



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: June 20, 2019	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for a Minor Deviation at 550 W Broadway Avenue, specifically for a land transfer from the Sagebrush Apartment property to the Town of Jackson. For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.
Item #: P19-153	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Fax: 734-3563 Email: panthony@jacksonwy.gov	
Owner: Sagebrush Investors, LLC PO Box 3000 Jackson, WY 83002 Applicant: Christine Walker PO Box 1508 Wilson, WY 83014 307-690-4487	
Please respond by: July 4, 2019 (Sufficiency) July 11, 2019 (with Comments)	

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: SAGEBRUSH APARTMENTS

Physical Address: 550 W. BROADWAY

Lot, Subdivision: _____

PIDN: 22-41-16-33-1-00-015

PROPERTY OWNER.

Name: SAGEBRUSH INVESTORS, LLC

Phone: 805-418-3628

Mailing Address: P.O. Box 3000; PMB 498; JACKSON, WY

ZIP: 83002

E-mail: BLACOUR@TRIDENT-PARTNERS.COM

APPLICANT/AGENT.

Name: CHRISTINE WALKER

Phone: 307-690-4487

Mailing Address: P.O. Box 1508; WILSON, WY

ZIP: 83014

E-mail: CHRISTINE@NAVIGATEJH.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

____ Basic Use

____ Conditional Use

____ Special Use

Relief from the LDRs

____ Administrative Adjustment

____ Variance

____ Beneficial Use Determination

____ Appeal of an Admin. Decision

Physical Development

____ Sketch Plan

____ Development Plan

____ Design Review

Subdivision/Development Option

____ Subdivision Plat

____ Boundary Adjustment (replat)

____ Boundary Adjustment (no plat)

____ Development Option Plan

Interpretations

____ Formal Interpretation

☒ Zoning Compliance Verification

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 and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: N/A Environmental Analysis #: N/A
Original Permit #: P17-244 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. 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

Date

Name Printed

Title



Application Submittal Checklist for a
ZONING COMPLIANCE VERIFICATION (ZCV) for a
MINOR DEVIATION
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

APPLICABILITY. *This checklist should be used when submitting a request for a Zoning Compliance Verification (ZCV) to request approval of a **Minor Deviation**.*

When is a ZCV for a Minor Deviation required?

A ZCV to authorize a minor deviation is required to approve changes to an approved physical development permit, use permit, or development option plan that appear necessary in light of technical or engineering considerations first discovered during development or use that were not reasonably anticipated during the original approval process.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Subsection 8.2.13.B.2, Minor Deviations**.*

A minor deviation may be approved by the Planning Director pursuant to the process for a zoning compliance verification (Sec. 8.6.2) upon finding that:

1. The request complies with all standards of the current LDRs;
2. The request does not include reductions in the amount of open space set aside or required resource protection; and
3. The request does not include increases in the amount of building floor area.

GENERAL INFORMATION.

- ✓ **Existing Approval.** Identify the approved permits, including permit number, that will be affected by the changes proposed in the Minor Deviation.
- ✓ **Requested Deviation.** A brief narrative description of the necessary changes. Depending on the nature of the change, it may be helpful to list the changes in tabular form, comparing them to the original approval.
- ✓ **Engineering or Technical Considerations.** Briefly describe the engineering or technical considerations not anticipated during the initial approval that justify or require the proposed changes.

LETTER OF AUTHORIZATION

Sagebrush Investors, LLC

, "Owner" whose address is: _____

PO Box 30000, PMB 498; Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: PT NW1/4 NE1/4, Section 33, Township 41,

Range 116 - see attached.

Parcel: 22-41-16-33-1-00-015

(If too lengthy, attach description)

HEREBY AUTHORIZES Christine Walker 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: VICE PRESIDENT

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

STATE OF Florida)

)SS.

COUNTY OF Escambia)

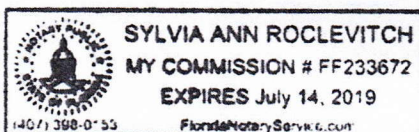
The foregoing instrument was acknowledged before me by Bradley C. Lacour this 17 day of
January, 2008 2018.

WITNESS my hand and official seal.

Sylvia Ann Roclevitch
(Notary Public)

(Seal)

My commission expires:



Sagebrush Apartments – P17-244

Zoning Compliance Verification for a Minor Deviation to the Development Option Plan PUD-UR

The applicant is requesting a Zoning Compliance Verification (ZCV) for a Minor Deviation to an approved Planned Unit Development-Urban Residential (PUD-UR) Development Option Plan permit (P17-244) for a 90-unit apartment building at 550 West Broadway designed to house working residents and meaningfully address the critical shortage of rental housing in Jackson.

The requested Minor Deviation is to reincorporate a .23-acre parcel of land into the PUD-UR that will be transferred from the Sagebrush Apartment property to the Town of Jackson using the Exempt Land Division (P19-102), so that the total site area of the PUD remains the same and the PUD maintains compliance with all LDR requirements, such as FAR, LSR, etc.

The .23-acre parcel includes the floodway area of Flat Creek, Ownership of the 0.23-acre floodway parcel is being transferred to enable the applicant to use HUD Section 221(D)(4) mortgage insurance, which is a federal incentive program to facilitate the new construction of multifamily rental housing for moderate-income families, and which is integral to facilitate the development of Sagebrush Apartments. (see attached Map of Survey Sagebrush Investors, LLC and Town of Jackson)

The HUD insured mortgage guideline that restricts ownership of floodway is a technical consideration that was not anticipated during the initial approval of the Development Option Plan.

8.2.13.B.2 Amendment of Permits or Approvals - Minor Deviations - Findings

A minor deviation may be approved by the Planning Director pursuant to the process for a Zoning Compliance Verification upon finding that it:

- a. Complies with the standards of the current LDRs;**
The minor deviation is necessary to ensure that the total site area of the approved Sagebrush Apartments PUD-UR remains the same and the PUD maintains compliance with all LDR requirements, such as FAR, LSR, etc.
- b. Does not include reductions in the amount of open space set aside or required resource protection; and**
There is no change to the amount of open space set aside or required resource protection.
- c. Does not include increases in the amount of building floor area.**
There is no increase in the amount of building floor area.

