



# 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: February 4, 2020

Item #: P20-008

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

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

**Owner/Applicant:**

Chris Hansen and Miga Rossetti  
1710 Fish Creek Road  
Wilson, WY 83014

**REQUESTS:**

The applicant is submitting a request for a partial vacation from a plat for the property located at 660 Cache Creek Drive, legally known as, LOT 3, SCARLETT ADDITION.

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

**Please respond by: February 7, 2020 (Sufficiency)  
February 24, 2020 (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 #s \_\_\_\_\_

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

**PROJECT.**

Name/Description: DRIVENWAY ACCESS FOR 66 CACH CREEK DR. (PL9-284)

Physical Address: 660 CACH CREEK DR.

Lot, Subdivision: LOT 3, SCARLETT ADDITION

PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: HANSETTI REVOCABLE TRUST Phone: 307-690-6457 (CHRIS)  
Mailing Address: CHRIS HANSEN + MIGA ROSSERI Phone: 307-690-7077 (MIGA)  
E-mail: 1710 FISH CREEK RD, WILSON WY 83014  
me@chrishansen.me, migaski's@gmail.com

ZIP: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**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 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 <u>PARTIAL VACATION</u>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> Other: <u>W/O REPLAT</u>
<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: \_\_\_\_\_

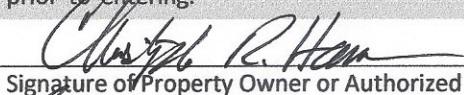
**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) 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.

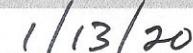
**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine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

  
Christopher R. Hansen

Name Printed

  
Date

  
Title

  
Date

  
Title

Effective 06/01/2019

Monday, January 13, 2020

Dear Town of Jackson Planning Department, Town Council and Mayor,

We are submitting a Planning Permit Application for a Partial Vacation without Replat to the Scarlett Addition Plat to allow driveway access from Cache Creek Drive to our lot at 660 Cache Creek Dr.

Though at the time I am writing this letter we have not received approval for the previous Amendment of Condition of Approval—the prior required step in this process—we have received positive feedback from Town of Jackson departments and an indication from the Planning Department that staff will recommend approval of this request to the Town Council. As such, we are moving forward with the second step in this process. Following is a slightly updated version of the narrative already submitted in the previous application:

When platted and approved, lots 3 - 7 of the Scarlett Addition were required to take vehicular access from the alley off of Upper Cache Creek Drive. In the time since the neighborhood was platted, a change to the Neighborhood Low Density-2 (NL-2) zone now allows one ARU in addition to the primary residence. We propose to build an ARU up to the 800 square foot limit which will require two parking spaces for that ARU in addition to the two parking spaces required for the primary residence. Due to the narrowness of the lot and to the perpendicular aspect at which the alley abuts the lot, there is very little room to provide the additional two parking spaces off of the alley at the south end of the lot without compromising the open space at the south end of the lot.

In this particular case, allowing vehicular access off of Cache Creek Drive, in addition to maintaining access from the alley, will solve several congestion and circulation problems. We plan to locate the ARU in the basement at the south end of the house and propose to provide parking for the ARU on the southeast side of the lot off of the alley. By allowing access to the main residence off of Cache Creek Drive, we can provide vehicle access and storage in a garage on the north side of the house. This will allow us to put the front door on the Cache Creek Drive side and separate both the vehicle access and main entrance for the main house and ARU to opposite sides of the house, thus increasing privacy for both residences. It will also alleviate potential vehicular congestion in what is already a crowded alley.

In addition, as was noted by Fire Marshal Kathy Clay in her review of our application, “fire department access cannot be made via alleyways,” so the addition of a driveway off of Cache Creek Dr. would potentially add a layer of safety should the fire department need to fight a fire at this residence.

Providing driveway access to Lot 3 off of Cache Creek Drive brings design in line with other current uses: Driveway access would be the same as Lots 1 and 2 as well as most of the other homes on Cache Creek Drive; it allows us to site the house farther

north on the lot than what is currently feasible due to required alley access, bringing the house more in line with where other houses on Cache Creek Drive are sited; and it increases the size of the back yard on the south side of the house which is also adjacent open space on the hillside and may allow freer movement of wildlife through the neighborhood.

According to the description in the Town's Land Development Regulations, this is the type of access that is preferred. Item number "3. Parking," under "A. Intent" in the NL-2 description (page 2-17, section 2.2.3 NL-2: Neighborhood Low Density-2) states that "Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street, often including longer driveways." This is precisely the driveway/parking situation we are proposing.

We intend to respect the character of the street and minimize the driveway width. We propose a 16' wide driveway at the street. We will landscape to enhance and preserve the character of neighborhood.

We have spoken with all neighbors in the Scarlett Addition; they are all in favor of this change and none feel it will adversely affect their property or infringe upon their property rights (please see attached acknowledgment letters). In addition, those neighbors who currently access their property from the alley are very much in favor because they see this change as a way to cut down on potential vehicle congestion in what is already a very crowded alley.

In addition to this letter, please find responses to Findings for Approval per Section 2320 Planned Residential Development.

Thank you for your consideration. If you need any additional information please don't hesitate to contact us; phone numbers and email addresses are below.

Best regards,

Miga Rossetti  
307-690-7077  
[migaskis@gmail.com](mailto:migaskis@gmail.com)

Chris Hansen  
307-690-6457  
[me@chrishansen.me](mailto:me@chrishansen.me)

**Amendment of Condition of Approval:**

A condition of approval placed on a permit or approval by a decision-making body shall be amended by that body at a public hearing held pursuant to Sec. 8.2.14. Findings for Approval per Section 2320 Planned Residential Development.

1. That the proposed project is in substantial compliance with all applicable standards of this section;

This ammendment is compliant.

2. That the proposed project substantially meets the character objectives of preservation or enhancement of the zoning district and neighborhood in which it is to be located. Projects which are out of scale and character with their surroundings will not be approved;

This ammendment meets these objectives.

3. That streets and intersections serving the project will not be reduced to unacceptable levels of service, nor will the safety of motorists, pedestrians, and cyclists be jeopardized;

This amendment will not negatively affect the street or safety of motorists, pedestrians or cyclists on Cache Creek Dr.

4. That the density and distribution of population resulting from the project will not overburden schools, parks, utilities, or other public services; and

This ammendment will not impact schools, parks, utilities, or other public services.

5. That all adverse impacts associated with the proposed project are effectively mitigated to the extent possible. [Ord. 505 § 1, 1995]

There are no adverse impacts associated with this ammendment.

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

Gretchen Eagan

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Name

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Signature

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December 6, 2019

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Date

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#1

Lot #

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640 Cache Creek Dr

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Jackson WY 83001

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Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

JAMES RAMAGE

Name

James Ramage

Signature

12/4/19

Date

5

Lot #

680 Cache Creek Drive

Jackson, WY

Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

Sean Scarlett

Name



Signature

12/9/19

Date

7

Lot #

685 Upper Cache Creek

Drive

Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

MARCUS STAUFFER

Sue Ann Stauffer

Name

  
Sue Ann Stauffer

Signature

Date 12/13/19

LOT 2

Lot #

650 CACHE CREEK DR.

JACKSON WY 83001

Neighborhood Address

**AMENDMENT TO PAST CONDITION OF APPROVAL OF A FINAL (INTERMEDIATE)  
DEVELOPMENT PLAN FOR A PLANNED RESIDENTIAL DEVELOPMENT (PRD) P09-  
004 / PARTIAL VACATION WITHOUT REPLAT OF LOT 3 OF THE SCARLETT  
ADDITION TO THE TOWN OF JACKSON, WYOMING**

**WHEREAS**, the Town of Jackson Council has approved a Request for an Amendment to a past Condition of Approval of a Final (Intermediate) Development Plan for a Planned Residential Development (PRD) (P19-284) and a Partial Vacation Without Replat (P20-XXX) of Lot 3 of the Scarlett Addition to the Town of Jackson, Wyoming, to allow driveway access on the North side of the lot, located at 660 Cache Creek Drive, to Cache Creek Drive; and

**WHEREAS**, having determined that the amendment to past condition of approval and partial vacation without replat does not abridge, destroy or alter any rights and/or privileges of other proprietors of said plat; and

**WHEREAS**, having determined that the amendment to the past condition of approval and the partial vacation without replat is acknowledged by all affected parties and approved by the Jackson Town Council; and

**WHEREAS**, Christopher R. Hansen and Miga A. Rossetti, trustees of the Hansetti Revocable Trust dated June 7, 2019, have prepared the required applications and this instrument of documentation.

**NOW, THEREFORE, BE IT ACKNOWLEDGED** that the Town of Jackson Council hereby requests the Teton County Clerk to make the appropriate annotations on Plat No. 1275-01 referencing the partial vacation without replat that in addition to access

from Upper Cache Creek Drive, Lot 3 may also take access from Cache Creek Drive in the same manner as Lot 1 and Lot 2, and that the County Clerk also make reference on said plat, pursuant to Wyoming Statutes Section 34-12-110, to the volume and page in which this required instrument of partial vacation without replat is recorded.

**FURTHER**, all of the above is in accordance with the Town of Jackson Land Development Regulations, Section 8.2.13 Amendment of Permits or Approvals, C. Subdivision Plat Amendment, 5. Partial Vacation Without Replat, and is expressly permitted by said regulations.

**OWNER ACKNOWLEDGEMENT:**

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(signature)

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(print name)

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(signature)

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(print name)

STATE OF WYOMING      )  
                                  ) ss.  
COUNTY OF TETON      )

The foregoing instrument was acknowledged before me by \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2020

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Notary Public

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My commission expires

Witness my hand and official seal.

TOWN ACKNOWLEDGEMENT:

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Pete Muldoon, Mayor

Town of Jackson

STATE OF WYOMING      )

                          ) ss.

COUNTY OF TETON      )

The forgoing instrument was acknowledged before me by Pete Muldoon, as Mayor of the Town Council on this \_\_\_\_ day of \_\_\_\_\_, 2020.

Witness my hand and official seal.

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Notary Public

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My commission expires