



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: November 13, 2019</p> <hr/> <p>Item #: P19-260</p> <hr/> <p>Planner: Brendan Conboy</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: bconboy@jacksonwy.gov</p> <hr/> <p>Owner: Blue Lake Holdings, LLC PO Box 8601 Jackson, WY 83002</p> <hr/> <p>Applicant: Rebecca Bextel PO Box 12200 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use permit to add office for the property located at 680 S. Cache Street Units 100, 101, 102.</p> <p>For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: November 27, 2019 (Sufficiency) December 4, 2019 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@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: Office Use
 Physical Address: 680 S Cache Street, Suite 100, Jackson, WY 83001
 Lot, Subdivision: 100, 101, 102, One Town Hill PIDN: 22-41-16-34-3-
Condominium Address Plat 01396 08-000

PROPERTY OWNER.

Name: Blue Lake Holdings, LLC Phone: 3076993519
 Mailing Address: PO Box 12200, Jackson, WY 83002 ZIP: 83002
 E-mail: rebeccabextel@gmail.com

APPLICANT/AGENT.

Name: Rebecca Bextel Phone: 3076993519
 Mailing Address: PO Box 12200, Jackson, WY 83002 ZIP: 83002
 E-mail: rebeccabextel@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

<input checked="" type="checkbox"/> Use Permit	<input type="checkbox"/> Physical Development	<input type="checkbox"/> Interpretations
<input checked="" 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	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<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 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 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 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

Rebecca Bextel

Name Printed

11/12/2019

Date

Owner

Title

LETTER OF AUTHORIZATION

Blue Lake Holdings, LLC, "Owner" whose address is: 680 S Cache Street
Unit 100, Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Jonathan and Rebecca Bextel, as the owner of property
more specifically legally described as: Lots 100, 101 and 102 at One Town Hill
Condominium Additions Plot 01396

(If too lengthy, attach description)
HEREBY AUTHORIZES Mountain Business Center LLC as
agent to represent and act for Owner in making application for and receiving and accepting
on Owners behalf, any permits or other action by the Town of Jackson, or the Town of
Jackson Planning, Building, Engineering and/or Environmental Health Departments
relating to the modification, development, planning or replatting, improvement, use or
occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed
conclusively to be fully aware of and to have authorized and/or made any and all
representations or promises contained in said application or any Owner information in
support thereof, and shall be deemed to be aware of and to have authorized any subsequent
revisions, corrections or modifications to such materials. Owner acknowledges and agrees
that Owner shall be bound and shall abide by the written terms or conditions of issuance of
any such named representative, whether actually delivered to Owner or not. Owner agrees
that no modification, development, platting or replatting, improvement, occupancy or use of
any structure or land involved in the application shall take place until approved by the
appropriate official of the Town of Jackson, in accordance with applicable codes and
regulations. Owner agrees to pay any fines and be liable for any other penalties arising out
of the failure to comply with the terms of any permit or arising out of any violation of the
applicable laws, codes or regulations applicable to the action sought to be permitted by the
application authorized herein.

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.

OWNER: [Signature]

(SIGNATURE) (SIGNATURE OF CO-OWNER)
Title: Owner

(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 Rebecca Bextel this 12th day of
March, 2019.

WITNESS my hand and official seal. (Seal)

[Signature]
(Notary Public)
My commission expires: 4/17/2022



November 12, 2019

Dear Town of Jackson,

Mountain Business Center LLC occupies the space owned by Blue Lake Holdings, LLC. Both are owned by Jonathan and Rebecca Bextel. Mountain Business Center LLC rents out executive office suites and conference room rentals. We also act as a registered agent, handle mail for our clients, and we are a certified acceptance agent for the IRS.

Please let me know if you have any other questions.

Sincerely,

A handwritten signature in blue ink, appearing to be 'RB', with a long horizontal flourish extending to the right.

Rebecca Bextel

Housing Approval for One Town Hill, P16-053

Housing Element

Since this development is within the Snow King Resort Master Plan, it will be reviewed according to Section B, table 1 (pg. 95) of the Snow King Master Plan Housing Element dated July 16, 2001. The plans indicate there will be (12) 1-bedroom, (18) 2-bedroom, (6) 2-bedroom w/ loft, and (4) 3-bedroom units totaling 42,571 sf. Section B of the Snow King Master Plan calculates the employee housing requirement for short term rentals by the number of guests being housed per unit. The Master Plan indicates the number of persons housed per unit based on number of bedrooms. The calculation is as follows:

- 8 (1-bedroom) units X 2 persons per bedroom = 16 guests.
- 12 (2-bedroom & 2-bedroom w/ loft) units X 2 persons per bedroom = 48 guests.
- 14 (3-bedroom) units X 2 persons per bedroom = 84 guests
- Total guests: 148

The Master Plan indicates that .065 persons are required to be housed per guest. $148 \text{ guests} \times .065 = 9.62$ persons required to be housed.

The applicant is also proposing 3,672 sf of commercial office space. The employee housing calculation for this space will also be according to section B Table 1 of the Snow King Master Plan. According to this section, office use has a .03 persons required to be housed per 1,000 sf of office space.

$3,672 \text{ sf (commercial office space)} \times .03 \text{ (requirement)} \times .001 = .11016$ persons housing requirement.

Total: $9.62 \text{ persons (short term rental)} + 0.11016 \text{ persons (office)} = 9.73$ persons required to be housed.

The applicant has indicated they would like to devote two, 1-bedroom, and two, 3-bedroom units as employee housing.

- 2 (2-bedrooms) X 1.75 (persons) = 3.5 (persons housed).
- 2 (3-bedrooms) X 3.0 (persons) = 6 (persons housed).
- Total Persons housed 9.5

Staff notes that should the proposed office use be changed to a use with a higher housing requirement (ie. retail or restaurant) the applicant shall be required to mitigate for the additional employee housing requirements at that time.

Staff finds that the proposed deed restricted housing will meet all but .023 persons required to be housed. Staff has placed as a condition of approval that prior to Certificate of Occupancy for any portion of the building the applicant shall work with the JTCHA to record an employee housing restriction on all four of the required units and pay the required fee in lieu of housing for the remaining 0.23 persons to be housed.

Housing Mitigation Plan

updated 6/11/19

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

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" column to avoid adding multiple rows.

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 existence.

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	0.000493 *sf		866	1	0.427

Existing Workforce Housing Credit 0.427

Step 3: Proposed Development

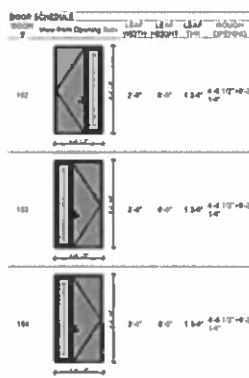
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon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

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000493*-sf		866	1	0.427

Affordable Workforce Housing Required:

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](#).



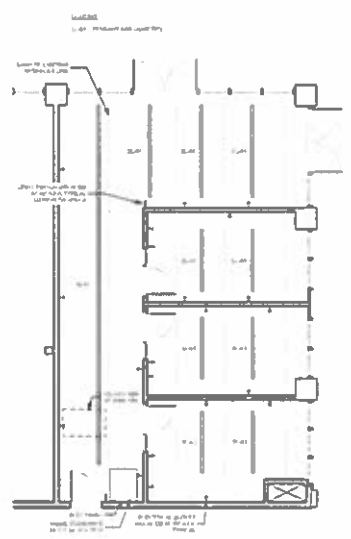
NO.	DESCRIPTION	AREA (SF)
101	101-1 101-1 101-1 101-1 101-1	117.75
102	102-1 102-1 102-1 102-1 102-1	175.75
103	103-1 103-1 103-1 103-1 103-1	119.75

ASSEMBLY KEY

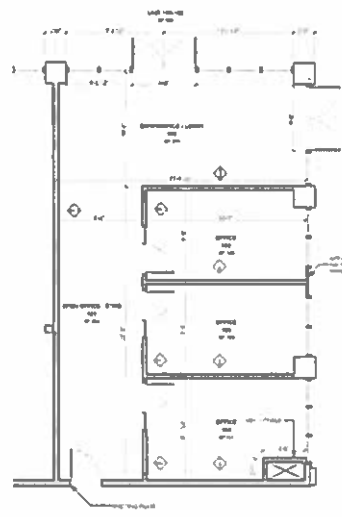
- ◊ INTERIOR PARTITION
101-1 101-1 101-1 101-1 101-1
RESULT BASE DETAIL, SHALL HEAD TO STRUCTURE ABOVE
- ◊ INTERIOR PARTITION
102-1 102-1 102-1 102-1 102-1
RESULT BASE DETAIL, SHALL HEAD TO STRUCTURE ABOVE
- ◊ EXTERIOR WALL
103-1 103-1 103-1 103-1 103-1
FINISH TO LAVEL 0

NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
101	101-1 101-1 101-1 101-1 101-1	SF	117.75	1.00	117.75
102	102-1 102-1 102-1 102-1 102-1	SF	175.75	1.00	175.75
103	103-1 103-1 103-1 103-1 103-1	SF	119.75	1.00	119.75

NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
101	101-1 101-1 101-1 101-1 101-1	SF	117.75	1.00	117.75
102	102-1 102-1 102-1 102-1 102-1	SF	175.75	1.00	175.75
103	103-1 103-1 103-1 103-1 103-1	SF	119.75	1.00	119.75



REFLECTED CEILING/ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"



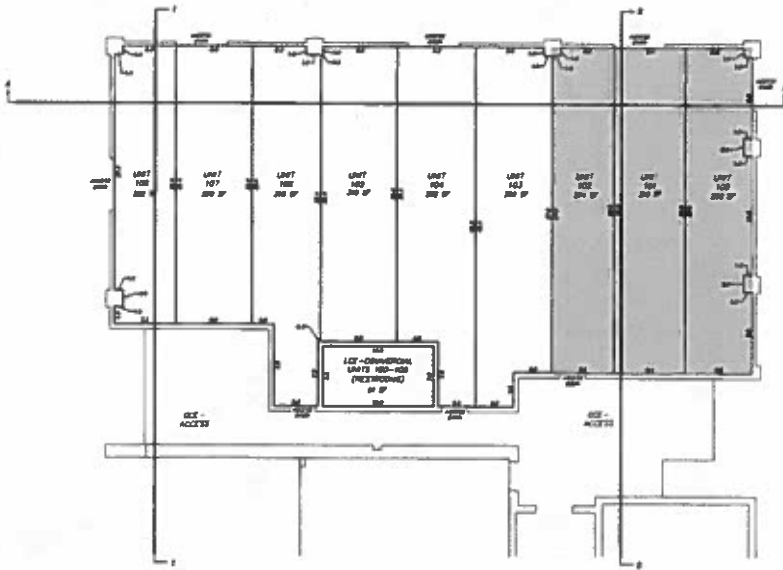
FLOOR PLAN
SCALE: 1/4" = 1'-0"

DATE	DESCRIPTION

DATE	DESCRIPTION

DATE: 7.3.18
PROJECT NO.: 102
PROJECT ARCHITECT: BDS
DESIGNER: BDS
COPYRIGHT: 2018

SHEET TITLE
TI PLAN



AREA OF INTEREST FOR THIS SET
 COMMERCIAL UNITS 105-106 OF THE ONE
 TOWN HILL CONDOMINIUMS
 THIS DRAW IS INTENDING SCOPE OF WORK FOR
 EXTERIOR IMPROVEMENTS ONLY

- LEGEND**
- ROOM UNIT BOUNDARY
 - EXTERIOR WALLING LINE
 - OTHER EXTERIOR LINE
- NOTES**
- SEE SHEET 14 FOR CROSS SECTION A AND B

Cross Section A



FINAL PLAN
ONE TOWN HILL CONDOMINIUMS
ADDITION TO THE TOWN OF JACKSON
 A CONDOMINIUM SUBDIVISION
 WITHIN LOT 1, PINE LOGGS ADDITION
 ADJACENT TO THE TOWN OF JACKSON
 LOCATED IN THE
 CITY OF JACKSON, MISSISSIPPI
 TOWN OF JACKSON
 TOWN CHARTER, SECTION 1
 SHEET 14 OF 21

JORGENSEN
 ARCHITECTS

1396

SITE ADDRESS

049 S CACHE STREET
JACKSON, WY 83301

LEGAL DESCRIPTION

UNIT 100-101, ONE TOWN HILL CONDOMINIUMS ADDITION

PROJECT TEAM

OWNER: JOHN THOMAS & REBECCA PELTZEL

ARCHITECT: BAYTREN DESIGN STUDIO
509 AVENUE LAURE UNIT 4
JACKSON, WY 83301
307.436.8888
bayt@baytrendsstudio.com

CONTRACTOR: TBD

VICINITY MAP

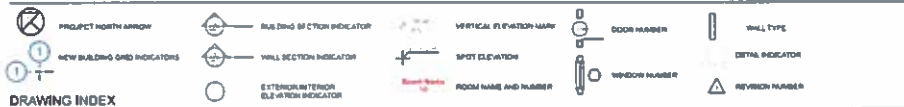
ABBREVIATIONS

Table with multiple columns listing abbreviations and their corresponding full names for various construction and architectural terms.

CODE AND BUILDING SUMMARY

- 1 JURISDICTION: TOWN OF JACKSON
2 BUILDING CODES: 3615 IBC, 3612 IBC, 3614 IBC
3 SCOPE OF WORK: COMMERCIAL, TENANT IMPROVEMENTS
4 ZONING: P-RUR
5 BUILDING USE: BUSINESS GROUP 6 - OFFICES
6 FLOOR AREA: 14613 S.F.
7 OCCUPANCY: FLOOR AREA: 14613 S.F.
CONFERENCE AREA: 150 S.F.
OFFICE SPACE: 124 S.F.

GRAPHIC SYMBOL LEGEND



DRAWING INDEX

ENERGY CODE INFORMATION

ALL ASSEMBLY VALUES IN ACCORDANCE WITH IBC 2018 TABLE 1.2.1.4. HAS ASSEMBLY R-2 (GLASS) FOR GLAZING, INTERIOR INSULATION.

GENERAL NOTES

- 1. DO NOT SCALE THE DRAWINGS.
2. VERIFY FIELD CONDITIONS PRIOR TO COMMENCEMENT OF EACH PORTION OF THE WORK.
3. DIMENSIONS ARE TO BUILDING DIM LINE OR TO FACE OF FINISH UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

BDS ARCHITECTURE + DESIGN



ONE TOWN HILL UNIT 100-101

049 S CACHE STREET
JACKSON, WY 83301

CONSULTANTS

REVISIONS

Table with columns for REVISION NO., DATE, and DESCRIPTION.

DATE: 10/15/2019
PROJECT NO.: 100-101
PROJECT ARCHITECT: BDS
DESIGNER: JOHN THOMAS & REBECCA PELTZEL
COPYRIGHT: 2019

TITLE SHEET

A001