



# 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
- Housing Department

**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: June 25, 2019</p> <hr/> <p>Item #: P19-154</p> <hr/> <p>Planner: Brendan Conboy</p> <p>Phone: 733-0440 ext. 1302</p> <p>Fax: 734-3563</p> <p>Email: <a href="mailto:bconboy@jacksonwy.gov">bconboy@jacksonwy.gov</a></p> <hr/> <p><b>Owner:</b> American Legion 190 N. Cache Street Jackson, WY 83001</p> <p><b>Applicant:</b> Greg McCoy PO Box 550 Wilson, WY 83014</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting an Administrative Adjustment for sign standards for the property located at 190 N. Cache Street, legally known as LOTS 4 &amp; 5 BLK 1 W.W. SMITH.</p> <p>For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: July 4, 2019 (Sufficiency)</b> <b>July 16, 2019 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: Sign for American Legion post #43  
 Physical Address: 190 N. Cache Street  
 Lot, Subdivision: Lots 4 & 5 PIDN: 22-41-16-27-3-12-002

**PROPERTY OWNER.**

Name: American Legion Psot #43 Phone: 423-762-6268  
 Mailing Address: P.O. Box 4121 Jackson, WY ZIP: 83001  
 E-mail: gsmccoy65@gmail.com

**APPLICANT/AGENT.**

Name: Greg McCoy Phone: 423-762-6268  
 Mailing Address: P.O. Box 550 Wilson, WY ZIP: 83014  
 E-mail: gsmccoy65@gmail.com

**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](http://www.townofjackson/200/Planning)*

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	<input type="checkbox"/> LDR Text Amendment
<input checked="" type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://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](http://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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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](http://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  
**Greg McCoy**  
\_\_\_\_\_  
Name Printed

**6/19/2019**  
\_\_\_\_\_  
Date  
**Commander**  
\_\_\_\_\_  
Title

Brendan,

The American Legion Post #43 is requesting an administrative adjustment on the following issues pertaining to the LDR's in the Sign Standards.

- 1.) Section 5.6.1.C.1.a.iv - Prohibited Signs. In addition to the prohibited signs list in 5.6.1.D. single-tenant freestanding signs are prohibited in the Town Square Sign District.

The American Legion is one of the oldest buildings in the town. The building is nearly 100 years old. Due to the historic nature of the structure, which would be diminished by having a sign attached to the structure. The building sits back further than its neighboring buildings and a sign on the structure would make it difficult to read and would require a much larger and unsightly sign.

- 2.) Section 5.6.1.C.5.c.i Readerboard Signs

Readerboards for movie theaters, playhouses, theaters, and restaurants and bars with changing entertainment shall be permitted, provided that they are manually changed only. These signs shall conform to the design, material and freestanding sign standards set forth in this Division and shall not be internally lighted. A signage area increase of 50% shall be permitted for entertainment businesses requiring a readerboard.

The American Legion complies with this section by definition as the American Legion is a restaurant, bar and has many bands and DJ's that perform at the post for public enjoyment. We desire to keep the public informed of the ever-changing events that are occurring. There are other readerboards in the Town Square Zone such as the Cowboy Bar, the old Teton movie theater (now the Teton Pizza), and the Elks Club to name a few.

I feel the American Legion meets the findings requirements set forth in the Administrative Adjustment as outlined below:

- 1.) The American Legion Post #43 is striving to change its image from a member only, drinking, card playing old veterans club to a community support organization. We support many programs such as the local Boy Scout Troop, giving college grants to students, performing honor guard service to deceased veterans, toys for children during the holiday season, flags and copies of the constitution to graduating seniors, hours and hours of visitation time to elderly disabled veterans in our community assisted living facilities to just name a few. We also have some new programs that are starting such as Meat for the Needy where hunters will be given the opportunity to donate any portion of their harvest from Matt's Meat processing. This meat is collected and given to those less fortunate in our community. A Women's Auxiliary Group that will be focusing on Youth Development!
- 2.) The proposed sign allows visitors and locals to easily identify the location as the American Legion and VFW posts. Many locals do not know that this location is available to them as well. By allowing this adjustment the structure, which is historic, will remain as is and not be impacted. The building is photographed by thousands of visitors each year and I feel the addition of a sign on the structure is negative.
- 3.) The proposed sign is rustic and western in nature and will be an attractive addition to the square zoning and to the American Legion. We plan on softening the impact by planting flowers around the base.

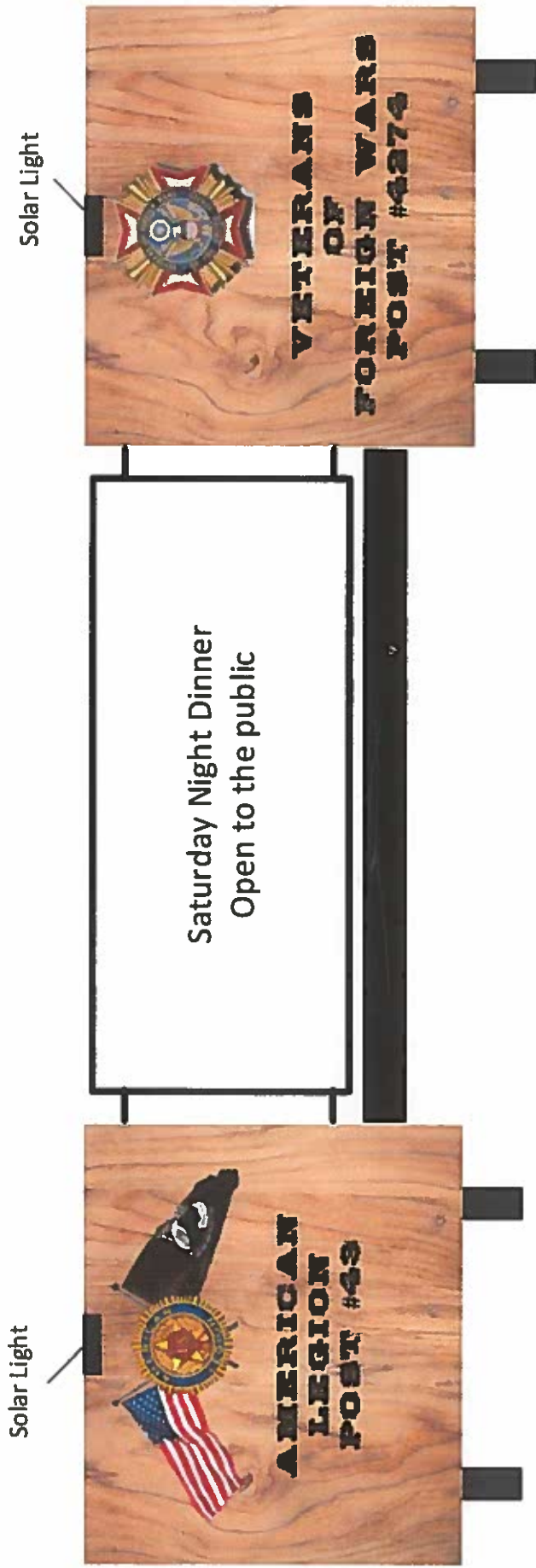


118' of Frontage

Proposed Sign Location

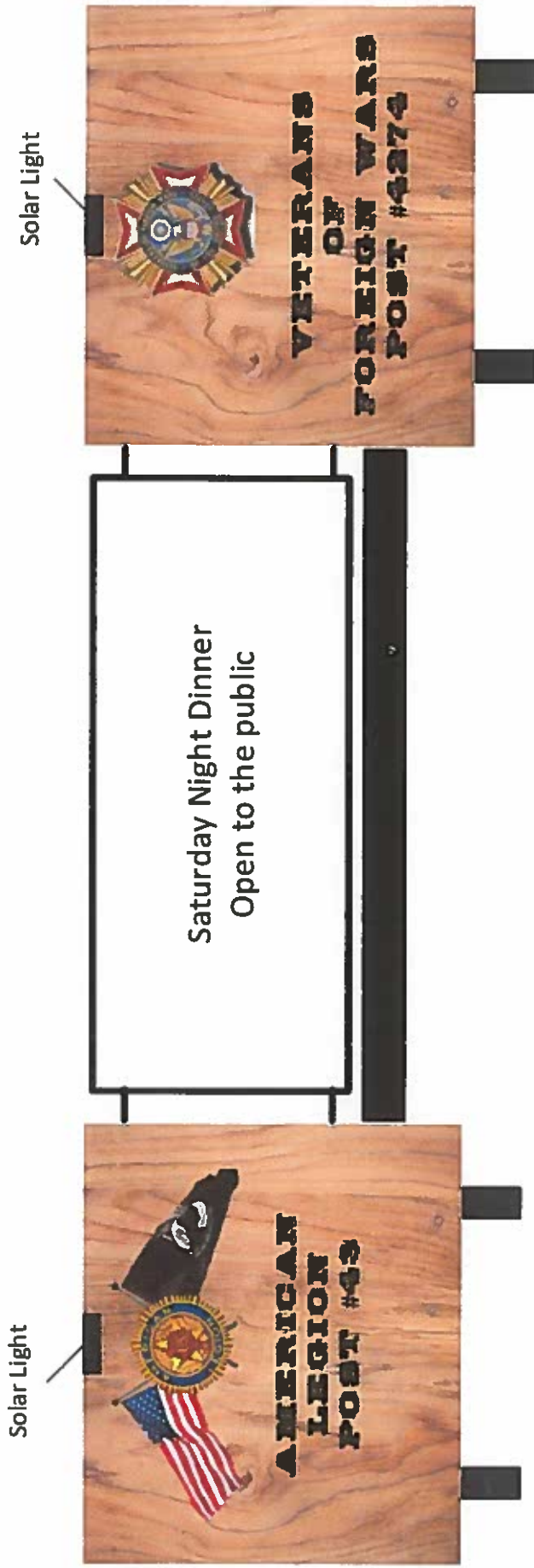
108' of Frontage

## American Legion and VFW Sign Proposal Version 2



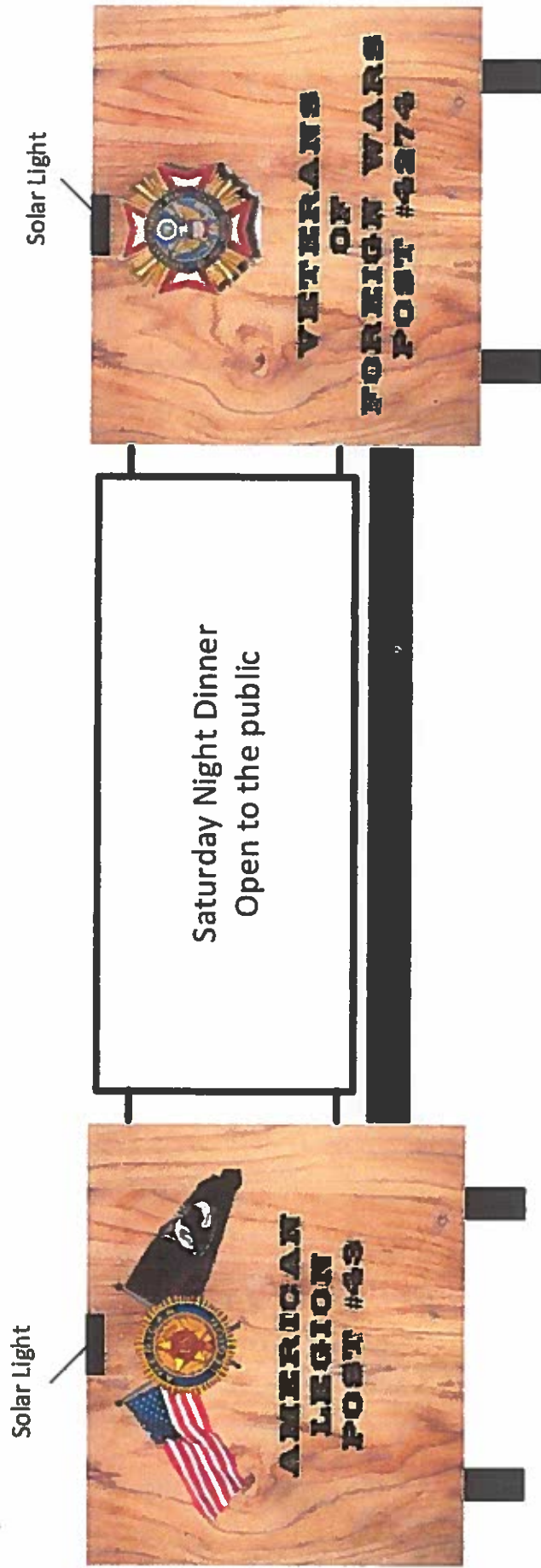
Each wooden sign's dimensions are 3' wide x 4' tall. They are each supported by two 4x4 wooden posts painted black. The visible portions of the support posts are 1' The total height of the sign is 5'. The reader board in the middle has dimensions of 48" x 32" and is attached to the sides of each sign with black bolt hardware. There is a 5½' wide black board with white letters at the bottom of the readerboard that displays the name Jackson Hole, WY. All letters are of western font known as Stockman WF. Total dimensions of completed sign 10' 2" wide and 4' tall. Each sign has one solar powered light that shines down on the sign. The light is fully enclosed and shielded. Attached is specifications on the light system.

## American Legion and VFW Sign Proposal Version 2



Each wooden sign's dimensions are 3' wide x 4' tall. They are each supported by two 4x4 wooden posts painted black. The visible portions of the support posts are 1'. The total height of the sign is 5'. The reader board in the middle has dimensions of 48" x 32" and is attached to the sides of each sign with black bolt hardware. There is a 5½' wide black board with white letters at the bottom of the readerboard that displays the name Jackson Hole, WY. All letters are of western font known as Stockman WF. Total dimensions of completed sign 10' 2" wide and 4' tall. Each sign has one solar powered light that shines down on the sign. The light is fully enclosed and shielded. Attached is specifications on the light system.

## American Legion and VFW Sign Proposal Version 2

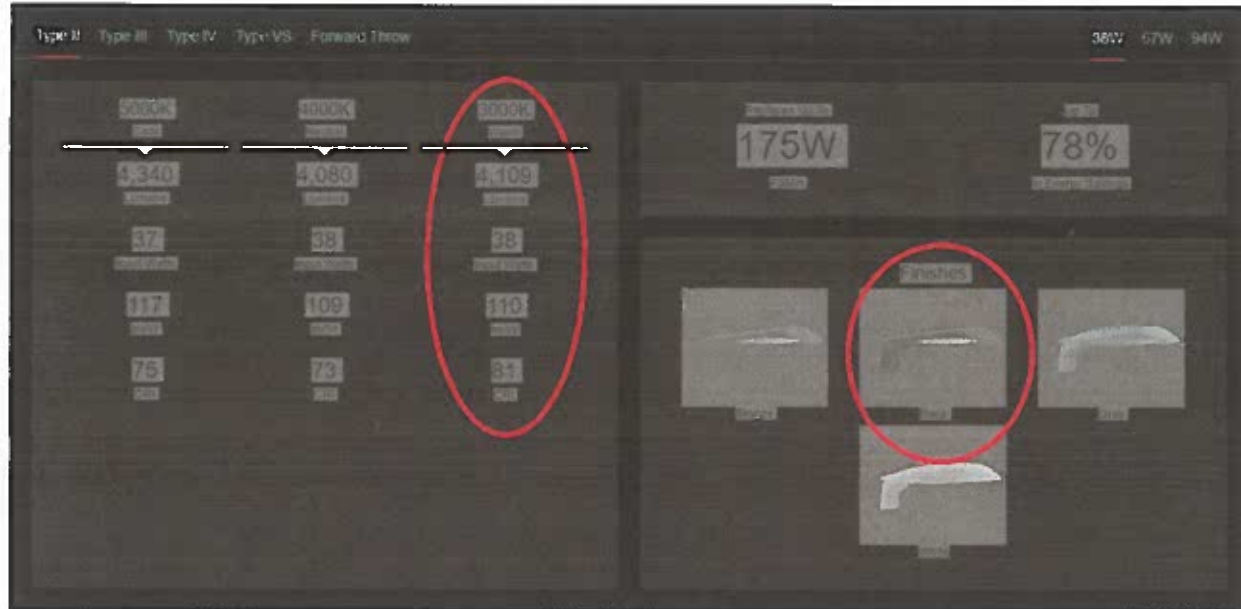


Each wooden sign's dimensions are 3' wide x 4' tall. They are each supported by two 4x4 wooden posts painted black. The visible portions of the support posts are 1'. The total height of the sign is 5'. The reader board in the middle has dimensions of 48" x 32" and is attached to the sides of each sign with black bolt hardware. There is a 5½' wide black board with white letters at the bottom of the readerboard that displays the name Jackson Hole, WY. All letters are of western font known as Stockman WF. Total dimensions of completed sign 10' 2" wide and 4' tall. Each sign has one solar powered light that shines down on the sign. The light is fully enclosed and shielded. Attached is specifications on the light system.



## Sign Lighting Specifications

The lights chosen to give the sign some viewability at night are solar powered and fully enclosed. They are the IVELOT manufactured by RAB. The IVELOT is a complete cutoff, fully shielded area light that minimizes glare while reducing light trespass, and is compliant with Dark Sky requirements.



We chose the Type II and all specs are circled in red. The on-line specs can be viewed at <https://www.rablighting.com/feature/ivelot-edgelit-area-lights>