



# 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: November 13, 2019

Item #: P19-260

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

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

**Owner:**

Blue Lake Holdings, LLC  
PO Box 8601  
Jackson, WY 83002

**Applicant:**

Rebecca Bextel  
PO Box 12200  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a request for a Basic Use permit to add office for the property located at 680 S. Cache Street Units 100, 101, 102.

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

**Please respond by:** **November 27, 2019 (Sufficiency)**  
**December 4, 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

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

**For Office Use Only**

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

Date & Time Received \_\_\_\_\_

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

*Please note: Applications received after 3 PM will be processed the next business day.*

**PROJECT.**

Name/Description: Office Use  
Physical Address: 680 S Cache Street, Suite 100, Jackson, WY 83001  
Lot, Subdivision: 100, 101, 102, One Town Hill PIDN: 22-41-16-34-3-01396  
Condominium Additions Plot 08-005

**PROPERTY OWNER.**

Name: Blue Lake Holdings, LLC Phone: 3076993519  
Mailing Address: PO Box 12200, Jackson, WY 83002 ZIP: 83002  
E-mail: rebeccabextel@gmail.com

**APPLICANT/AGENT.**

Name: Rebecca Bextel Phone: 3076993519  
Mailing Address: PO Box 12200, Jackson, WY 83002 ZIP: 83002  
E-mail: rebeccabextel@gmail.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

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

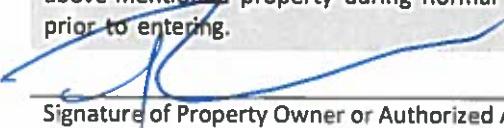
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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.

  
Signature of Property Owner or Authorized Applicant/Agent

Rebecca Bextel

Name Printed

11/12/2019

Date

Owner

Title

## LETTER OF AUTHORIZATION

Blue Lake Holdings, LLC

“Owner” whose address is: 680 S Cache Street

Unit 100, Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Jonathan and Rebecca Bextel

, as the owner of property

more specifically legally described as: Lots 100, 101 and 102 at One Town Hill

*Condominium Additions Plot 01396*

(If too lengthy, attach description)

HEREBY AUTHORIZES Mountain Business Center LLC

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: *Owner*

(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 *Rebecca Bextel* this *12<sup>th</sup>* day of *March*, 2019.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

*4/7/2022*



November 12, 2019

Dear Town of Jackson,

Mountain Business Center LLC occupies the space owned by Blue Lake Holdings, LLC. Both are owned by Jonathan and Rebecca Bextel. Mountain Business Center LLC rents out executive office suites and conference room rentals. We also act as a registered agent, handle mail for our clients, and we are a certified acceptance agent for the IRS.

Please let me know if you have any other questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "RB", is enclosed within a blue oval shape.

Rebecca Bextel

## Housing Approval for One Town Hill, P16-053

### Housing Element

Since this development is within the Snow King Resort Master Plan, it will be reviewed according to Section B, table 1 (pg. 95) of the Snow King Master Plan Housing Element dated July 16, 2001. The plans indicate there will be (12) 1-bedroom, (18) 2-bedroom, (6) 2-bedroom a/ loft, and (4) 3-bedroom units totaling 42,571 sf. Section B of the Snow King Master Plan calculates the employee housing requirement for short term rentals by the number of guests being housed per unit. The Master Plan indicates the number of persons housed per unit based on number of bedrooms. The calculation is as follows:

- 8 (1-bedroom) units X 2 persons per bedroom = 16 guests.
- 12 (2-bedroom & 2-bedroom w/ loft) units X 2 persons per bedroom = 48 guests.
- 14 (3-bedroom) units X 2 persons per bedroom = 84 guests
- Total guests: 148

The Master Plan indicates that .065 persons are required to be housed per guest.  $148 \text{ guests} \times .065 = 9.62$  persons required to be housed.

The applicant is also proposing 3,672 sf of commercial office space. The employee housing calculation for this space will also be according to section B Table 1 of the Snow King Master Plan. According to this section, office use has a .03 persons required to be housed per 1,000 sf of office space.

$3,672 \text{ sf (commercial office space)} \times .03 \text{ (requirement)} \times .001 = .11016 \text{ persons housing requirement.}$

Total: 9.62 persons (short term rental) + 0.11016 persons (office) = 9.73 persons required to be housed.

The applicant has indicated they would like to devote two, 1-bedroom, and two, 3-bedroom units as employee housing.

- 2 (2-bedrooms) X 1.75 (persons) = 3.5 (persons housed).
- 2 (3-bedrooms) X 3.0 (persons) = 6 (persons housed).
- Total Persons housed 9.5

Staff notes that should the proposed office use be changed to a use with a higher housing requirement (ie. retail or restaurant) the applicant shall be required to mitigate for the additional employee housing requirements at that time.

Staff finds that the proposed deed restricted housing will meet all but .023 persons required to be housed. Staff has placed as a condition of approval that prior to Certificate of Occupancy for any portion of the building the applicant shall work with the JTCHA to record an employee housing restriction on all four of the required units and pay the required fee in lieu of housing for the remaining 0.23 persons to be housed.

Housing Mitigation Plan

updated 6/11/19

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

## Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

## Step 1: Location

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: If a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

## Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either

existed in 1995, or has been permitted since 1995. Please attach proof of existence.

### Step 3: Proposed Development

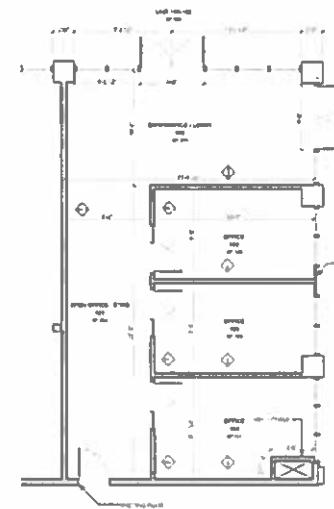
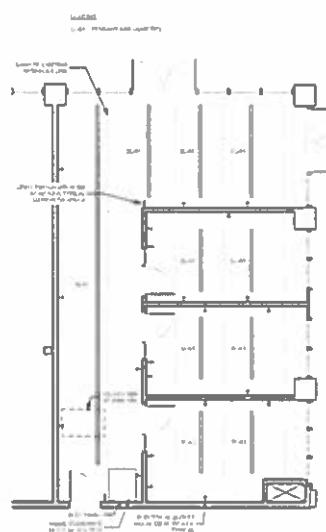
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: In the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Affordable Workforce Housing Required: 0.000 units

**Fee-in-Lieu Amount:**

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

Parameter of Interest	Value	Protocol Description
GRIN-1	GRIN-1, GRIN-1	Group 1: GRIN-1, GRIN-1
GRIN-2	GRIN-2, GRIN-2	Group 2: GRIN-2, GRIN-2
GRIN-3	GRIN-3, GRIN-3	Group 3: GRIN-3, GRIN-3
GRIN-4	GRIN-4, GRIN-4	Group 4: GRIN-4, GRIN-4
GRIN-5	GRIN-5, GRIN-5	Group 5: GRIN-5, GRIN-5



ΔE <sub>0</sub> (kcal/mol)		ΔE <sub>0</sub> (kcal/mol)
SI	(24°C, 100% RH)	(25°C, 50% RH)
Mo-1	10.0 ± 0.1	10.0 ± 0.0
Mo-1	10.0 ± 0.1	9.9 ± 0.0
Mo-2	10.0 ± 0.1	10.0 ± 0.0

#### ASSEMBLY KIT

- ④ INTERIOR PARTITION
   
WALL-1: 3'x6' W/T STUD 16 OC + INSUL-1 (WHL-1)
   
REINFORCED BASE DETAIL, WALL HEAD TO STRUCTURE ABOVE
- ⑤ INTERIOR PARTITION
   
WALL-1: 6'x6' W/T STUD 16 OC + INSUL-1 (WHL-1)
   
REINFORCED BASE DETAIL, WALL HEAD TO STRUCTURE ABOVE
- ⑥ EXTERIOR PARTITION
   
WALL-1: 6'x6' W/T STUD 16 OC + INSUL-1 (WHL-1)

BDS  
ARCHITECTURE + DESIGN

ONE TOWN HILL UNIT 100-102

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CONSULTANTS

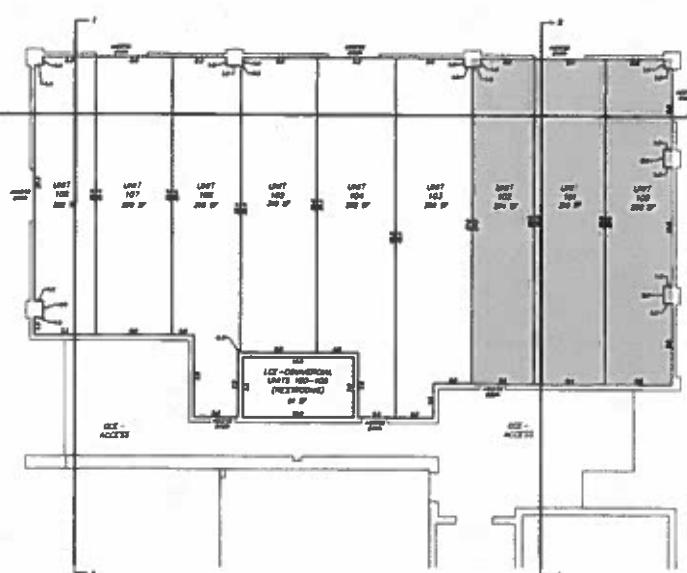
### edit module

DATE 7/3/19  
PROJECT #00000000  
PROJECT ARCHITECT: CPO  
DRAWN BY: RIC  
COPYRIGHT: 2018

REFLECTED CEILING/ELECTRICAL PLAN

## FLOOR PLAN

A201



AREA OF INTEREST PLOT 7100 SF  
COMMERCIAL UNITS 107, 108, 109 OF THE ONE  
TOWN HILL CONDOMINIUMS  
SUB DIVISION EXISTING - SCOPED FOR  
INTERIOR IMPROVEMENTS ONLY

LEGEND  
 - - - ROAD/LOT BOUNDARY  
 - - - EXISTING BUILDING LINE  
 - - - OTHER STREAM LINE  
 - - - NOTES  
 SEE SHEET 14 FOR GRID BETWEEN 1 AND 2

Cross Section A



JORGENSEN  
LAND SURVEYORS, INC.

FINAL PLAT  
ONE TOWN HILL CONDOMINIUMS  
ADDITION TO THE TOWN OF JACKSON  
A CONDOMINIUM SUBDIVISION  
WITHIN LOT 1, PLAT LORANGE ADDITION  
ADDITION TO THE TOWN OF JACKSON  
JACKSON, WYOMING  
APRIL 2004, Section 24  
Final Survey, Site Plan  
Teton County, Wyoming  
Sheet 1 of 24  
1396

