



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
- Joint Housing Dept

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

Date: August 11, 2021 Item #: P21-221	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for a boundary adjustment between 770 & 774 E Kelly Ave, legally known as LOT 69 & 70, FERRIN 7TH ADDITION, PIDNs: 22-41-16-34-1-92-001 & 002 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner Wyoming 770 270 E Westminster Ave STE 300 Lake Forest, IL 60045 Applicant Circue Consulting, LLC George Putnam PO Box 7775 Jackson, WY 83002	
Please respond by: August 25, 2021 (Sufficiency) September 1, 2021 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: alangley@jacksonwy.gov



PO Box 7775
Jackson, WY 83002 307-413-5424

August 11, 2021

Town of Jackson Planning and Building
PO Box 1687
Jackson, WY 83001

RE: Zoning Compliance Verification for Boundary Line Adjustment

Dear Planning Staff,

On behalf of the applicant/owner, Wyoming 770, LLC, please accept this letter and the accompanying materials for a Zoning Compliance Verification (ZCV) for a Boundary Line Adjustment of Lots 69 & 70, Ferrin Seventh Addition to the Town of Jackson, Plat No. 1199, located at 770 and 774 E. Kelly Ave.

Included for your review are the following:

- \$601 fee paid by credit card via phone
- Planning Application
- Project Narrative, Proposed Conditions and ZCV Findings
- Letter of Authorization
- Map to Accompany ZCV

Upon issuance of the Zoning Compliance Verification the applicant intends to submit a Boundary Line Adjustment application with replat to finalize moving the lot line between Lots 69 & 70.

Please do not hesitate to contact me at (307) 413-5424 should you have any questions with this submittal. We look forward to hearing from you upon your sufficiency determination.

Sincerely,

George Putnam
Cirque Consulting, LLC



PO Box 7775
Jackson, WY 83002 307-413-5424

Zoning Compliance Verification Request for Boundary Line Adjustment (with Replat)

Property address: 770 & 774 E. Kelly Ave.

Lots 69 & 70 Ferrin Seventh Addition to the Town of Jackson, Plat No. 1199

Town of Jackson Zoning – NL-3

Project Narrative:

The owner/applicant, Wyoming 770, LLC desires to adjust the current boundary line between Lots 69 and 70 to create two equal size lots each being .217 acres (9,490.17 sf). The resulting lots will exceed the 7,500 sf. minimum lot size in the NL-3 zone and the intended primary use will be detached single-family.

Access will be provided to each lot from the north from the 20 foot wide alley Town of Jackson right-of-way extension of E. Kelly Ave. The existing house located on Lot 70 will be removed prior to recordation of the Final Plat. The existing garage (563 sf.) currently located on Lot 69 will remain and be located on the new eastern lot and meets NL-3 zone specific accessory structure setbacks as shown on the included ZCV map. The small lean-to located along the eastern lot within the 10 foot side yard setback will be removed prior to Final Plat recordation.

Sufficient area exists to provide adequate parking for uses allowed within the NL-3 Zone. Connections to domestic water and sewer collection facilities of the Town of Jackson will be made to existing services located in the alley for E. Kelly Ave. located to the north of the proposed lots. Existing conditions on the resulting lots will be made to meet or exceed with all zone-specific physical development standards of the NL-3 Zone as a result of the proposed boundary line adjustment.

Proposed Conditions:

Adjusted Lot 69 – 774 E. Kelly Ave.(new west lot - lot number pending)

Lot Size: .217 acres (9,490.17 sf.)

Proposed Existing Floor Area: 0 sf

Allowed max FAR: 0.4 (3,796 sf.)

Min allowed LSR: .45

Plant Units: 1 per Lot - credit given for existing trees

Adjusted Lot 70 – 770 E. Kelly Ave. (new east lot - lot number pending)

Lot Size: .217 acres (9,490.17 sf.)

Proposed Existing Floor Area: 563 sf. garage to remain

Allowed max FAR: 0.4 (3,796 sf.)

Min allowed LSR: .45

Plant Units: 1 per Lot - credit given for existing trees



PO Box 7775
Jackson, WY 83002 307-413-5424

Zoning Compliance Verification Findings:

**1. Complies with all relevant standards of the LDRs and other Town Ordinances;
and**

Finding can be made. The proposed adjusted lots as shown on the attached map demonstrate compliance or the ability to comply with all relevant physical development standards, vehicle access standards, bulk and mass standards, and allowed uses as included in the LDRs for the NL-3 Zone.

**2. Is in substantial conformance with all standards or conditions of any prior
applicable permits or approvals.**

Finding can be made. The existing lots were created according to the Town of Jackson subdivision permit for the Ferrin Seventh Addition to the Town of Jackson Plat No. 1199. Applicable standards and conditions of that permit were met at the time of approval.



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: Boudary Line Adjustment 770 & 774 E. Kelly Ave.
Physical Address: 770 & 774 E. Kelly Ave. Jackson WY 83001
Lot, Subdivision: Lots 69 & 70, Ferrin Seventh Addition, Plat No. 1199 PIDN: 22-41-16-34-1-92-001 & 22-41-16-34-1-92-002

PROPERTY OWNER.

Name: Wyoming 770, LLC Phone: _____
Mailing Address: 270 E. Westminster Ave. Ste 300, Lake Forest, IL ZIP: 60045
E-mail: robtel47@gmail.com

APPLICANT/AGENT.

Name: Cirque Consulting, LLC attn: George Putnam Phone: 307-413-5424
Mailing Address: PO Box 7775 Jackson WY ZIP: 83002
E-mail: gputnam@cirqueconsulting.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

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

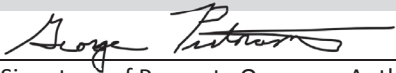
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type 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.



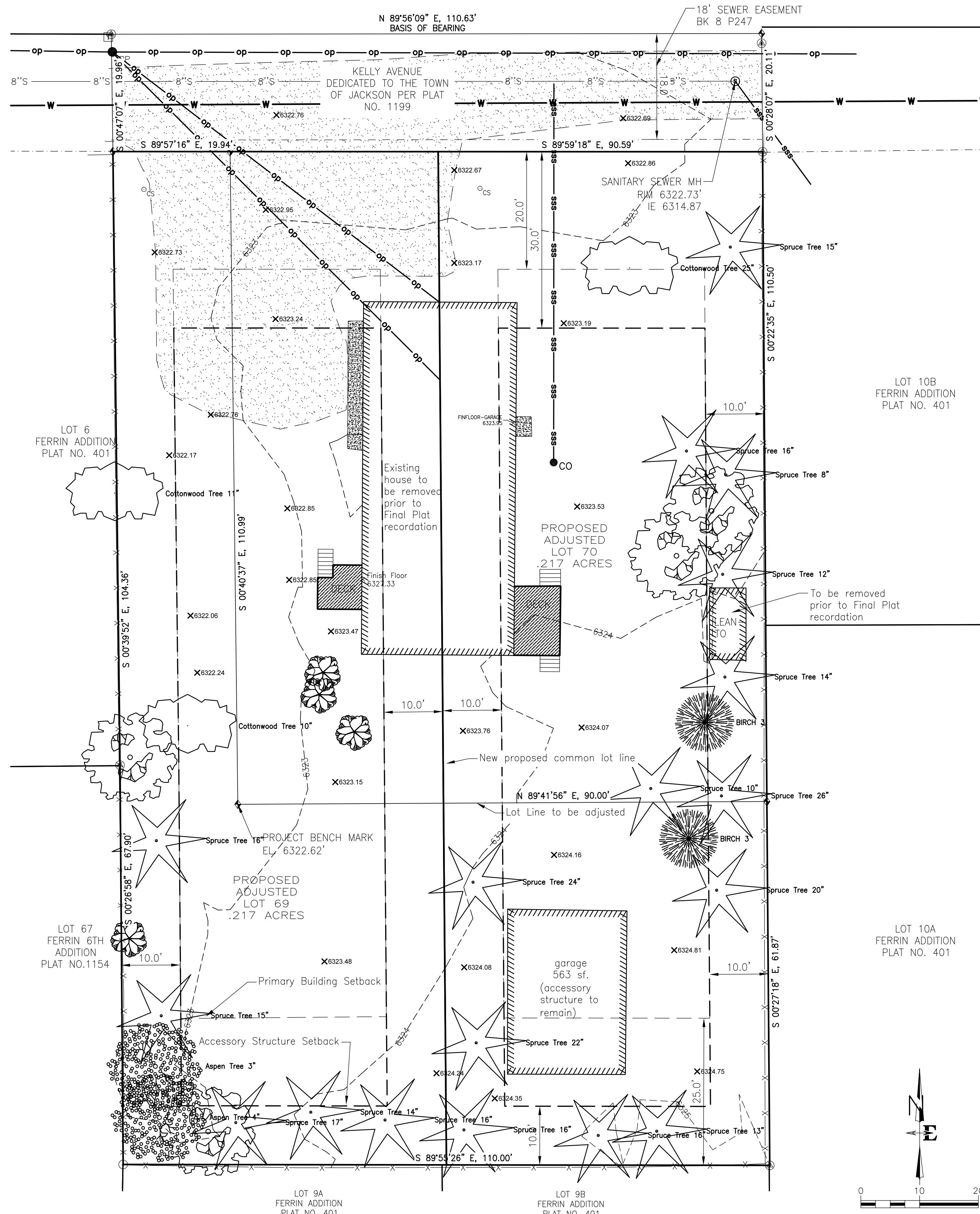
Signature of Property Owner or Authorized Applicant/Agent
George Putnam Cirque Consulting, LLC

Name Printed

8/11/2021

Date
Manager

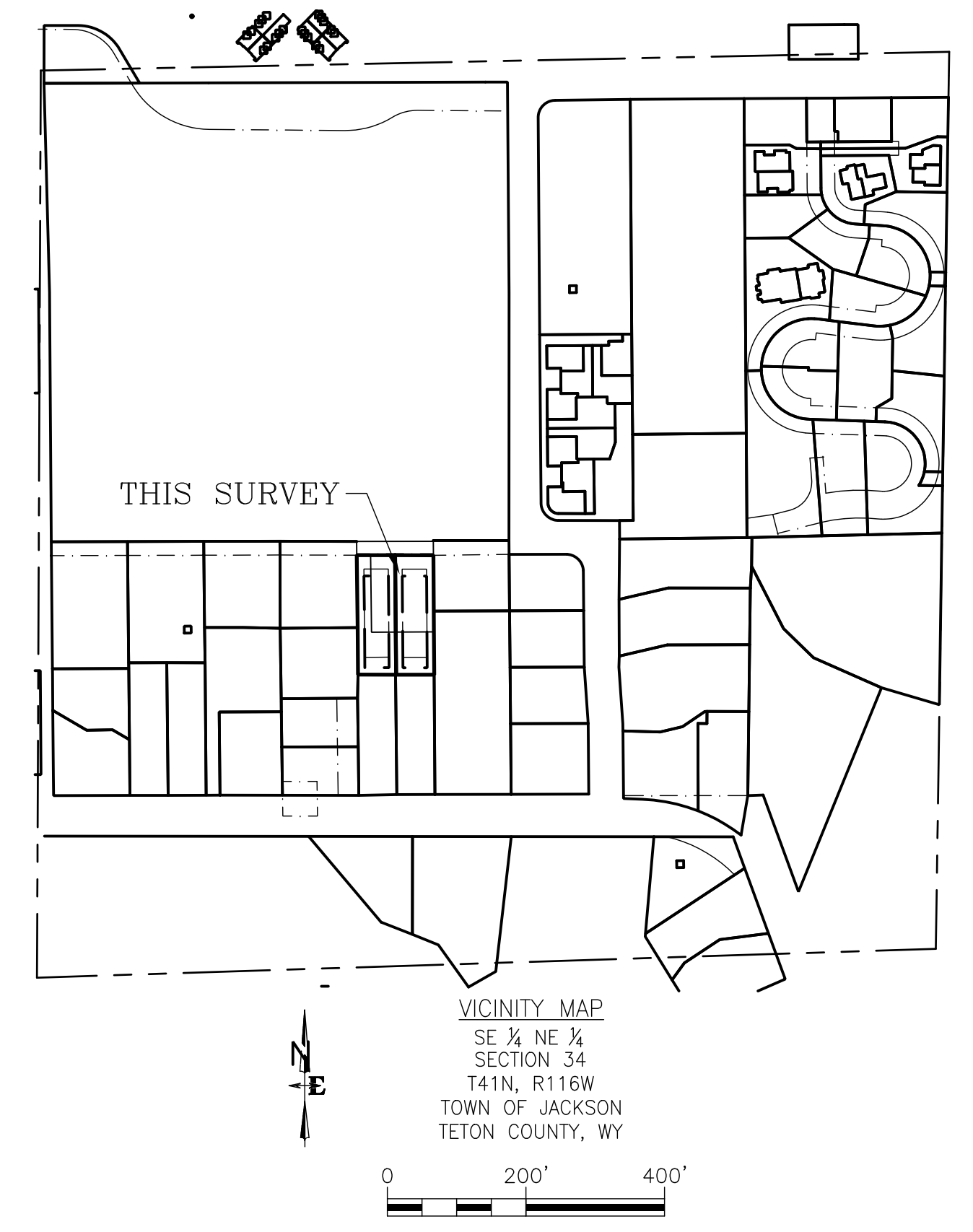
Title



SETBACKS
 TOWN OF JACKSON ZONE NL-3
 PRIMARY BUILDING
 20' - PRIMARY STREET
 10' - SIDE INTERIOR
 25' - REAR
 ACCESSORY STRUCTURE
 30' - PRIMARY STREET
 SIDE INTERIOR/REAR
 10' - >14 FEET IN HEIGHT
 5' - <= 14 FEET IN HEIGHT

NOTES:
 BASE MAP PROVIDED BY NELSON ENGINEERING, SURVEY DATED 7/15/2021.
 THE MAP WAS PREPARED WITHOUT BENEFIT OF TITLE REPORT AND IS SUBJECT TO ANY OTHER EASEMENTS, RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY, AND CONDITIONS OF SIGHT AND/OR OF RECORD INCLUDING, BUT NOT LIMITED, TO THOSE SHOWN HEREON.
 EXISTING LOTS 69 & 70 ARE SUBJECT TO AN APPROVED VARIANCE ALLOWING FOR A MIN. LOT SIZE OF 0.20 ACRES, APPROVED ON OCTOBER 4, 2006.

- LEGEND
- = EXISTING PROPERTY BOUNDARY
 - - - = PROPOSED PROPERTY BOUNDARY
 - - - - - = EASEMENT
 - - - - - = SETBACKS
 - x - x - x - = FENCE LINE
 - op op = OVERHEAD POWER LINE
 - sss sss = SANITARY SEWER SERVICE LINE
 - 8" S = 8" Ø SANITARY SEWER LINE
 - W = WATER LINE PER TOWN OF JACKSON GIS
 - [Pattern] = CONCRETE WALK
 - [Pattern] = EXISTING BUILDINGS
 - [Pattern] = GRAVEL PARKING
 - [Symbol] = ASPEN TREE WITH TRUNK DIA.
 - [Symbol] = BUSH
 - [Symbol] = COTTONWOOD TREE
 - [Symbol] = DECIDUOUS TREE
 - [Symbol] = SPRUCE TREE WITH TRUNK DIA.
 - CS = CURB STOP
 - CO = SANITARY SEWER CLEAN OUT
 - S = SANITARY SEWER MANHOLE
 - X6323.58 = SPOT ELEVATION
 - [Symbol] = TELEPHONE PEDESTAL
 - PP = POWER POLE
 - [Symbol] = FOUND REBAR WITH CAP "NELSON ENGR PE&LS 578"
 - [Symbol] = FOUND REBAR WITH CAP "NELSON ENGR PLS 4270"
 - [Symbol] = FOUND REBAR



Proposed Conditions:

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