



# 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

Date: January 23, 2019	<b>REQUESTS:</b>
Item #: P19-018	The applicant is submitting a request for an Amendment to the Development Plan for the Pine Glades PUD located at Pine Glades Drive, PIN 22-41-16-33-4-38-008.
Planner: Tyler Valentine	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Phone: 733-0440 ext. 1305	
Fax: 734-3563	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Pine Canyon LLC PO Box 4741 Jackson, WY 83001	
<b>Applicant:</b> Sagebrush Architectural Services Carolyn Burke PO Box 624 Jackson, WY 83001	
<b>Please respond by:</b> <b>February 6, 2019 (Sufficiency)</b> <b>February 13, 2019 (with Comments)</b>	

**REQUESTS:**

The applicant is submitting a request for an Amendment to the Development Plan for the Pine Glades PUD located at Pine Glades Drive, PIN 22-41-16-33-4-38-008.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Owner:**

Pine Canyon LLC  
PO Box 4741  
Jackson, WY 83001

**Applicant:**

Sagebrush Architectural Services  
Carolyn Burke  
PO Box 624  
Jackson, WY 83001

**Please respond by:** **February 6, 2019 (Sufficiency)**  
**February 13, 2019 (with Comments)**

**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  
Planning Division

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

*For Office Use Only*

Fees Paid \_\_\_\_\_

Check # \_\_\_\_\_

Credit Card \_\_\_\_\_

Cash \_\_\_\_\_

Application #s \_\_\_\_\_

**PROJECT.**

Name/Description: Pine Glades amendment for garages  
Physical Address: 140, 142 Pine Glades Drive  
Lot, Subdivision: Lots 13, 14, H, Pine Glades Townhomes PIDN: 22-41-16-33-4-38-008

**OWNER.**

Name: Pine Canyon, LLC Phone: 307-413-0056  
Mailing Address: PO Box 4741; Jackson, WY ZIP: 83001  
E-mail: sagebrusharch@gmail.com

**APPLICANT/AGENT.**

Name: Sagebrush Architectural Services Phone: 307-413-0056  
Mailing Address: PO Box 624; Jackson, WY ZIP: 83001  
E-mail: sagebrusharch@gmail.com

**DESIGNATED PRIMARY CONTACT.**

Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; see Fee Schedule for applicable fees.

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

**PRE-SUBMITTAL STEPS.** Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. If this application is amending a previous approval, indicate the original permit number.

Pre-application Conference #:	P18-250	Environmental Analysis #:	n/a
Original Permit #:	P07-126 & 127	Date of Neighborhood Meeting:	n/a

**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. Provide one electronic copy (via email or thumb drive), and two hard copies of the submittal packet.

Have you attached the following?

- Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.
- 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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.
- Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

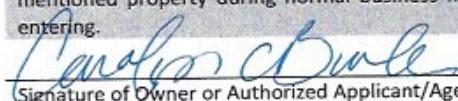
#### FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

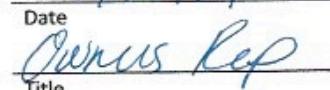
*Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine 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 Owner or Authorized Applicant/Agent

Carolyn Burke

Name Printed

1/22/19  
Date  
  
Title

## PROPOSED AMENDMENT TO THE PINE GLADES DEVELOPMENT PLAN

January 17, 2019

Project Name, Location	Approval Sought
Pine Glades PUD	Development Plan amendment
Pine Glades Townhomes, Phase 1, Lots 13, 14	
140, 142 Pine Glades Drive	

### PROJECT STATUS

#### *Initial Approval*

The Pine Glades PUD was approved in 2008 and includes 27 free-market townhomes and 12 affordable units (later reconfigured into fewer affordable units with the same number of bedrooms). The free-market units were approved for construction in two phases and consist of a combination of two-unit and three-unit buildings.

Phase one has been developed with 12 free-market units (including the last duplex currently under construction) and the affordable housing units. All of the units, except the duplex under construction (identified as S-1 on lots 13 and 14), have been sold and are occupied. The last two-unit building in phase one that is under construction is the subject of this application.

Phase two has not been fully developed although the major infrastructure has been installed under the future road. Remaining to be constructed in phase two are 13 free-market townhomes, infrastructure services from the main lines to each unit, Jessica Lane and an associated retaining wall.

The PUD approval included an extensive landscape plan that calls for the planting of a significant number of trees and a substantial portion of this planting has been completed. Phase two will include the remaining landscaping and the construction of a trail that will provide hiking access to the USFS land.

#### *New Owner*

Pine Glades has a 10-year history and currently sits in a half completed state in which much of the property is an unsightly aborted development. The original developer of Pine Glades failed to complete the project and under financial stress sold the entire development. The second owner also failed to complete the project and eventually sold all undeveloped portions of the development to Pine Canyon, LLC, the current owner and applicant.

Pine Canyon, LLC is intent on completing the development. In most instances when developments fail and then pass through several owners, the project is ultimately completed after obligations are reduced or development rights increased. In this case, the current applicant is attempting to complete the development by elevating the amenities and making visual upgrades to the development. The best way to clean

up the unsightly property and settle any outstanding questions is to complete the development. This application is a first step in this process.

#### *Future Applications*

Completing the Pine Glades PUD will require the applicant to submit a series of applications that will appear on the Town's agendas over the next few years. The sequential timing of these future applications is dictated by the LDR. For example, this amendment to the development plan will require an subsequent amendment to the subdivision plat and the planning staff does not allow the development plan and plat amendments to proceed concurrently through the review process. Furthermore, as phase two buildings are constructed, the subdivision plat will be further amended to create the individual townhouse lots beneath each townhouse unit.

The applicant also is considering three or four voluntary changes to Pine Glades that would increase the amenities for the residents, but he has not yet finalized his plans on these items. If and when decisions are finalized to pursue these changes, an additional application would be submitted to incorporate these changes into the PUD.

We wish to avoid creating the impression that the multiple applications over the next few years is caused by a piecemeal and disjointed plan for completing Pine Glades. To avoid such an impression, we provided the Town departments a full description of all potential changes and then met with the Town departments to discuss them. The Town staff is able to review and comment on each of the Pine Glades applications with the full knowledge of all potential changes that may be proposed.

### **DESCRIPTION of PROPOSED CHANGES**

The applicant proposes changes to the duplex S-1 that is being constructed on townhouse lots 13 and 14. The detailed description of the changes is listed below and illustrated on the attached site plan. In general terms, the garages that are included in each of the two duplex units will be converted to habitable floor area and two new exterior garages will be constructed. Below is a detailed description of these changes.

1. Add 2-car garage to east end of the duplex S-1.
  - a. Relocate 2 surface guest parking spaces from east end to west end of building.
  - b. Construct retaining wall at the head of the newly relocated spaces.
  - c. Add same stone veneer and stone cap to the new retaining wall that exists on the existing wall on the east end of S-1.
  - d. Construct a deck over the space on the east end where the surface guest parking was to be located and add a hot tub on deck. The former parking spaces below the deck to house mechanical equipment for the hot tub as non-habitable space.
  - e. Construct a new garage at the end of the driveway that serves the duplex S-1.

- f. An avalanche report was prepared that pertains to the new garage location. Install avalanche fencing uphill of the new garage with a landscape screen as recommended by this report.
- g. Convert existing 599 sq. ft. garage in S-1 (townhouse lot 14, 140 Pine Glades Drive) to habitable space. (2,869 sq. ft. of floor area is unallocated and available for the overall PUD.)
- h. Add stone to eave on east and west ends of S-1 building where wood siding/shingles was planned. Add stone to columns in front of the S-1 building where wood siding was planned. (The wood siding on the columns of the existing buildings wick water.)

2. Add 2-car garage to west end of the same duplex S-1.

- a. The 2 surface guest spaces that are being relocated will be adjacent and to the west of the new garage.
- b. A retaining wall will be constructed at the head of this garage that also will serve the guest parking.
- c. Convert the existing 599 sq. ft. garage in S-1 (townhouse lot 13, 142 Pine Glades Drive) to habitable space. (2,869 sq. ft. of floor area is unallocated and available for the overall PUD.)

## RESPONSES to CHECKLIST

### Development Program

The tables below detail the existing and proposed development.

<b>DEVELOPMENT PROGRAM for PINE GLADES PUD</b>	
<b>Existing Approval</b>	<b>Sq. Ft.</b>
Total Habitable Floor Area Allowed	76,855
Total Habitable Floor Area Constructed in Phase 1 and Allocated for Construction in Phase 2	73,986
Allowed and Unallocated Habitable Floor Area	2,869
<b>Exempt from Floor Area Limitation</b>	
Garages	15,182
Affordable Housing	12,366

Proposed Amendment			
Convert Garages in Units 13 and 14 to Habitable Floor Area and Construct New Non-habitable Garages			1,198
Remaining Allowed and Unallocated Floor Area after Amendment			1,671
<b>FLOOR AREA in EXISTING PHASE 1 and UNBUILT PHASE 2 UNITS</b>			
Existing Units - Phase 1		Future Units - Phase 2	
Lot	Habitable	Garage	
1	2,626	608	
2	2,830	608	
3	2,626	608	
4	2,626	608	
5	2,830	608	
6	2,626	608	
7	2,626	608	
8	2,830	608	
9	2,626	608	
10	2,626	608	
11	2,830	608	
12	2,626	608	
13	2,781	599	
14	2,781	599	
<b>Total</b>	<b>37,890</b>		
			<b>36,096</b>

Review fees will be paid when they are known and the public notice will be posted on the property when public hearing dates are established. Upon determination of sufficiency, a digital version of the application submittal will be provided.

## FINDINGS FOR APPROVAL

### 8.3.2. Development Plan - Findings for Approval of a development plan

- 1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

Pine Glades is legally vested and can be completed under the currently approved plans, the PUD also complies with the 2012 Comprehensive Plan. The development is in Character District 6.1, which calls for the character of a low to medium density residential neighborhood with some pockets of multi-family development. Although Pine Glades is a PUD, it is developing at a density that complies with the underlying Suburban zoning that was in place when the Pine Glades was approved. The Suburban zoning district permitted 2.9 units per acre; Pine Glades is 2.3 units per acre.

The 2012 Plan also calls for consideration of clustered development with large areas of open space. Pine Glades is clustered with a lot coverage of 19% of the Base Site Area when 25% coverage was permitted when the PUD was approved. The Pine Glades development has 77% of the property in open space when only 70% was required. The Pine Glades PUD is significantly less impactful to the landscape than the subdivision of single-family lots that was initially approved for the property. The single family lot subdivision was an outright use in the Suburban zoning district when Pine Glades PUD was approved.

- 2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.*

Neither the NRO nor the SRO applies to the subject property.

- 3. Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.*

When granting the original approval of Pine Glades in 2008, the Town Council agreed with the planning department's finding "that the proposed development will not have a significant adverse impact on public facilities beyond that of a use allowed by right within the zone. The applicant has proposed significant infrastructure improvements within and beyond the

subject property.” This finding remains applicable today as the numbers of units and bedrooms will not change from the initial approval.

*4. Complies with the Town of Jackson Design Guidelines, if applicable.*

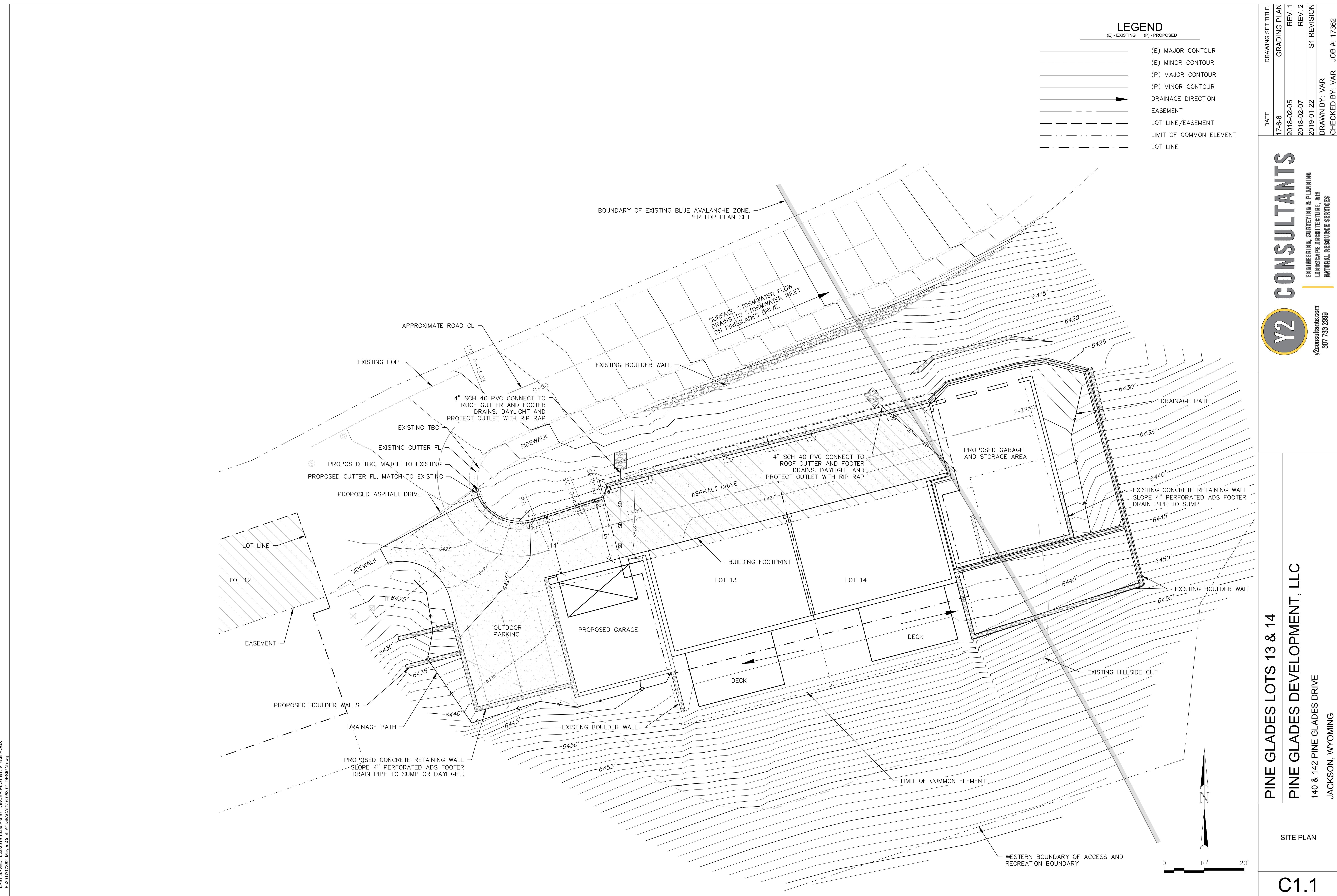
This proposed change keeps the same design and materials as originally approved in 2008.

*5. Complies with all relevant standards of these LDRs and other Town Ordinances.*

The Town Council agreed with the planning department’s conclusion in 2008 that the PUD complied with all relevant LDR standards and other town ordinances. This finding remains applicable today as the proposed revision does not lessen compliance.

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

Pine Glades is partially completed and is in substantial conformance with the 2008 approval as evidenced by the certificates of occupancy that have been issued for the 19 completed townhouses in the development.



## LETTER OF AUTHORIZATION

Pine Canyon, LLC and John Tozzi, "Owner" whose address is: P.O. Box 4741  
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: Pine Glades PUD, Phase 2 Lots A through E and  
Phase 1 lots 13 & 14 and Lot H

(If too lengthy, attach description)

HEREBY AUTHORIZES Carolyn Burke and Sagebrush Architectural Services 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 OF CO-OWNER)

Title: President Pine Canyon LLC

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or  
other non-individual Owner)

STATE OF NEW YORK.

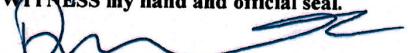
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COUNTY OF NEW YORK.

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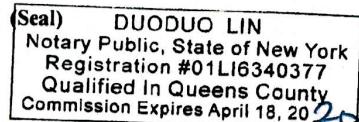
The foregoing instrument was acknowledged before me by John Tozzi this 30<sup>th</sup> day of  
July, 2018.

WITNESS my hand and official seal.



(Notary Public)

My commission expires: 4/18/2020



PINE  
CANYON, LLC  
P.O. BOX 4741  
JACKSON, WY. 83001  
307-264-1777 C.

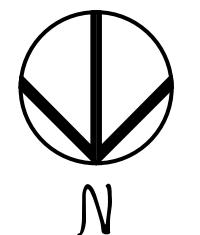
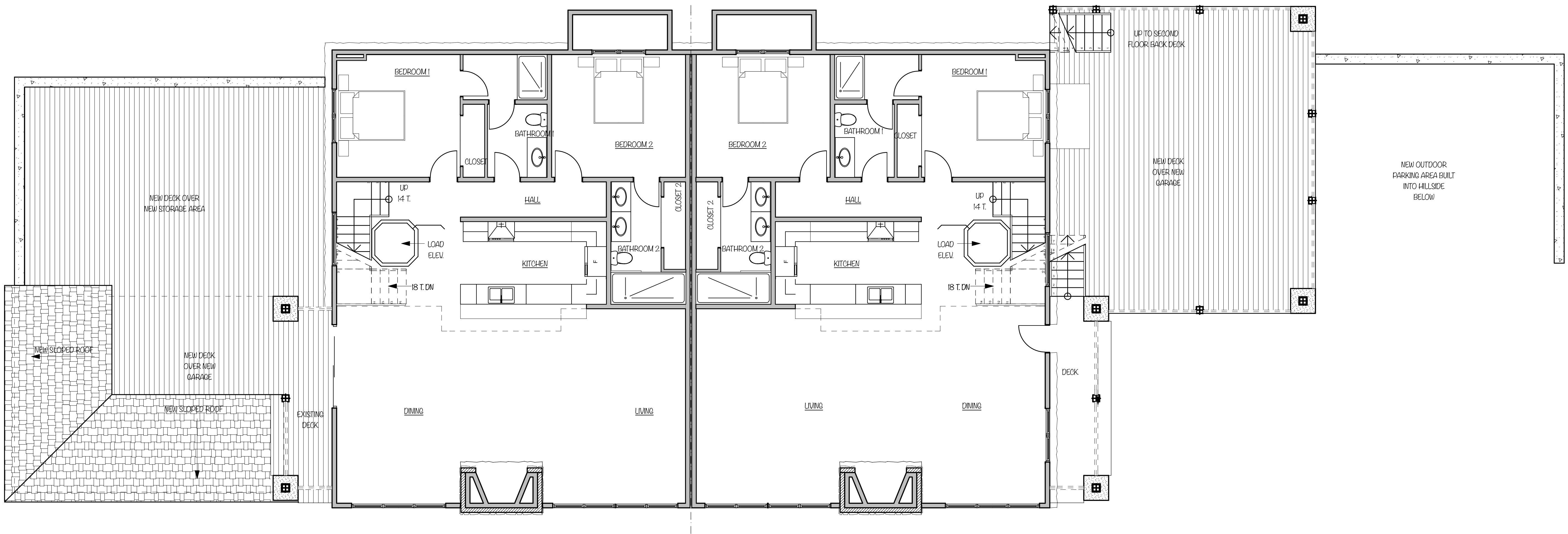
COLLINS  
PLANNING ASSOCIATES  
P.O. BOX 7441  
JACKSON, WY. 83002  
307-690-4436 C.

SAGEBRUSH  
ARCHITECTURAL SERVICES  
P.O. BOX 624  
JACKSON, WY. 83001  
307-413-0056 C.

MEYERS ODETTE  
& ASSOCIATES  
P.O. BOX 267  
MOOSE, WY. 83012  
307-690-9547

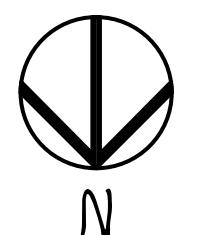
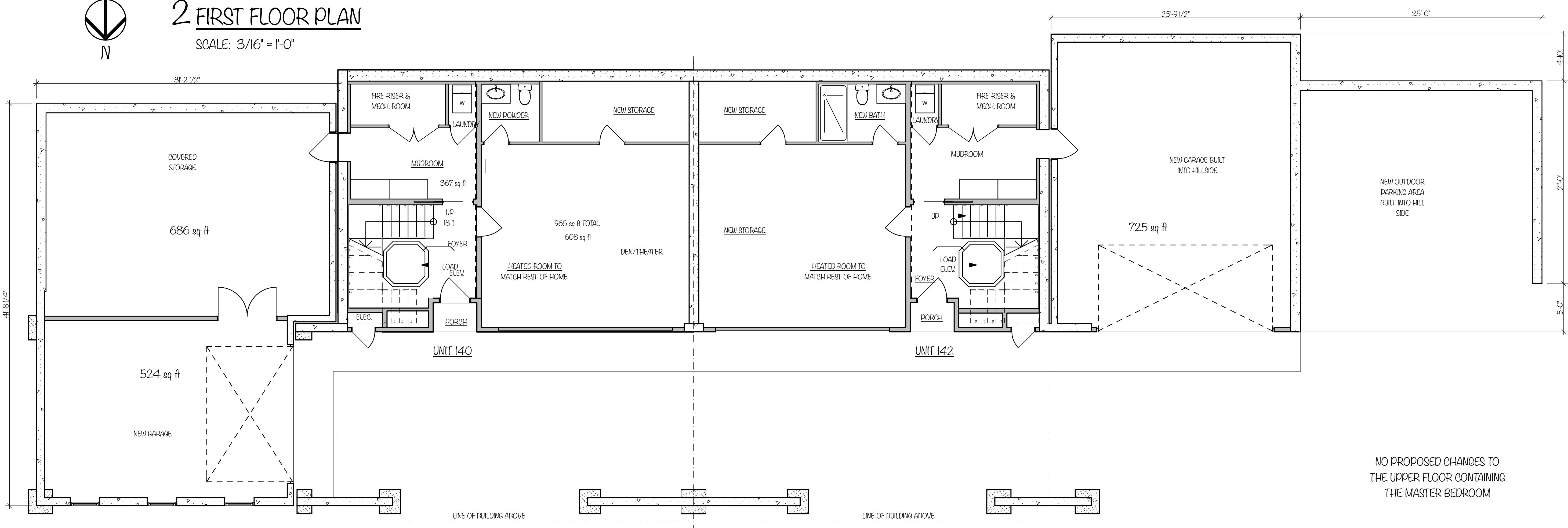
Y2  
CONSULTANTS, LLC.  
P.O. BOX 2674  
JACKSON, WY. 83001  
307-733-2999

PLANNED UNIT DEVELOPMENT  
TWO UNIT BUILDINGS  
LOTS 13 & 14, LOT A, LOT D  
PINE GLADES DRIVE & JESSICA LANE JACKSON, WYOMING



2 FIRST FLOOR PLAN

SCALE: 3/16" = 1'-0"



1 BASEMENT/GROUND FLOOR PLAN

SCALE: 3/16" = 1'-0"

NO PROPOSED CHANGES TO  
THE UPPER FLOOR CONTAINING  
THE MASTER BEDROOM

DA-1  
PLANS



PINE CANYON, LLC  
P.O. BOX 4741  
JACKSON, WY. 83001  
307-264-1777 C.

COLLINS PLANNING ASSOCIATES  
P.O. BOX 7441  
JACKSON, WY. 83002  
307-690-4436 C.

SAGEBRUSH ARCHITECTURAL SERVICES  
P.O. BOX 624  
JACKSON, WY. 83001  
307-413-0056 C.

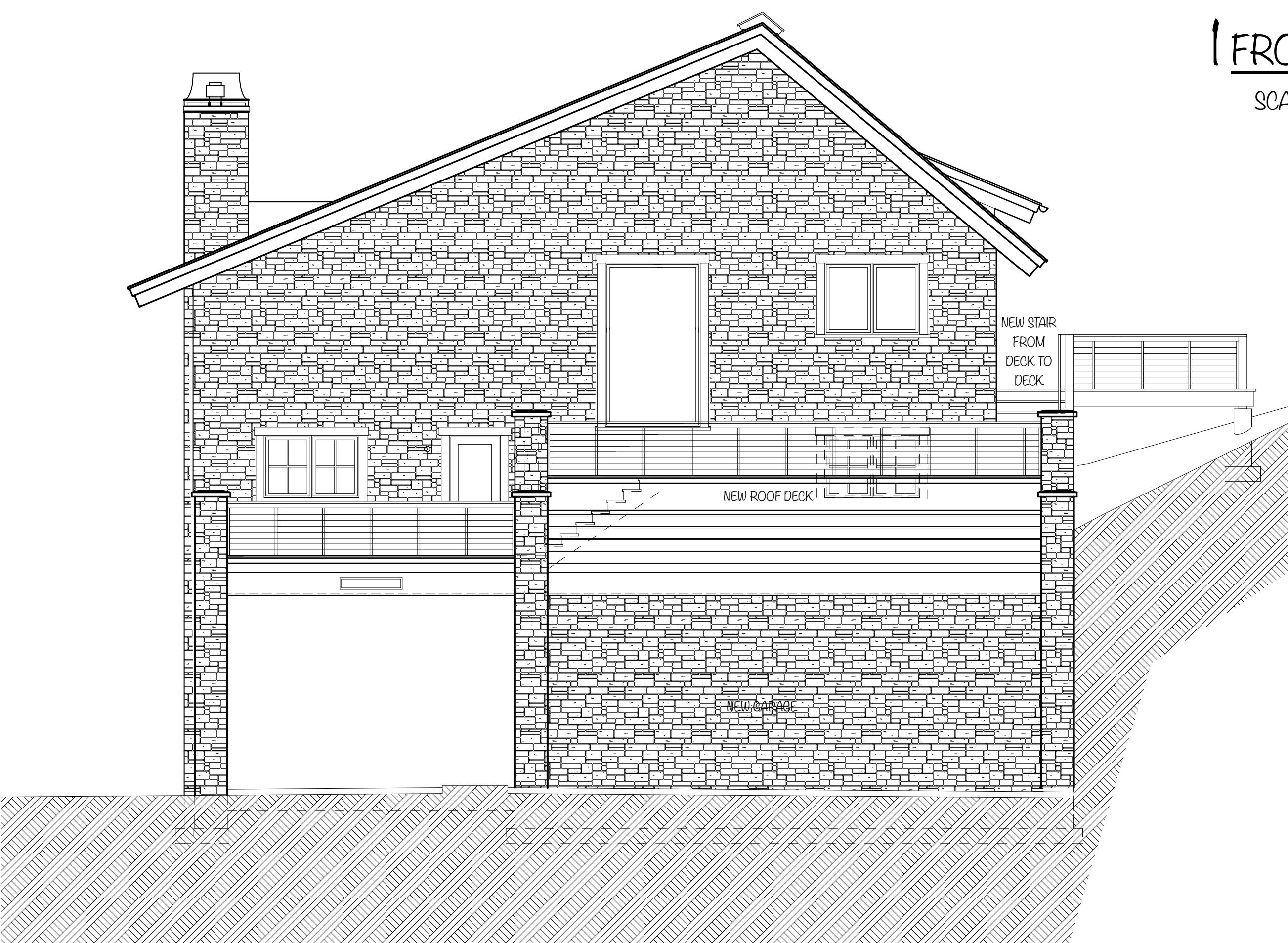
MEYERS ODETTE & ASSOCIATES  
POOSE, WY 83012  
307-690-9547

Y2 CONSULTANTS, LLC.  
P.O. BOX 2674  
JACKSON, WY. 83001  
307-733-2999

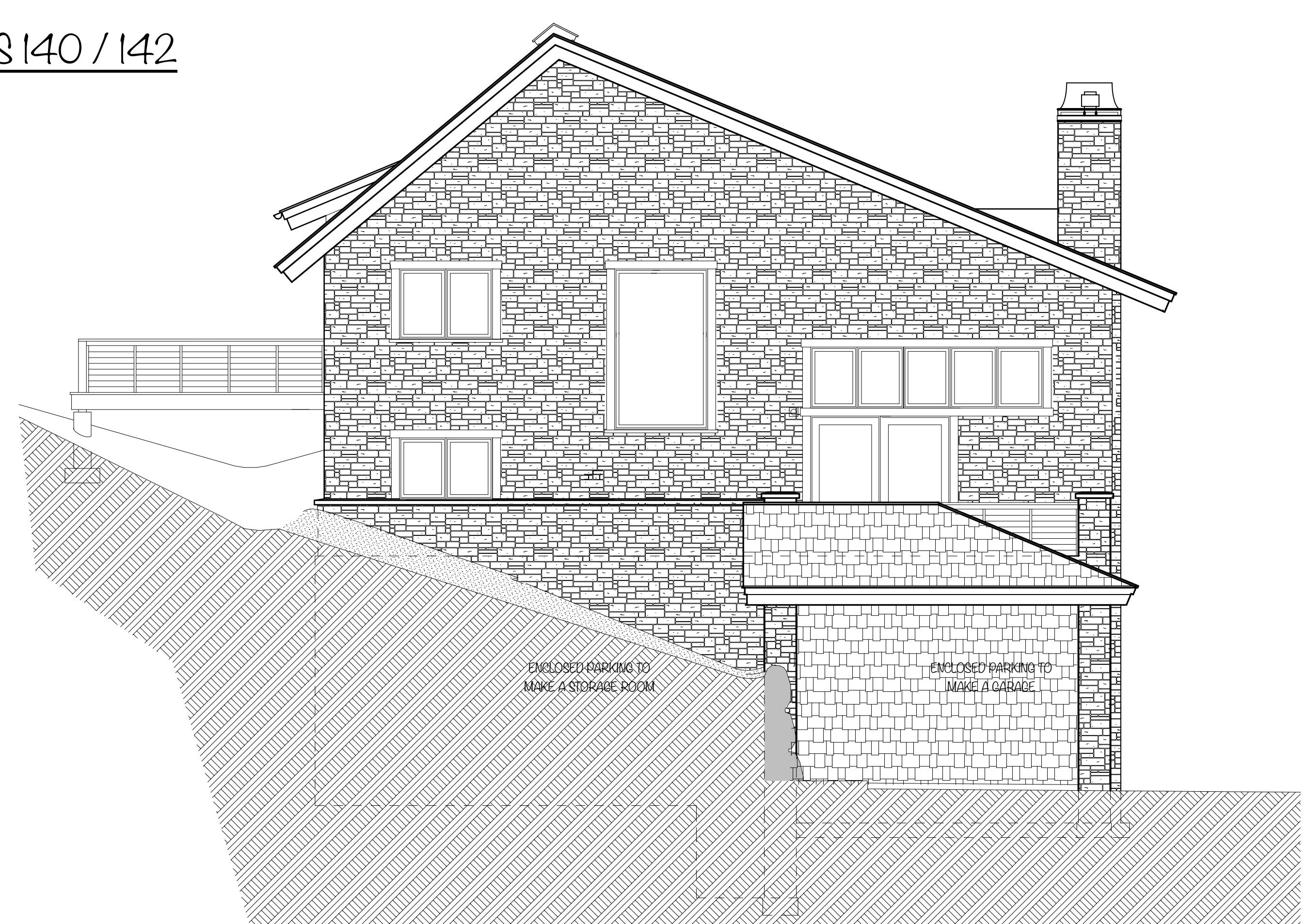
**PLANNED UNIT DEVELOPMENT  
TWO UNIT BUILDINGS**  
LOTS 13 & 14, LOT A, LOT D  
PINE GLADES DRIVE & JESSICA LANE JACKSON, WYOMING

DATE/REVISION:  
DEV. AMEND. 1/22/19

2 SOUTH SIDE UNIT 142  
SCALE: 3/16" = 1'-0"



3 NORTH SIDE UNIT 140  
SCALE: 3/16" = 1'-0"



**DA-2**  
ELEVATIONS

Sagebrush Architectural Services  
P.O. Box 624, 3083 Rangeview Drive  
Jackson, Wyoming 83001  
307-732-1553 307-413-0056

January 22, 2019

Planning Department, Town of Jackson  
150 E Pearl Ave.  
Jackson, Wyoming 83001

Re: Pine Glades Planned Unit Development  
Lots 13/14, H  
Pine Glades Drive / Jessica Lane

Dear Planning Staff,

On behalf of John Tozzi, we are submitting a Planning Permit Application with the intent to amend the Development Plan of the Pine Glades Planned Unit Development.

Please find attached the required application and fee, letter of authorization, response and plans DA-1, DA-2, C1.1 demonstrating changes to the floor plans and elevations which add new garages on each side of the structure.

We look forward to hearing back from you on any comments and sufficiency as well as the dates for the Planning Commission and Town Council meetings.

Sincerely,

  
Carolyn Coleman Burke

Cc: John Tozzi  
Bill Collins, Collins Planning Associates

Encl: Application & Fee, Letter of Authorization, Response  
DA-1 Floor Plans, DA-2 Elevations, C1.1 Site Plan