



# 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: May 1, 2019

Item #: P19-101

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Fax: 734-3563

Email: [bconboy@jacksonwy.gov](mailto:bconboy@jacksonwy.gov)

**Owner:**

G6 LLC  
1900 Buckrail Drive  
Jackson, WY 83001

**Applicant:**

Jorgensen Associates – Ron Levy  
PO Box 9550  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting an Administrative Adjustment for housing mitigation for the property located at 1007 S. Highway 89, legally known as LOT 3, CAR CORNER ADDITION.

For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.

**Please respond by:** **May 15, 2019 (Sufficiency)**  
**May 22, 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: Cowboy Coffee Kiosk  
Physical Address: 1007 S. Highway 89  
Lot, Subdivision: Lot 3, Car Corner Addition PIDN: 22-41-16-32-3-02-003

**OWNER.**

Name: G6 LLC Phone: 307-733-6238  
Mailing Address: 1900 Buckrail Drive, Jackson, Wy ZIP: 83001  
E-mail: rob@cowboycoffee.com

**APPLICANT/AGENT.**

Name: Jorgensen Associates, P.C. c/o Ron Levy Phone: 307-733-5150  
Mailing Address: P.O. Box 9550 ZIP: 83002  
E-mail: rlevy@jorgeng.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 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 checked="" 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 #: P18-020 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. 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

Ron Levy

Name Printed

Date

Land Use Technician II

Title

## SPECIAL WARRANTY DEED

RELEASED	
INDEXED	
ABSTRACTED	✓
SCANNED	

Dennis R. Lamb, a married man dealing in his sole and separate property ("Grantor"), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, the receipt and sufficiency of which is hereby acknowledged, CONVEYS AND WARRANTS in the manner set forth below to G6 LLC, of P.O. Box 530, Jackson, Wyoming, 83001, ("Grantee"), the following described real estate situated in the County of Teton, State of Wyoming, hereby waiving and releasing under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to wit:

Lot 3 of the CAR Corner Addition to the Town of Jackson, Teton County Wyoming according to that plat recorded April 19, 2005 as Plat No. 1145; PIDN 22-41-16-32-3-02-003;

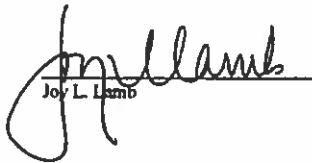
Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging; but subject to all covenants, conditions, restrictions, easements, reservations, rights and rights-of-way of sight and/or record.

Grantor shall and will specially warrant that the title to the aforesaid property is free from defects or encumbrances created or suffered by Grantor excepting therefrom mortgages of record as of the date of this deed, and will forever defend the property conveyed by the within deed, and every part thereof, against every person lawfully claiming the same, or any part thereof, by, through, or under Grantor, and no other.

Joy L. Lamb, wife of Dennis R. Lamb, executes this Special Warranty Deed for the sole purpose of releasing and waiving all rights in the property under and by virtue of the homestead exemption laws of the State of Wyoming.

WITNESS our hands this 25<sup>th</sup> day of September, 2012.

  
Dennis R. Lamb

  
Joy L. Lamb

STATE OF WYOMING      )  
                            ) ss.  
COUNTY OF TETON      )

The foregoing instrument was acknowledged before me by Dennis R. Lamb and Joy L. Lamb this 25 day of September, 20 12.

Witness my hand and official seal.



  
Notary Public  
My commission expires: 1-15-2013

GRANTOR: LAMB, DENNIS R

GRANTEE: G6 LLC

Doc 0822421 bk 820 pg 342-342 Filed At 15:35 ON 09/25/12

Sherry L. Daigle Teton County Clerk fees: 8.00

By Michele Fairhurst Deputy

## LETTER OF AUTHORIZATION

G6, LLC, a Wyoming limited liability company ("Owner"), is the owner of the property more specifically described as Lot 3, Car Corner Addition to the Town of Jackson, Wyoming according to Plat 1145 recorded in the County Clerk's Office of Teton County, Wyoming on April 19, 2005 (PIDN 22-41-16-32-3-02-003)(the "Property"), and HEREBY AUTHORIZES CCC Management, LLC, a Wyoming limited liability company ("CCC"), to pursue construction of improvements on the Property and to pursue all permits necessary in conjunction therewith with the Town of Jackson, Wyoming. CCC and Owner are parties to that certain Ground Lease dated December 8, 2017 (the "Lease"). Nothing herein is intended to modify the terms and conditions of the Lease, and CCC hereby acknowledges that all construction activities on the Property remain subject to the terms and conditions of the Lease. CCC hereby appoints Jorgensen Associates, P.C., a Wyoming professional corporation ("Agent"), as its agent to represent and act for CCC in pursuit of a building permits for improvements on the Property. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized CCC's submittal of the building permit application (and related applications and permits) by the Agent named above. Owner acknowledges and agrees that the Property will be subject to the terms and conditions of the building permit. CCC shall be responsible for all fines and fees related to such permits authorized herein.

Under penalty of perjury, the undersigned swear that the foregoing is true and is given with the appropriate authority of G6 and CCC.

Owner reserves the right to terminate this Letter of Authorization at any time following one (1) days written notice to Agent, CCC and the Town of Jackson.

G6, LLC,  
a Wyoming limited liability company

By: Dennis Lamb  
Dennis Lamb, Manager

STATE OF WYOMING )  
 ) ss  
COUNTY OF TETON )

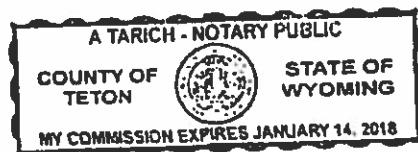
*AM*  
2nd day of January

The foregoing instrument was acknowledged before me on this 29<sup>th</sup> day of December, 2017 by Dennis Lamb in his capacity as Manager of G6, LLC, a Wyoming limited liability company.

Marie P. Hause  
Notary Public

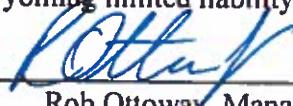
SEAL:

My Commission Expires: 1-14-18



CCC Management, LLC,  
a Wyoming limited liability company

By:

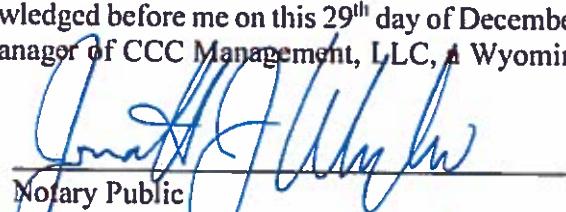


Rob Ottoway, Manager

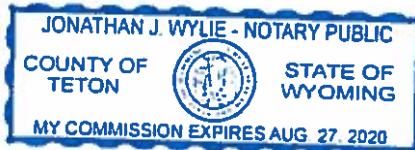
STATE OF WYOMING )  
COUNTY OF TETON ) ss  
                    )

The foregoing instrument was acknowledged before me on this 29<sup>th</sup> day of December, 2017 by Rob Ottoway in his capacity as Manager of CCC Management, LLC, a Wyoming limited liability company.

SEAL:

  
Notary Public

My Commission Expires: 8/27/20



## LETTER OF AUTHORIZATION

CCC Management, LLC

P.O. Box 4045 Jackson Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

CCC Management, LLC

, as the owner of property  
more specifically legally described as: Lot 3, Car Corner Addition Plat 1145

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgenson Associates, P.C.

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

(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 Rob O'Hearn this 3 day of

April, 2019.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:



YARON LEVY - NOTARY PUBLIC

County of  
Teton



State of  
Wyoming

Commission Expires





April 30, 2019

Mr. Brendan Conboy  
Town of Jackson Planning Dept.  
P.O. Box 1687  
150 E. Pearl Avenue.  
Jackson, WY 83001  
-Hand Delivered-

## RE: Cowboy Coffee – Administrative Adjustment for Housing Mitigation

Dear Brendan,

Enclosed you will find the necessary materials for an Administrative Adjustment regarding the Housing Mitigation requirements that we are submitting on behalf of our client CCC Management, LLC.

The nature of the Administrative Adjustment is to seek approval from the Housing Director to allocate one (1) one-bedroom studio apartment to meet the housing requirements as generated by the Basic Use Permit submitted on March 15, 2019. This adjustment is permitted by Section 6.3.4.C.1. of the Town of Jackson Land Development Regulations (LDRs).

### 6.3.4.C.1. Unit Size – Allocation of bedrooms Per Unit – Administrative Adjustment.

The Housing Director may adjust the bedroom allocation in accordance with the procedure of Section 8.8.1. and the following standards:

- a. *The adjustment shall not reduce the required number of units.* The Basic Use Permit generated 0.49 units of required housing and this application proposes to Deed Restrict one (1) one-bedroom studio apartment to meet the mitigation requirements for the Basic Use Permit. This studio will comply with the livability standards and Rules and Regulations set forth by the Jackson/Teton County Housing Department. Complies.
- b. *The maximum number of bedrooms in any unit shall be 3.* The proposed Deed Restricted unit is a one-bedroom Studio. Complies.
- c. *The bedroom mix shall serve the needs of the local workforce.* The proposed Deed Restricted unit will house one employee of CCC Management, LLC. Complies.

d. *The bedroom allocation shall provide housing for a total number of workers equal to the required number of units times 1.8 workers per unit. The number of workers housed through the proposed bedroom allocation shall be calculated using the employees per unit assumed in the above table.* The Basic Use Permit generated 0.47 units of required housing; therefore, according the calculations set forth in the LDRs, the proposed Deed Restricted Unit must be suitable to house 0.84 workers. The 318 square foot one-bedroom studio meets this requirement. Complies.

The proposed Deed Restricted Unit will comply with the relevant Livability Standards and Rules and Regulations as outlined by the Teton County Housing Department Rules and Regulations.

#### 8.8.1.C. Findings

The purpose of an administrative adjustment is to allow minor adjustments to certain requirements and numerical standards in these LDRs based on specific review standards. The intent is to provide relief when application of a standard creates practical difficulties in advancement of Comprehensive Plan goals or zoning district purposes.

An administrative adjustment shall be approved upon finding the application:

- 1. Complies with the applicability standards of this Section.** CCC Management, LLC proposes a vibrant mix of uses along Highway 89 Corridor which complement the goals and advancement of the Comprehensive Plan for the Commercial Residential-3 Zone (CR-3) in the Town of Jackson; these uses generate 0.47 Affordable Housing Units that must be suitable to house 0.84 persons within the local workforce. The applicant is seeking approval for a minor adjustment to the numerical standards of the LDRs to gain relief from over-mitigation that would create difficulties and a substantial financial burden on the development of Lot 3. Complies.
- 2. Better supports the purpose of the zone.** CCC Management, LLC proposes a vibrant mix of uses consisting primarily of retail and residential which complement the general intent of the CR-3 Zone in the Town of Jackson. Complies.
- 3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan.** The approval of this application complies with the intent of the CR-3 Zone and the future desired characteristics of the Highway 89 Corridor in so far as it proposes a vibrant mix of desired uses that includes Commercial, Residential, and Affordable Housing along Highway 89. Complies.
- 4. Will not pose a danger to the public health or safety.** The approval of this application does not pose a danger to the public health or safety. Complies.
- 5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.** The Applicant does not foresee any additional Administrative Adjustments. Complies.

Both the property owner, G6, LLC, and the applicant have been informed by the Town of Jackson Planning Department that in the event that the developed use be demolished or removed, the on-site housing mitigation credit may be released from the property.

Thank you for your assistance.

Sincerely,

JORGENSEN ASSOCIATES, P.C.



Ron Levy  
Land Use Technician II



## PROPOSED USE SUMMARY FOR LOT 3 CAR CORNER, PLAT 1145

The Basic Use Permit application for Cowboy Coffee Management, LLC proposes one (2) two-story building, one (1) one-story building, landscaping, and improved pedestrian circulation on Lot 3 of Car Corner, Plat 1145. Building #1 totals 1,390 square feet of retail use for Cowboy Coffee Company with drive-in facilities on the ground level, and 1,484 square foot of residential apartments on the second-level situated above the retail use. Building #2 and #3 are comprised of 27 mini-storage units totaling 3,000 square feet.

Floor Area Ratio (FAR) Calculations		
<i>Revised 4/18/2019</i>		
<b>Building 1</b>		Square Feet
<u>Ground Floor</u>		
Retail		906
Drive-in		484
<u>Second Floor</u>		
Two-Bedroom - Unrestricted		805
Studio - Unrestricted		361
Studio - Deed Restricted		318
<b>Total FAR</b>		<b>2,874</b>
<b>Building 2 &amp; 3</b>		
<u>Ground Floor</u>		
Storage Units		3,000
<b>Total FAR</b>		<b>3,000</b>
	<b>Total FAR</b>	<b>5,874</b>

## Housing Mitigation Worksheet

Please use this worksheet to calculate the affordable workforce housing requirements as drafted June 26, 2018. Cells that can be modified are highlighted in gold, other cells are locked. If you modify a gold cell for one example, and wish to use the worksheet for another example, it is best to start with a fresh worksheet in order to reset the auto-population equations for the gold cells.

**Step 1. Describe your project.** Enter as many rows as needed to describe the different uses and unit types proposed. Select a use from the use table in the left most gold boxes. In the other gold boxes, describe each use's size in floor area and bedrooms (if applicable), then describe how many units of each use type are proposed. The required affordable housing will calculate for each unit and populate the Total box. See also Sections 6.3.2 and 6.3.3 of the proposed LDRs.

**Step 2. What types of units are required?** The proposed LDRs lay out a schedule for how many units have to be in each income ranges and how many units have to have 1, 2, or 3 bedrooms. The LDRs also allow for adjustment. To propose an adjusted allocation, change the values in the proposed column/row (gold cells); the customized allocation must meet the customization rules provided, and may not result in less affordable workforce units provided than are required. If a rule is violated the cell will turn red. See also Section 6.3.4 of the proposed LDRs.

Affordability	LDR Schedule	Proposed	Custom %	Customization Rules
Rental Units Affordable to Households making 50% Median Income	0.000	0.000	0%	Custom % shall be ≥ 25%
Rental Units Affordable to Households making 80% Median Income	0.000	0.000	0%	Custom % shall be ≥ 19%
Rental/Ownership Units Affordable to Households making 120% Median Income	0.477	0.477	100%	Custom % shall be < 43%
Rental/Ownership Workforce Units	0.000	0.000	0%	Custom % shall be < 13%
<b>Total</b>	<b>0.477</b>	<b>0.477</b>	Proposed total shall be ≥ Required	

Bedroom Mix	1 Bed/Studio	2 Bedroom	3 Bedroom	Total Units	Total Employees Housed	Customization Rule
LDR Schedule	0.000	0.477	0.000	0.477	0.859	
Proposed Allocation	0.000	0.477	0.000	0.477	0.955	Proposed totals shall be >= Schedule totals
Employees per Unit per LDRs	1.45	2.00	2.10	1.80		

**Step 3. Distribute the affordability and bedroom mix.** The bedroom mix must be proportionally distributed among the affordability mix. If you modify the distribution (gold cells) the totals must match your allocation totals (they will turn red if they don't). A customized distribution should be within 1 (rounded up or down) of the even distribution. See also Section 6.3.4 of the proposed LDRs.

Requirement Distribution	Even Distribution						
	1 Bed/Studio	2 Bedroom	3 Bedroom	Total	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.477	0.000	0.477	0.205	0.205	0.060
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.477	0.000				

**Step 4. How will the required housing be provided?** The proposed LDRs require that unless impractical any housing requirement of 1 unit or greater be provided through construction of housing. If impractical the units may be provided by dedication of land, use of a banked unit, or restriction of an existing unit. Only as a last option shall a fee be paid. Enter the number of units to be constructed or provided through land dedication, use of a banked unit, or restriction of an existing unit (gold boxes). The in-lieu fee remaining will calculate. See also Section 6.3.5 of the proposed LDRs.

	Units Constructed			Units Provided via Land Dedication		
	1 Bed/Studio	2 Bed	3 Bed			
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000

	Banked Units Used				Existing Units Restricted		
	1 Bed/Studio	2 Bed	3 Bed		1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000		0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000		0.000	0.000	0.000
Affordable to 120% Median Income	1.000	0.000	0.000		0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000		0.000	0.000	0.000

	Units Provided via In-Lieu Fee			Fee			
	1 Bed/Studio	2 Bed	3 Bed	1 Bed/Studio	2 Bed	3 Bed	
Affordable to 50% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -	
Affordable to 80% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -	
Affordable to 120% Median Income	-1.000	0.477	0.000	\$ (128,983)	\$ 99,441	\$ -	
Workforce Restriction	0.000	0.000	0.000	\$ -	\$ -	\$ -	
							Total \$ (29,543)