24	5889

Interior/Exterior Data Section #3

Level From: 02 **Level To: 02** **Use Type: 053 - Office**

Dimensions

Area: 3,528 **Use SK Area: 1**
Perimeter: 252 **Wall Height: 8**

Features

Exterior Wall Desc: 01 - Brick or Stone	Construction: 1-Wood Frame/Joist/Beam	Economic Life: 45
% Interior Finished: 100	Partitions: 2-Normal	Heat Type: 1-Hot Air
AC Type: 0-None	Plumbing: 2-Normal	
Physical Condition: 3-Normal	Functional Utility: 3-Normal	

Building Other Features

No other features exist for this interior/exterior detail

Interior/Exterior Data Section #4

Level From: 01	Level To: 01	Use Type: 086 - Support Area
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Dimensions

Area: 360	Use SK Area: 1
Perimeter: 60	Wall Height: 8

Features

Exterior Wall Desc: 02 - Frame	Construction: 1-Wood Frame/Joist/Beam	Economic Life: 45
% Interior Finished: 100	Partitions: 0-None	Heat Type: 0-None
AC Type: 0-None	Plumbing: 0-None	
Physical Condition: 3-Normal	Functional Utility: 3-Normal	

Building Other Features

No other features exist for this interior/exterior detail

Elevators and Escalators

No elevators or escalators exist for this building

Ag/Forest Land

Ag/Forest Land

No ag/forest land exists for this parcel