



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: January 23, 2020	REQUESTS: The applicant is submitting a request for an Administrative Adjustment for the property located at 174 N. King St. legally known as, PT.SW1/4SW1/4 SEC.27,TWP.41,RNG.116. For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.
Item #: P20-015	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Email: panthony@jacksonwy.gov	
Owner: Town of Jackson PO Box 1687 Jackson, WY 83001	
Applicant: Jackson Hole Community Housing Trust PO Box 4498 Jackson, WY 83002	
Please respond by: February 6, 2020 (Sufficiency) February 13, 2020 (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: JHCHT - 174 North King Street
Physical Address: 174 North King Street
Lot, Subdivision: PT. SW1/4SW1/4 SEC. 27, TWP. 41, RNG. 116 PIDN: 22-41-16-27-3-00-021

PROPERTY OWNER.

Name: Jackson Hole Community Housing Trust Phone: (307) 739-0665
Mailing Address: PO BOX 4498 ZIP: 83001
E-mail: alison@housingtrustjrh.org

APPLICANT/AGENT.

Name: Jackson Hole Community Housing Trust Phone: (307) 739-0665
Mailing Address: PO BOX 4498 ZIP: 83001
E-mail: alison@housingtrustjrh.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 #: _____ 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 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.

NA _____ **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.

Y _____ **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

NORTHWORKS

JHCHT c/o Northworks Architects
185 East Hansen Avenue
P.O. Box 4027
Jackson, WY 83001

Paul Anthony, Planning Director
Town of Jackson Planning Department
150 East Pearl Avenue
Jackson, WY 83001

January 21, 2020

Re: Administrative Adjustment for 174 North King Street

Dear Mr. Anthony,

We are writing to request an administrative adjustment of TOJ Land Development Regulation section 9.4.11 “Bulk Standards- Street Façade” as it relates to our proposed mixed-use project located in the TOJ-DC zoning district at 174 North King Street. Per section 8.8.1.B, we are seeking relief (of up to 20%) of building frontage dimensional standards and building façade width.

The administrative adjustment sought satisfies the following requirements.

1. Complies with the applicability standards of section 8.8.1
2. Better supports the purpose of the DC zone.
3. Is consistent with the purpose of the zone and the desired future character for the area described in the comprehensive plan.
4. Does not pose danger to public health or safety.
5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this section.

Project Description

The JHCHT Condominium project located at 174 North King Street includes the design and development of 24 affordable apartment units, and two ground level commercial spaces. The apartments will occupy the second and third stories of the building – each with access to private balconies. Parking will be structured, at grade and will be accessed via an access easement along the south side of the site through the hotel entrance. The development aims to deliver affordable, high quality residences with internal entries to activate the common areas within the building, and provides a well-designed and appropriately scaled connection to the surrounding neighborhood.

174 King Street - Dimensional Limitations			
Zoning: Downtown Core (DC) 2.2.10			Updated: 04.25.2019
Requirements	Required	Proposed	Comply/Not Comply
Building Setbacks (Sec. 9.4.8)			
Primary Street (North King)	0' - 5'	2'	Complies
Side (North Property Line)	0' - 5'	1'	Complies
Side (South Property Line)	0' - 5'	2'	Complies
Rear (West Property Line)	0' or 5'	0'	Complies
Landscaping (Sec 5.5.)			
Landscape Surface Ratio	n/a	at BP	will comply
Plant Units	n/a	at BP	will comply
Street Facade (Sec. 9.4.11)			
Width of ground and 2 nd story in primary street setback range	80% (min)	86%	Complies
Width of ground and 2nd story in primary street setback range	80% (min)	71%	Does not Comply
Building Height (Sec. 9.4.9)			
Height (max) if roof pitch < 5/12	42'	42' Max., Varies	Complies
Stories (max)	3	3	Complies
Building Stepback (Sec. 9.4.12)			
Stepback for any 3rd story street facade or street façade over 30' (min)	10'	6'-4"	Does not Comply
Encroachment in stepback (max % of overall façade width)	60%	71%	Does not Comply
Building eaves, roof overhangs, awnings, and light shelves provided they don't extend more than 3 feet into the stepback	3'	6'-4"	Does not Comply
Scale of Development - FAR (max)*			
	1.3	.24	Complies
* 1.45 (24,016 sf) of affordable housing (JHCHT) exempt from FAR calculation			
Pedestrian Frontage¹			
	flexible	trees in grates	Complies
Parking Type²			
	flexible	structured	Complies
Exterior Lighting (Sec. 5.3.1)			
Lumens per site (max)	3	at BP	Will Comply
All Fixtures	100,000	at BP	Will Comply
Unshielded Fixtures	5,500	at BP	Will Comply
Light Color	≤3000 Kelvin	at BP	Will Comply
Scenic Resource Overlay (SRO) (Sec. 5.3.2)	n/a	n/a	n/a
Allowed Uses			
Residential Use: Apartment (6.1.4.D)			
Permit	B	B	Complies
Individual Unit Max	8,000	at BP	Will Comply
Parking (min)	1.5/DU	at BP	Will Comply
Commercial Uses: Office (6.1.6.B)			
Permit	B	B	Complies
Individual Unit Max	n/a	n/a	Complies
Parking (min)	1.65/1,000	at BP	Will Comply
Total Parking		30+ parking spaces	Will Comply

Administrative Adjustment Proposal

174 North King Street is a previously developed 0.38 acre (16,553 sf) lot within the TOJ-DC zoning district. The proposed development includes ground floor commercial space and a structured parking garage and two levels of affordable workforce housing on the second and third floors on a 100'x 162'-10" footprint. The primary street lot line (east) along North King Street measures 115'-0 3/8" with a 10'-0" wide access/utility easement that runs the length of the side (north) property boundary.

Along North King Street (primary street) the total length of the proposed building frontage measures 100'-0". 90'-6" of the building frontage (86%) is within the primary street setback range meeting the street façade requirements by a surplus of 6'-6" or 6% (EXHIBIT A). At the second level, 74'-6" (71%) of the building frontage along the primary street is within the primary street setback range. This level fails to comply with the required minimum building frontage within the primary setback range by 9'-6" or 9% (EXHIBIT B). On the third level of the building, the same layout as the second level is repeated resulting in 74'-6" (71%) of the building frontage occupying space within the primary setback range. This design exceeds the required stepback requirement maximum of 60% encroachment by 11'-6" or 11%. In addition, the stepback portion of the building does not meet the minimum required 10' dimension as measured from the ground story outer wall pane (EXHIBIT C). Although the building as currently designed does not meet the dimensional standards as set forth in section 2.2.10 of the TOJ LDRs, we are applying for an administrative adjustment because the mass and scale of the building essentially "fills out" the same proportions (140% of total building frontage within the primary setback range) as required.

As currently designed, 174 North King Street should be considered for an administrative adjustment as it meets all the required findings of LDR section 8.8.1

1. Complies with the applicability standards of section 8.8.1

The requested administrative adjustment complies with 8.8.1.B.6 "Any dimensional standard of a building frontage may be adjusted up to 20%." and 8.8.1.B.7 "Building façade width may be adjusted up to 20%."

2. Better supports the purpose of the DC zone.

The current design of the 3-story mixed use building supports the desired character of the DC zone to support a "vibrant mixed use area with a variety of uses and amenities, consisting of wide sidewalks and retail shopfronts pulled up to the street."

3. Is consistent with the purpose of the zone and the desired future character for the area described in the comprehensive plan.

The current design for 174 North King Street is consistent with the transitional subarea purpose of the desired mixed use future character of the zone as described in section 2.3 the Comprehensive Plan. The DRC was extremely positive in their review and approval of the project and didn't feel that the building as designed failed to meet the TOJ design guidelines or the current LDRs and Comprehensive Plan.

4. Does not pose danger to public health or safety.

The reduced building linear frontage proportions do not pose a danger to public health or safety.

5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this section.

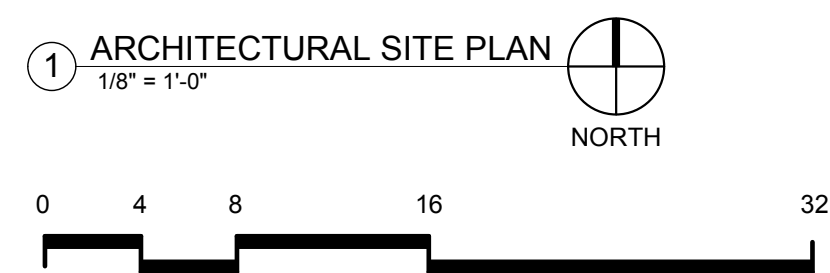
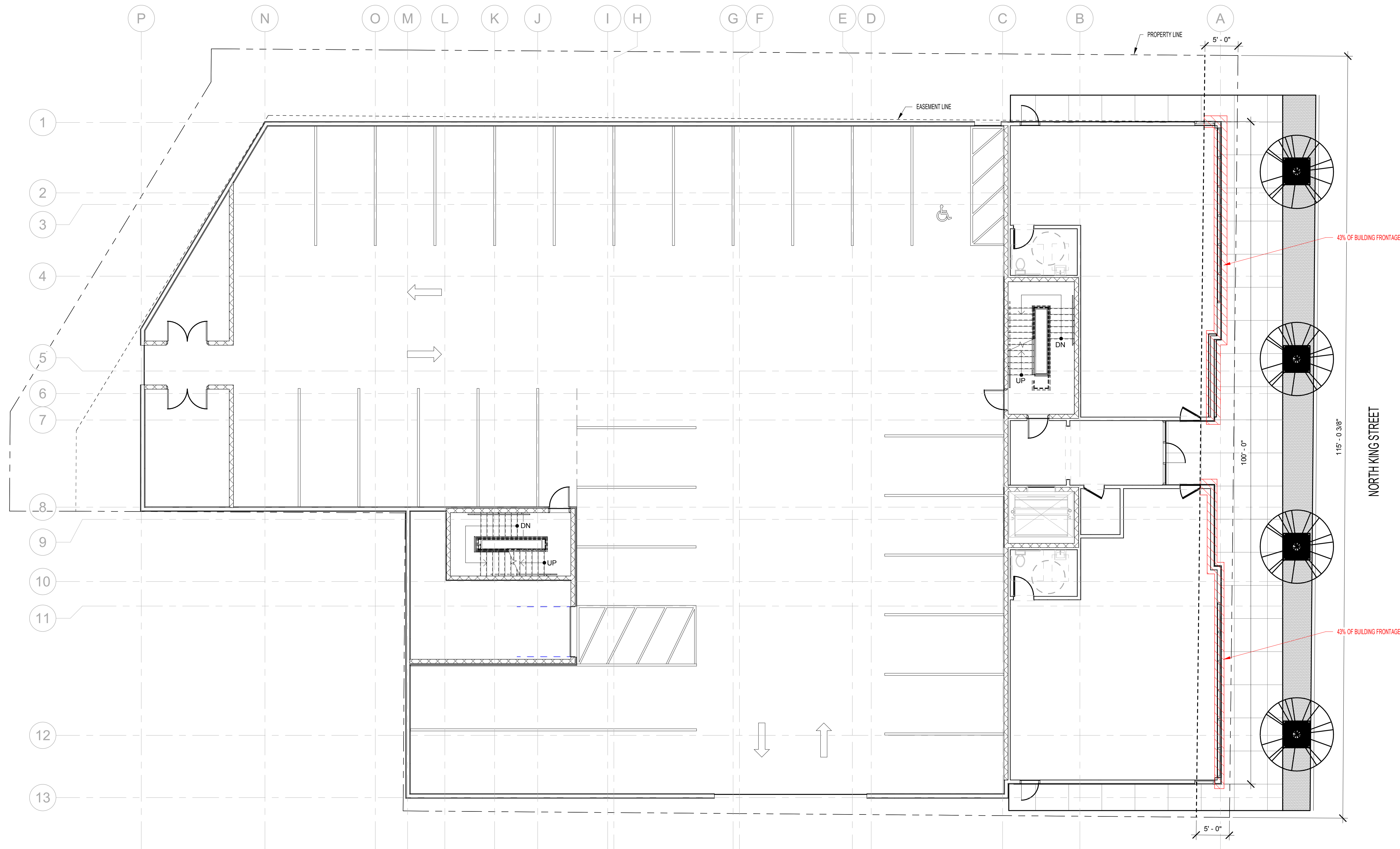
The site is not subject to a series of incremental administrative adjustments as all other standards and dimensional limitations can be met.

Thank you for your consideration. We look forward to discussing this application for an administrative adjustment with you in further detail.

Very Sincerely,

A handwritten signature in black ink that reads "Abigail Petri". The script is fluid and cursive, with the first name and last name clearly legible.

Abigail Petri, R.A
Northworks Architects



NORTHWORKS

CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

1512 N. Throop Street Chicago, Illinois 60642
T 312-440-9850 F 312-440-9851 www.nwks.com

© 2019 Northworks Architects & Planners - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning Work.

NO.	ISSUED DATE	ISSUED FOR

PROFESSIONAL SEAL

Project
JHCT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

EXHIBIT A

Drawing Name
ARCHITECTURAL SITE PLAN

NO.	ISSUED DATE	ISSUED FOR

PROFESSIONAL SEAL

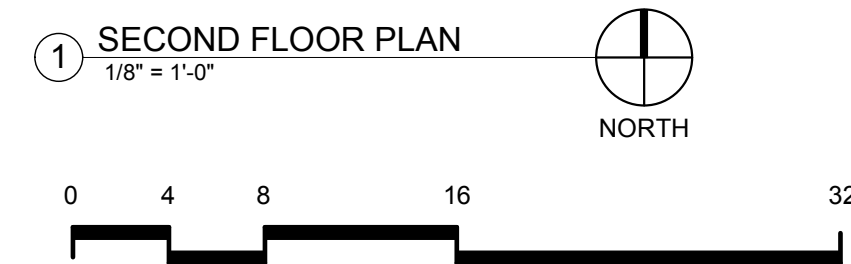
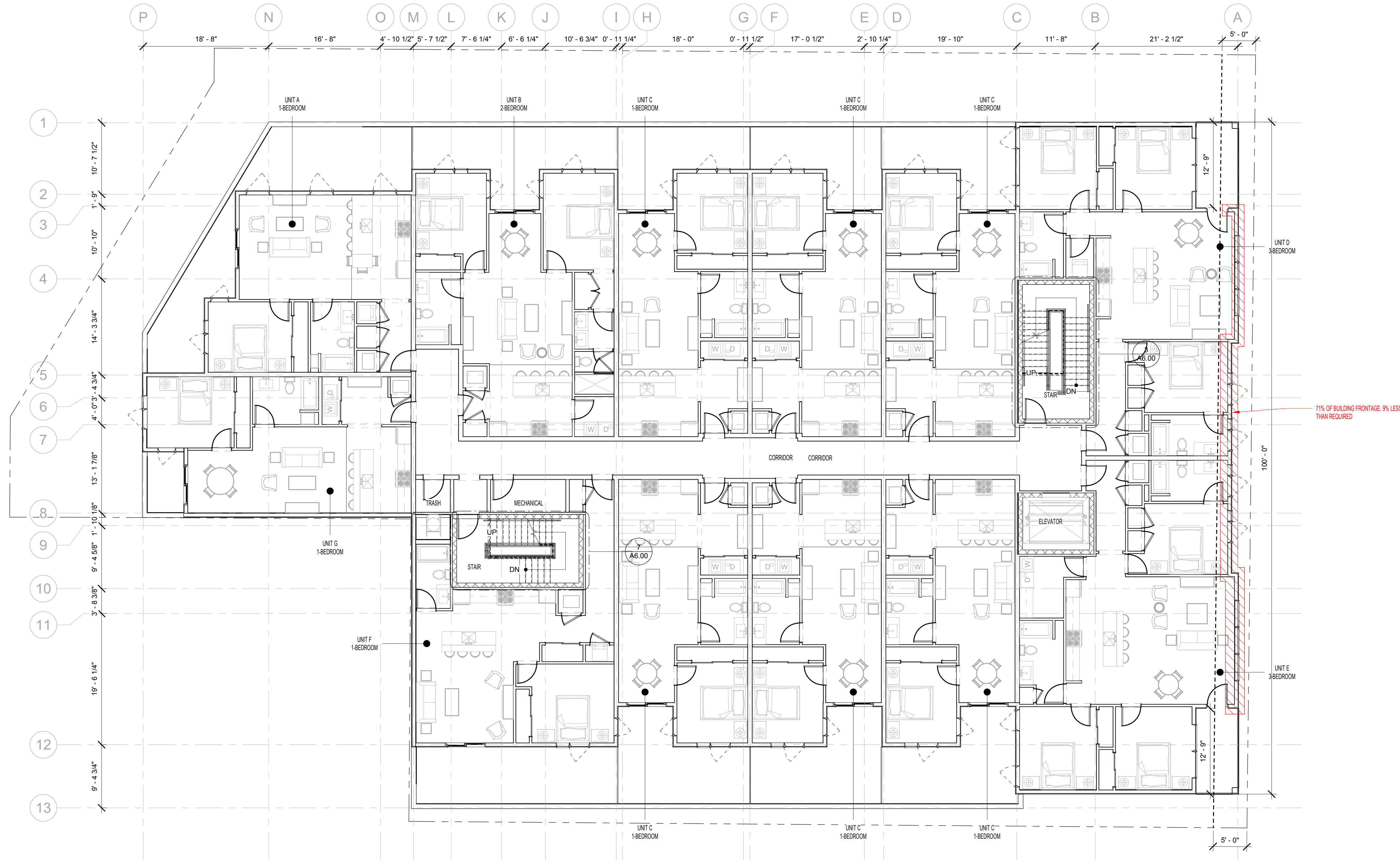
Project
JHCT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

EXHIBIT B

Drawing Name
SECOND FLOOR PLAN



NO.	ISSUED DATE	ISSUED FOR

PROFESSIONAL SEAL

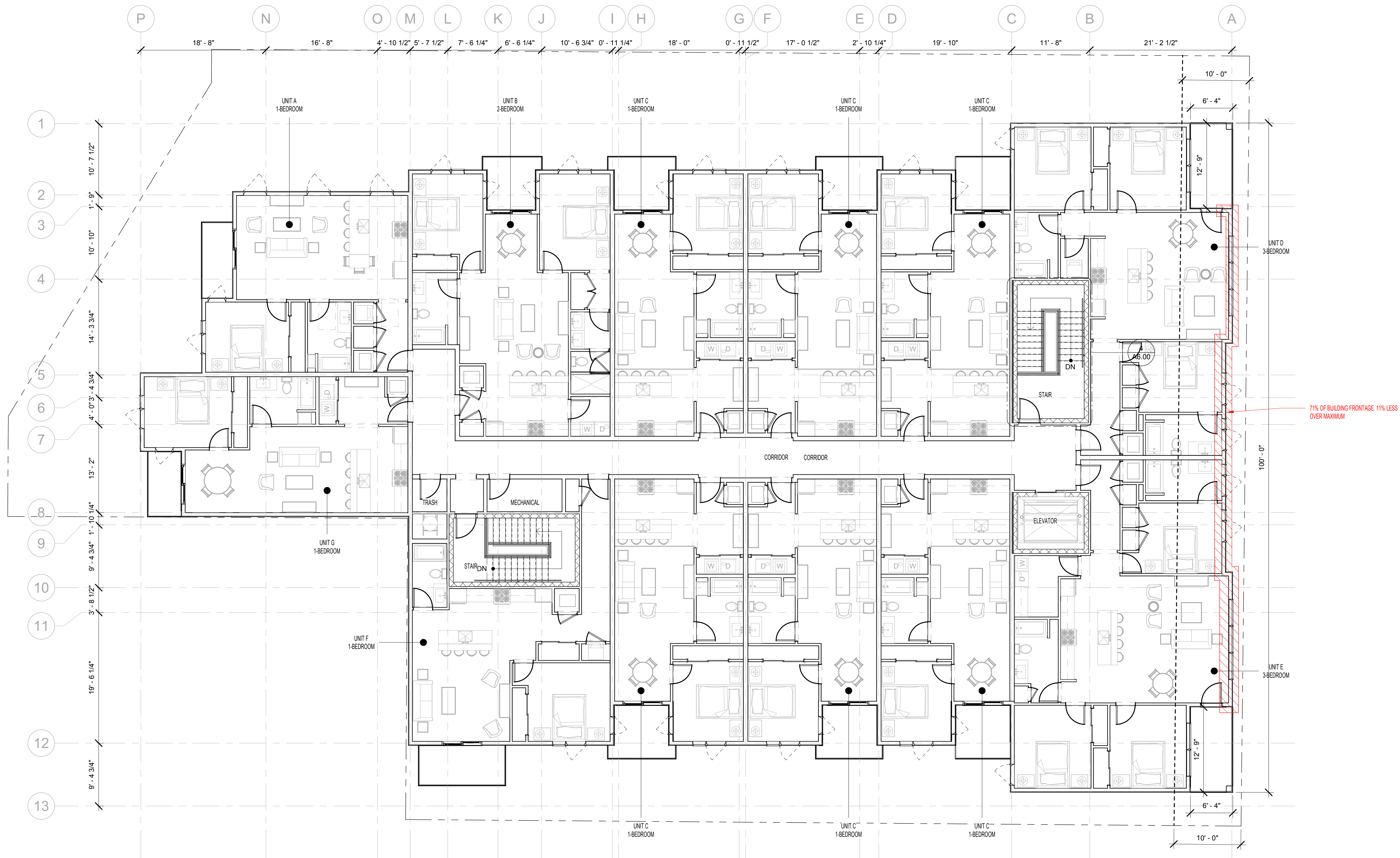
Project
JHCT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

EXHIBIT C

Drawing Name
THIRD FLOOR PLAN



1 05 Third Floor Plan - New
1/8" = 1'-0"

