



# 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: May 29, 2019</p> <hr/> <p>Item #: P19-132</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Fax: 734-3563</p> <p>Email: tvalentine@jacksonwy.gov</p> <hr/> <p><b>Owner/Applicant:</b>          FCH, LLC - Richard Martin          PO 526          Jackson, WY 83001</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Basic Use Permit to add retail for the property located at 515 W. Broadway Ave, legally known as, PT NW1/4NE1/4, SEC. 33, TWP. 41 RNG. 116 WENDY'S, ORVIS.</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: June 12, 2019 (Sufficiency)</b>  <b>June 19, 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
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: New Retail - Tetan Tails
Physical Address: 515 West Broadway
Lot, Subdivision: Pt 533 T 41 R 116 / Wendy's DRUS PIDN: \_\_\_\_\_

PROPERTY OWNER.

Name: FCH, LLC Phone: 733.3762
Mailing Address: P.O. Box 526 Jackson, WY ZIP: 83001
E-mail: dl.martin@wyom.net

APPLICANT/AGENT.

Name: Dick Martin Phone: 733.3762
Mailing Address: P.O. Box 846 Jackson, WY ZIP: 83001
E-mail: dl.martin@wyom.net

DESIGNATED PRIMARY CONTACT.

[X] Property Owner \_\_\_\_\_ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

- Use Permit: [X] Basic Use, Conditional Use, Special Use
Physical Development: Sketch Plan, Development Plan, Design Review
Interpretations: Formal Interpretation, Zoning Compliance Verification
Relief from the LDRs: Administrative Adjustment, Variance, Beneficial Use Determination, Appeal of an Admin. Decision
Subdivision/Development Option: Subdivision Plat, Boundary Adjustment (replat), Boundary Adjustment (no plat), Development Option Plan
Amendments to the LDRs: LDR Text Amendment, Map Amendment
Miscellaneous: Other, 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.

Richard W. Martin for FCH LLC  
Signature of Property Owner or Authorized Applicant/Agent

5/28/19  
Date

Richard W. Martin for FCH LLC  
Name Printed

Member  
Title

FCH, LLC  
515 West Broadway

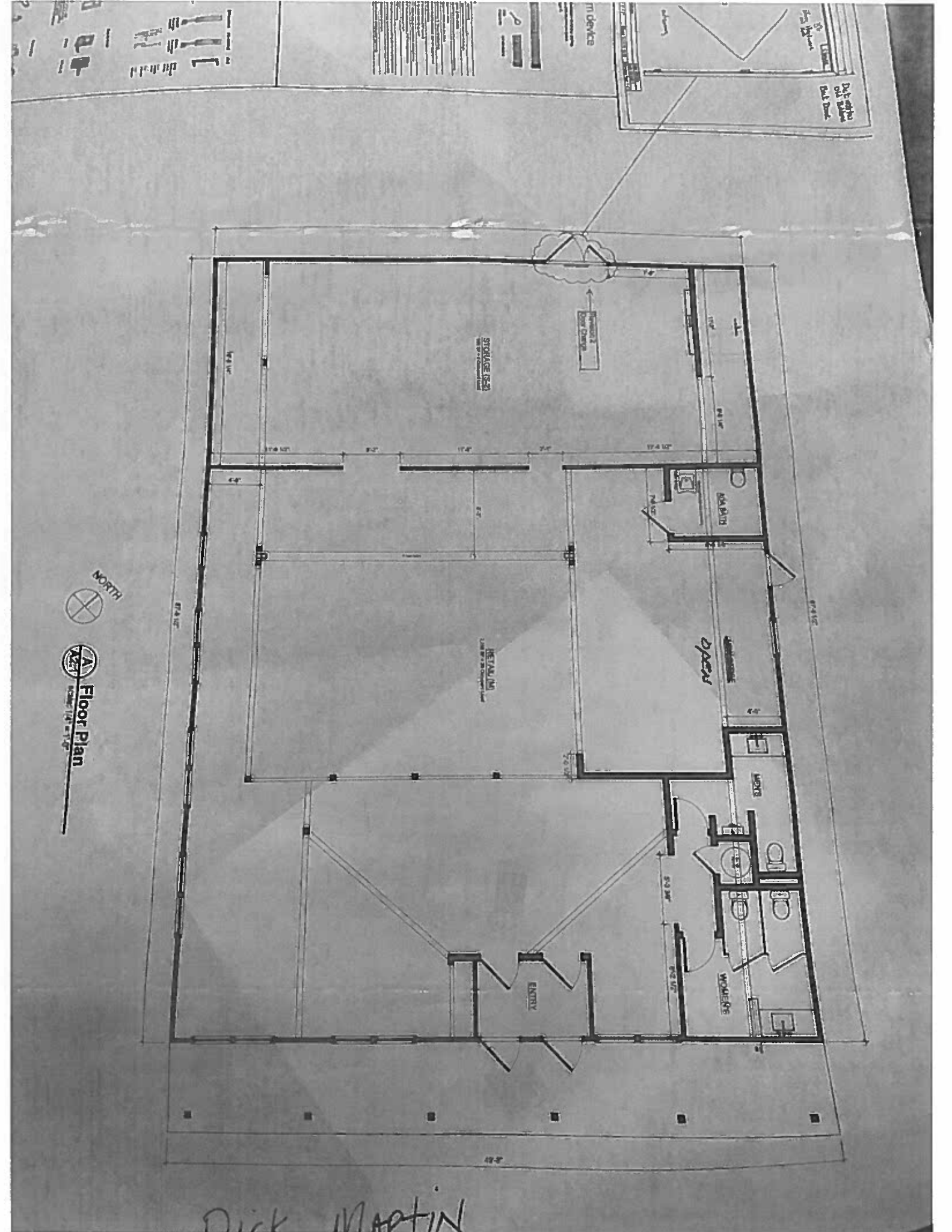
**Change of Use Request**

This application is a change in use for our property located at 515 West Broadway. We have done extensive repairs to the building and our choice of use is for retail/mercantile type occupancy and NOT a restaurant. We have a very strong interest in the property from a well-established local party and expect them to be the tenant.

We have attached the following:

- 1) Site plan reflecting 28 parking spaces adjoining the building, as well as another 12 shared parking spaces.
- 2) Copies of Housing Mitigation Work Sheets that reflect the difference between restaurant requirements and retail requirements. These numbers reflect that we are providing a positive impact on the housing situation.

The finished product (the building) will be a huge improvement to this location and something we are pleased to add to our properties.

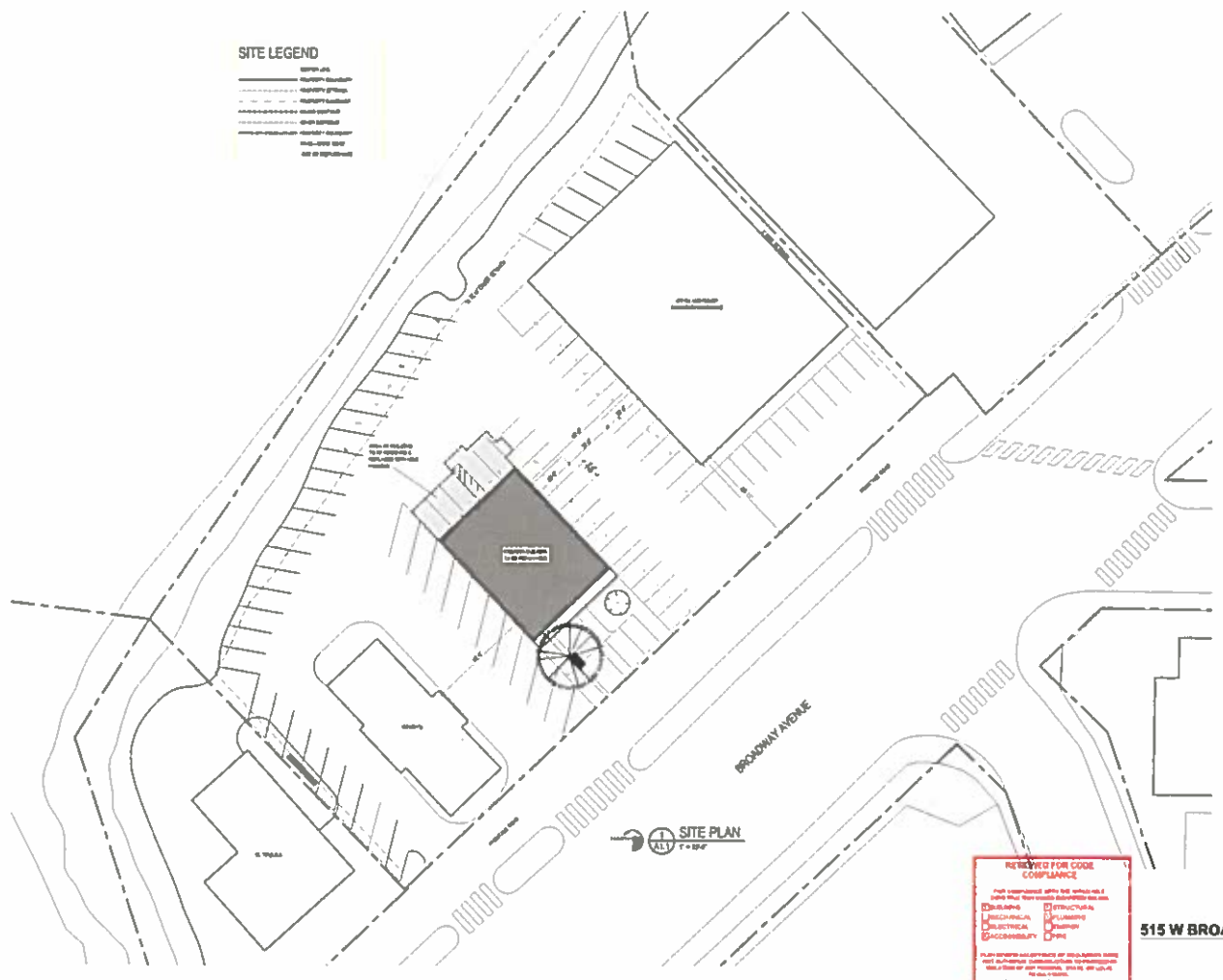


**Floor Plan**

Dick MARTIN

**SITE LEGEND**

- PROPERTY LINE
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY
- EXISTING DRIVEWAY



**SITE PLAN**  
1-2024

**REVIEWED FOR CODE COMPLIANCE**  
 This document is not a contract. It is intended to provide a general overview of the project and is subject to change without notice.  
 STRUCTURAL [ ]  
 MECHANICAL [ ]  
 ELECTRICAL [ ]  
 PLUMBING [ ]  
 ACCESSIBILITY [ ]  
 FIRE [ ]

515 W BROADWAY AVE.

**A1.1**

# Restaurant Credit

## 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.

Use	LDR Rate	Proposed Use Size (bedrooms)	Proposed Use Size (sq ft)	Proposed Use Quantity	Affordable Units Required
Restaurant/Office	0.001197 * sq ft		43300		5.748
					?
					?
					?
					?
					?
					?
					?
					?
					?
<b>Total</b>		0	43300	1	5.748

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 range 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	1.748	1.748	30%	Custom % shall be ≥ 25%
Rental Units Affordable to Households making 80% Median Income	1.000	1.000	17%	Custom % shall be ≥ 15%
Rent al/Ownership Units Affordable to Households making 120% Median Income	3.000	3.000	52%	Custom % shall be < 45%
Rental/Ownership Workforce Units	0.000	0.000	0%	Custom % shall be < 15%
<b>Total</b>	5.748	5.748	Proposed total shall be ≥ Required	

Bedroom Mix	1 Bed/Studio	2 Bedroom	3 Bedroom	Total Units	Total Employees Housed	Customization Rule
LDR Schedule	2.748	2.000	1.000	5.748	10.341	
Proposed Allocation	2.748	2.000	1.000	5.748	10.084	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			Even Distribution		
	1 Bed/Studio	2 Bedroom	3 Bedroom	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	1.748	0.000	0.000	1.748	0.749	0.749
Affordable to 80% Median Income	0.000	1.000	0.000	1.000	0.429	0.429
Affordable to 120% Median Income	1.000	1.000	1.000	3.000	1.284	1.284
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>	2.748	2.000	1.000	5.748	2.462	2.462

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 bonded 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 bonded unit, or restriction of an existing unit (gold boxes). The in-lieu fee remaining will calculate. See also Section 6.3.3 of the proposed LDRs.

	Units Constructed			Units Provided via Land Dedication		
	1 Bed/Studio	2 Bed	3 Bed	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	1.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	1.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	1.000	1.000	1.000	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000

	Bonded 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	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

	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	0.748	0.000	0.000	\$ 235,687	\$ -	\$ -
Affordable to 80% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Affordable to 120% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Workforce Restriction	0.000	0.000	0.000	\$ -	\$ -	\$ -
<b>Total</b>	0.748	0.000	0.000	\$ 235,687	\$ -	\$ -

# New Retail

## 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 LDAs.

Use	LDR Rate	Proposed Use Size (bedrooms)	Proposed Use Size (sf)	Proposed Use Quantity	Affordable Units Required
Retail	0.000431 * sf		8932	1	1.467
					?
					?
					?
					?
					?
					?
					?
					?
<b>Total</b>		<b>0</b>	<b>3400</b>	<b>1</b>	<b>2.467</b>

**Step 2. What types of units are required?** The proposed LDAs 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 LDAs 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 LDAs.

Affordability	LDR Schedule	Proposed	Custom %	Customization Rules
Rental Units Affordable to Households making 50% Median Income	0.467	0.467	37%	Custom % shall be ≥ 21%
Rental Units Affordable to Households making 80% Median Income	0.000	0.000	0%	Custom % shall be ≥ 19%
Rental/Owner-Occ Units Affordable to Households making 120% Median Income	1.000	1.000	64%	Custom % shall be < 43%
Rental/Owner-Occ Workforce Units	0.000	0.000	0%	Custom % shall be < 19%
<b>Total</b>	<b>1.467</b>	<b>1.467</b>	<b>Proposed total shall be = Required</b>	

Bedroom Mix	1 Bed/Studio	2 Bedroom	3 Bedroom	Total Units	Total Employees Housed	Customization Rule
LDR Schedule	0.467	1.000	0.000	1.467	2.645	
Proposed Allocation	0.467	1.000	0.000	1.467	2.677	Proposed total shall be ≥ Schedule totals
Employees per Unit per LDAs	1.45	2.00	2.00	1.88		

**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 LDAs.

Requirement Distribution	Even Distribution			
	1 Bed/Studio	2 Bedroom	3 Bedroom	Total
Affordable to 50% Median Income	0.467	0.000	0.000	0.467
Affordable to 80% Median Income	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	1.000	0.000	1.000
Workforce Restriction	0.000	0.000	0.000	0.000
<b>Total</b>	<b>0.467</b>	<b>1.000</b>	<b>0.000</b>	<b>1.467</b>

**Step 4. How will the required housing be provided?** The proposed LDAs 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 boxes for remaining will calculate. See also Section 6.3.3 of the proposed LDAs.

	Units Constructed			Units Provided via Land Dedication		
	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	0.000	1.000	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	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

	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	0.467	0.000	0.000	\$ 146,736	\$ -	\$ -
Affordable to 80% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Affordable to 120% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Workforce Restriction	0.000	0.000	0.000	\$ -	\$ -	\$ -
<b>Total</b>				<b>\$ 146,736</b>		