



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: March 12, 2021	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 50 S. Cache (PIDN: 22-41-16-34-2-05-006), 45 E. Pearl Avenue (PIDN: 22-41-16-34-2-05-007), and 75 E. Pearl Avenue (PIDN: 22-41-16-34-2-05-008), legally known as N 1/2 LOT 14-16, BLK. 1, CACHE-1, LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1 and LOT 10-11, BLK. 1, CACHE-1 respectively. For questions, please call Paul Anthony at 307-733-0440, x1303 or email to the address shown to the left. Thank you.
Item #: P21-062	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Email: panthony@jacksonwy.gov	
Owner: Garaman, Inc. PO Box 36 Jackson, WY 83001 Applicant: Crystal Creek Capital, LLC PO Box 844 Jackson, WY 83001	
Please respond by: March 26, 2021 (Sufficiency) April 2, 2021 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
panthony@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: Ranch Inn
Physical Address: 50 S. Cache, 45 E. Pearl Avenue, 75 E. Pearl Avenue
Lot, Subdivision: N 1/2 LOT 14-16, BLK.1, CACHE-1, LOT 12-13, S 1/2 Lots 14-16 BLK.1, CACHE-1 PIDN: _____
LOT 10-11, BLK.1, CACHE-1

PROPERTY OWNER.

Name: Garaman Inc Phone: _____
Mailing Address: PO Box 36, Jackson, WY ZIP: 83001
E-mail: _____

APPLICANT/AGENT.

Name: Crystal Creek Capital Phone: 307-733-4733
Mailing Address: PO Box 844 ZIP: 83001
E-mail: jim@crystalcreekcapital.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.

☒ **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
 Crystal Creek Capital

Name Printed

3/12/21

Date


Title

LETTER OF AUTHORIZATION

Garaman, Inc. and Ridge Creek Investment Company, "Owner" whose address is: P.O. Box 36
Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: See attached Exhibit A, and more commonly identified as
45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E
Town of Jackson, Wyoming (PIDNs: 22-41-16-34-2-05-007, 22-41-16-34-2-05-008, 22-41-16-34-1-00-032 and 22-41-16-34-2-05-006)

(If too lengthy, attach description)

HEREBY AUTHORIZES Crystal Creek Capital Real Estate Advisors, 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.

potential future

an application
for a Zoning
Compliance
Verification
and a
development
pre-application
conference

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: President GARAMAN INC. Manager RCIC.
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or
other non-individual Owner)

STATE OF Wyoming)
COUNTY OF Teton)SS.

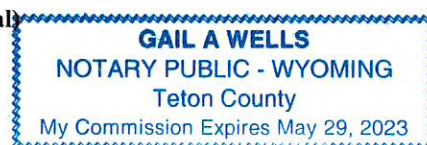
The foregoing instrument was acknowledged before me by James Byan this 24th day of
February, 2021.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: May 29, 2023

(Seal)



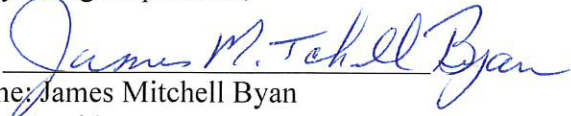
Letter of Authorization

(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E)

Signature Page

GARAMAN, INC.,
a Wyoming corporation,

By:



Name: James Mitchell Byan

Title: President

RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP,
a Wyoming limited partnership

By:

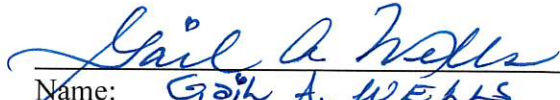


Name: James Mitchell Byan Title: Manager

STATE OF WYOMING)
)SS.
COUNTY OF TETON)

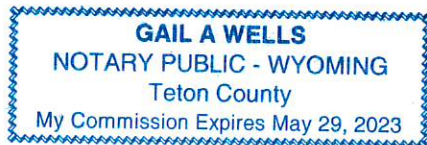
The foregoing was acknowledged before me by James Mitchell Byan, as president of GARAMAN, INC., this 24th day of February, 2021

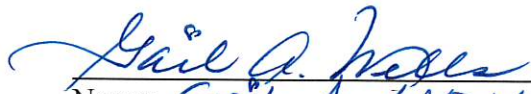



Name: Gail A. WELLS
Notary Public
My commission expires: May 29, 2023

STATE OF WYOMING)
)SS.
COUNTY OF TETON)

The foregoing was acknowledged before me by James Mitchell Byan, as Manager of RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP, this 24th day of February, 2021




Name: Gail A. WELLS
Notary Public
My commission expires: May 29, 2023

Letter of Authorization

(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street
and Parcel 1 of Map T-76E)

Exhibit A
Legal Description

Hotel Parcel

Lots 10-13 and the S1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-007

22-41-16-34-2-05-008

Multifamily Parcel

Parcel 1 according to that certain Map of Survey recorded as Map T-76E in the office of the Teton County Clerk.

PIDN: 22-41-16-34-1-00-032

Commercial Parcel

N1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-006

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Paul Anthony
Planning Director, Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Zoning Compliance Verification Request

March 12, 2021

Dear Paul,

Please accept the Zoning Compliance Verification request for the properties commonly referred to as “The Ranch Inn” and legally known as:

- 50 S. Cache Street; N 1/2 LOT 14-16, BLK.1, CACHE-1
- 45 E. Pearl Avenue: LOT 12-13, S 1/2 Lots 14-16 BLK.1, CACHE-1
- 75 E. Pearl Avenue: LOT 10-11, BLK.1, CACHE-1

We have attempted to clarify our understanding of the Ranch Inn and we are seeking confirmation that our statements are accurate. We are also asking the Town of Jackson to clarify if we have misrepresented or misunderstood an item associated with the Land Development Regulations and or the Ranch Inn property and subsequently, to correct our error. Please respond in writing on Town of Jackson letterhead.

1. Please confirm the zoning classification for the Ranch Inn is Downtown Core 2.
2. Please confirm the uses allowed under said zoning classification.
3. The **current** use of the land, and all approved structures, comply with all zoning ordinances and amendments thereto with respect to the following:
 - Area, width, or depth of the land as a building site for the structure
 - Floor space area of the structure;
 - Setback of the structure from the property lines of the land;
 - Height of the structure; and
 - Number of parking spaces.
4. **Pursuant to the Land Development Regulation (“LDR”) Section 2.2.10.DC2 Section D.1 Allowed Subdivision and Development Options** allow a condominium subdivision. Our understanding is residential units, the 28 lodging units located on lots 10-13 (Tower 1 and Tower 2) and commercial units can be subdivided into condominium ownership on the subject property. Please confirm. Per **LDR Section 2.2.10.DC2 Section C.1 Allowed Uses and Use Standards**, conventional lodging and short-term rental units are allowed on the subject property. Please confirm.

5. There is a Shared Parking Agreement that satisfies the parking requirements associated with the 28 lodging units on Pearl Avenue, the retail space and restaurant space located on lots 10 – 13 (“Tower 1 and Tower 2”).¹ Please confirm. Those parking spaces reside in the location depicted in the attached Exhibit A. Please confirm.
6. On August 25, 2000, Tyler Sinclair approved a shared parking agreement on lots 10-13. See attached letter on page 5. The Town of Jackson accepted a fee-in lieu payment for 18 spaces, an employee housing restriction for one 820sf one bedroom accessory apartment, and 3.38 parking credits located on Lots 10, 11, 12, and 13. It is also our understanding that the 47 on-site parking spaces that exist on Lots 10 - 13 fully satisfy all parking requirements for Tower 1 and Tower 2 uses which are:
 - 28 lodging units, three apartments (one restricted),
 - 2,325 square feet of retail,
 - 3,000 square foot conference room,
 - 3,000 square foot restaurant.

Please confirm.

7. The parking requirements in the LDR’s have been reduced since the Tower 1 and Tower 2 buildings (Lots 10-13) were constructed and the shared parking agreement described in #5 above was approved. In summary:
 - There are 47 parking spaces that serve Tower 1 and Tower 2. 18 spaces were paid as a fee in lieu, an additional 3.38 parking credits currently exist. This totals 68.38 spaces.
 - Today’s LDR’s would require an owner to generate 52.67 spaces. An owner would continue to have the option to pay for a portion of those spaces via a fee in lieu, they can utilize credits, and would be required to build spaces too.

As a result, does Tower 1 and Tower 2 have 15.71 credits (68.38 – 52.67) that could be utilized for future development on the 1.2 acre site?

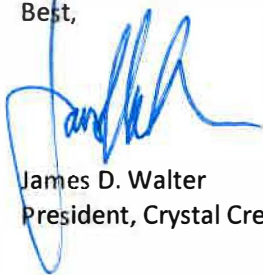
8. Please confirm that the LDR’s allow the Ranch Inn to utilize additional parking credits derived from on-street parallel parking along Pearl and Cache street frontages at a ratio of one parking credit per 22 feet of available curb space. See location for reference in Exhibit A attached.
9. A proposed redevelopment of the Standard Building, Ranch Square and the Willow Gallery building (“Lots 14, 15, 16” – see exhibit A attached) allow for the following:
 - a. Parking: Using the methodology noted in #8 above and noted within the LDR’s, 14 parking credits would be derived from the Pearl and Cache Street frontages (see exhibit A attached). Please Confirm.

¹ See Shared Parking Agreement Attached. See Site Plan Exhibit A attached.

- b. If the lodging and retail spaces were demolished, an owner may apply 4.054 housing credits to a new development on the Ranch Inn property. Please confirm. Please confirm our understanding is accurate. Lots 14,15,16 currently contains:
 - i. 29 conventional lodging units
 - ii. 5060 square feet of retail
- c. Currently there is one deed restricted 2 bedroom unit located on Lot 10 and 11) in Tower 1 (see Exhibit A for reference). It is our understanding that this deed restriction was created to address parking requirements, yet housing requirements did not exist within the LDR's at that time. Please confirm. If we were to redevelop Lots 14, 15, 16, would we be able to utilize this deed restricted apartment to satisfy housing requirements for these properties?
- d. There is one, 2 bedroom unit and one, 1 bedroom unit located in Tower 1 that do not have deed restrictions associated with them. If we were to deed restrict these free market units in accordance with the LDR's, could they be utilized when calculating housing requirements for a new development on Lots 14, 15, 16 or within the 1.2 acre site?
- e. Regarding property access for the proposed redevelopment area: Is the alley on the north side of the property available for vehicular and pedestrian access to the property? Are any special requirements necessary to use this alley for access? Can we continue to use the access directly across from Bank of Jackson Hole for the new development? There are currently two entrances and exits off Pearl Avenue. If the property is redeveloped are we able to maintain the use of both entry/exits so long as those locations remain unchanged?
- f. Our understanding is a roof top deck on existing (assuming a roof redesign) and proposed buildings are allowed, including rooftop structures ranging from a small, enclosed building area to shade canopies which cannot exceed 46 feet from the ground elevation. Please confirm.
- g. Will off-site improvements be required for utilities, infrastructure, transportation, or other facility? Specifically, if a new development does not interfere with an above ground power line, does the Town of Jackson have the right to require an owner to bury lines? If so, please provide an explanation why. Are there known limitations with utilities adjacent to this site that will limit redevelopment of the subject property?
- h. Can a free-standing building be constructed entirely from the bonus floor area that is derived from the two to one workforce housing option?

If you have any questions, please feel free to contact me at your earliest convenience.

Best,



James D. Walter
President, Crystal Creek Capital Real Estate Advisors

Garaman, Inc.
15 East Pearl Avenue
P.O. Box 36
Jackson, Wyoming 83001

August 25, 2000

Re: Item 93-60.3 - 65 and 75 East Pearl Avenue

Dear Abi,

This letter is to confirm that the Planning Director has **approved** your request for a Shared Parking Allowance between the Commercial Retail, Commercial Lodging and Restaurant uses, located in your building addressed as 65 and 75 East Pearl Avenue subject to the following condition:

- The applicant shall post signs along East Pearl Avenue directing customers and staff to the parking lot available to the rear of the property.

Please find attached the detailed shared parking analysis used to determine the amount of shared parking available at this location. Any changes in the use or hours of operation of any of the leased floor area will require a re-analysis of the shared parking allowance to accommodate the change and determine if there is adequate parking available on site. All revisions to the approved shared parking analysis shall be reviewed and approved by the Planning Director.

If you have any questions, please do not hesitate to contact me at 733-0440.

Sincerely,

Tyler Sinclair
Associate Planner

Enc. Shared Parking Analysis

Shared Parking Analysis
65 and 75 East Pearl Avenue

Required Number of Parking Spaces as per Land Development Regulations

Phase 1 Space	Area (ft2) / Rooms	Parking Requirement	Peak Parking Demand
Ranch Inn Hotel	14	1 per guest room	14
Meeting Room	3000	As per CUP issued 07-07-93	10
Restaurant / Vacant *	75 seats	1 per 3 seats or 4.0 spaces per 1,000 ft2	25 / 12
Phase 2 Space			
Ranch Inn Hotel	14	1 per guest room	14
Katherine's	1165	4.0 spaces per 1,000 ft2	5
Commercial Retail Space	1160	4.0 spaces per 1,000 ft2	5
Total			73 / 60

Number of Parking Spaces Provided On-site / Fee-In-Lieu

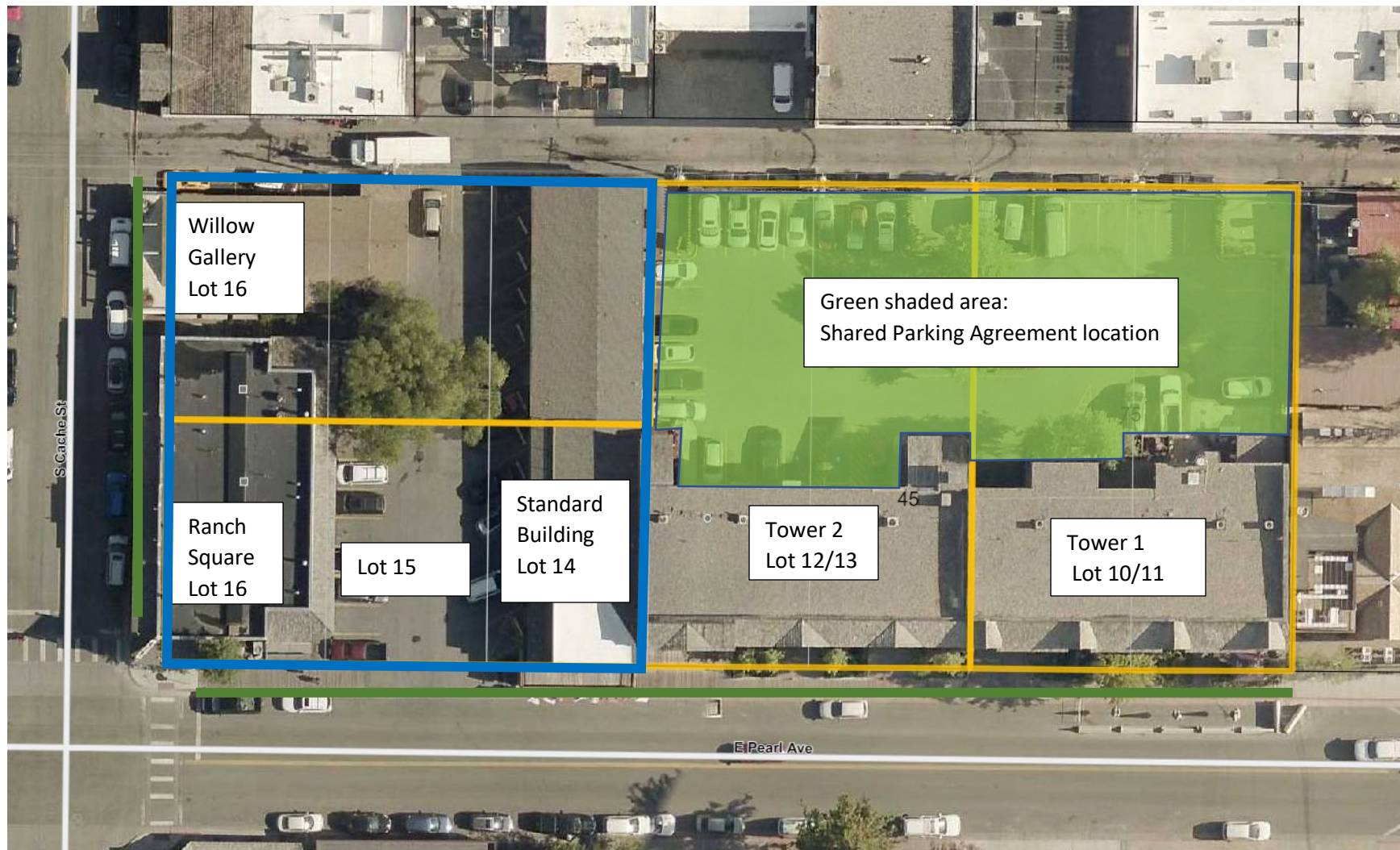
	Number of Spaces on Site	Number of Leased Spaces	Number of Fee in Lieu Spaces	Total Number of Available Spaces
Phase 1	20	2		18
Phase 2	27	2	12	37
Totals	47	4	12	55

Parking Demand by Hour of Operation

Time of Day	Restaurant / Vacant	Katherine's	Commercial Retail Space	Ranch Inn
7:00 AM				87%
8:00 AM				67%
9:00 AM				55%
10:00 AM		68%	68%	45%
11:00 AM	30%	87%	87%	35%
12:00 PM	50%	97%	97%	30%
1:00 PM	70%	100%	100%	30%
2:00 PM	60%	97%	97%	35%
3:00 PM	60%	95%	95%	35%
4:00 PM	50%	87%	87%	45%
5:00 PM	70%	79%	79%	63%
6:00 PM	90%	82%	82%	72%
7:00 PM	100%			75%
8:00 PM	100%			90%
9:00 PM	100%			95%
10:00 PM	90%			100%
11:00 PM	70%			100%

Total Number of Parking Spaces Required by Hour of Operation

Hourly Parking Space Demand	Restaurant / Vacant	Katherine's	Commercial Retail Space	Ranch Inn	Meeting Room	Total Demand	Captive Rate (10%)
7:00 AM				24	10	34	31
8:00 AM				19	10	29	26
9:00 AM				15	10	25	23
10:00 AM		3	3	13	10	29	26
11:00 AM	8	4	4	10	10	36	32
12:00 PM	13	5	5	8	10	41	37
1:00 PM	18	5	5	8	10	46	41
2:00 PM	15	5	5	10	10	45	40
3:00 PM	15	5	5	10	10	44	40
4:00 PM	13	4	4	13	10	44	39
5:00 PM	18	4	4	18	10	53	48
6:00 PM	23	4	4	20	10	61	55
7:00 PM	25			21	10	56	50
8:00 PM	25			25	10	60	54
9:00 PM	25			27	10	62	55
10:00 PM	23			28	10	61	54
11:00 PM	18			28	10	56	50



Blue Outline: defines
Proposed area for redevelopment

Green line on Cache and Pearl street frontages depicts area used to
calculate on-street parallel parking credit of one parking credit per 22 feet
of street frontage.