



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: January 26, 2021</p> <hr/> <p>Item #: P21-017</p> <hr/> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <hr/> <p>Owner: MJB-RAP, LLC PO Box 1729 Jackson, WY 83001</p> <p>Applicant: Prugh Real Estate (Margi Barrie) PO Box 3274 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 335, 345, & 355 N. Glenwood Street, legally known as, LOT 10-LOT 14, BLK. 2, JONES ADDITION.</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.</p>
<p>Please respond by: February 09, 2021 (Sufficiency) February 16, 2021 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to: kpage@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: MJB-RAP UC
 Physical Address: 335, 345, 355 N Glenwood
 Lot, Subdivision: lots 10-14 Jones Addition PIDN: 22-41-16-28-4-02-013
22-41-16-28-4-02-00
22-41-16-28-4-02-011

PROPERTY OWNER.

Name: MARK BAERLEN Phone: 307-690-4166
 Mailing Address: PO BOX 1729 JACKSON ZIP: 83001
 E-mail: markc.highcountrylinen.com

APPLICANT/AGENT.

Name: Greg Prugh / Margie Barrie Phone: 307-413-2468 ³⁰⁷⁻
 Mailing Address: PO BOX 3274 ZIP: 83001 ⁶⁹⁰⁻
 E-mail: gprugh.com margieprugh.com ⁷⁹²³

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

<input type="checkbox"/> Use Permit	<input type="checkbox"/> Physical Development	<input type="checkbox"/> 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 checked="" type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
<input type="checkbox"/> Relief from the LDRs	<input type="checkbox"/> 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)	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 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.

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

Name Printed

Date

Title

LETTER OF AUTHORIZATION

MJB-RAP, LLC "Owner" whose address is: 335, 345, 355
N Glenwood Jackson WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

as the owner of property
more specifically legally described as: LOTS 10-14 Jones Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Greg Prugh 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: Mark Batten

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: AGENT

(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 MARK BATTEN this 15TH day of December, 20 20

WITNESS my hand and official seal.

Margaret Barrie (Seal)

(Notary Public)
My commission expires:



January 22, 2021

We request that the Town of Jackson issue a zoning compliance verification ("ZCV") pursuant to Section 8.6.2 of the Town of Jackson Land Development Regulations ("LDRs") to confirm certain attributes of the physical development, use and development options of the properties at 335, 345 and 355 Glenwood, Jackson, Wyoming (the "Property") is in compliance with the LDRs in relation to the specific questions below.

The three parcels that make up the Property are depicted on Exhibit A and are the following

- The approximately .21-acre parcel at 335 Glenwood that is Lot 14 on Plat No. 113 and is PIDN 22-41-16-33-2-06-011 (the "South Parcel").
- The approximately .42-acre parcel at 345 Glenwood that is Lots 12 and 13 on Plat No. 113 and is PIDN 22-41-16-28-4-02-013 (the "Center Parcel").
- The approximately .42-acre parcel at 355 Glenwood that is Lots 10 and 11 on Plat No. 113 and is PIDN 22-41-16-28-4-02-010 (the "North Parcel").

This letter is being submitted by Greg Prugh as Agent for MJB-RAP, LLC who is the owner of the Property. We ask that the following be confirmed or answered:

1. All three parcels are zoned CR-2.
2. The Property is in the Town Commercial Core Comp Plan District.
3. Immediately prior to the rezoning that caused the Property to be zoned as described in Section above, what was the zoning?
4. Are the current buildings and uses considered "conforming" or "non-conforming"?
5. If there are nonconforming uses on any of the three parcels, they would be independent of the uses on the other parcels, such that one or the other nonconforming use could be discontinued without affecting the other(s).
6. We ask the Town to confirm the maximum floor area on the Property:
 - a. The maximum floor area on the South Parcel is 4,207 sqft (.21 acres / 43,560 sqft in an acre x 0.46 FAR for CR-2 zoning). This maximum floor area could be increased by using the deed restricted housing exemption and/or the workforce housing area bonus subject to the provisions of LDR 7.8.3 and 7.8.4.
 - b. The maximum floor area on the Center Parcel is 8,414 sqft (.42 acres / 43,560 sqft in an acre x 0.46 FAR for NH-1 zoning). This maximum floor area could be increased by using the deed restricted housing exemption and/or the workforce housing area bonus subject to the provisions of LDR 7.8.3 and 7.8.4.
 - c. The maximum floor area on the North Parcel is 8,414 sqft (.42 acres / 43,560 sqft in an acre x 0.46 FAR for CR-2 zoning). This maximum floor area could be increased by using the deed restricted housing exemption and/or the workforce housing area bonus subject to the provisions of LDR 7.8.3 and 7.8.4.

7. The CR-2 zone does not impose caps on "site development" (as defined in the LDRs) except by virtue of setbacks and the minimum "landscape surface ratio" (as defined in the LDRs), streetscape standards, and related restrictions.

8. Are accessory residential units permitted in the CR-2 zone?

9. The maximum height for a re-constructed use on the all parcels is 46' with a roof pitch of greater than or equal to 5/12 and is 42' with a roof pitch less than 5/12.

10. Each of the North Parcel and the Center Parcel is a legally subdivided parcel and may be conveyed without needing to submit for or obtain any exempt land division approval or subdivision plat from the Town of Jackson.

11. The Town of Jackson does not have any open enforcement actions or any open investigations in relation to the Property and its compliance with the LDRs.

12. The Property does not have any unperformed construction, demolition or landscaping obligations as related to the Town of Jackson.

13. What would be the allowances and restrictions on rebuilding in the event a building is destroyed by a fire or natural disaster.

14. What are the restrictions allowances for an expansion of a nonconforming use or nonconforming building.

Exhibit A
Aerial View 335, 345, 355 Glenwood



