



# 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 31, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for an Administrative Adjustment for the property located at 550 W Broadway, PIDN 22-41-16-33-1-00-036. legally known as PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 - TRACT A (T-MAP T-45F)  For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.
Item #: P21-075	
Planner: Paul Anthony  Phone: 733-0440 ext. 1303  Email: panthony@jacksonwy.gov	
<b>Owner:</b> Sagebrush Investors, LLC PMB 498 PO Box 30000 Jackson, WY 83002  <b>Applicant:</b> Jorgensen Associates PO Box 9550 Jackson, WY 83002	
<b>Please respond by:</b> April 14, 2020 (Sufficiency) April 21, 2020 (with Comments)	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
alangley@jacksonwy.gov



**JORGENSEN**  
It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
PH: 307.733.5150  
| [www.jorgeng.com](http://www.jorgeng.com)

30 March 2021

Paul Anthony  
Town of Jackson Planning Director  
150 East Pearl Avenue  
Jackson, Wyoming 83001  
via email: [panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)

Re: Administrative Adjustment for Additional Structure Height in the Setback  
Sagebrush Apartments Broadway Retaining Walls  
JA Project 06141.03

Dear Paul,

The purpose of this submittal is to apply for an Administrative Adjustment for the overall height of a structure within the setback. Sagebrush Apartments project is requesting the Administrative Adjustment to increase the allowed wall height within the setback to be increased by 20% (10") per LDR 8.8.1.B.4. The Administrative Adjustment will allow for the construction of wall extensions on the ends of the east and west Broadway retaining walls to provide for the visibility of the address lettering on the west wall and for the addition of a Sagebrush logo on the east wall. The proposed maximum height of the east and west walls is 4'-10". Wall extensions on both the east and west walls will provide symmetry to the entrance.

### Project Understanding

The Broadway Retaining Wall is an integral component of the Sagebrush project allowing for the stepping down to the parking area on the building side of the wall from the Broadway street level, and as a screening element to help screen the mass and scale of the building from Broadway. During the design phase of the project the grades on the west retaining wall were manipulated, downward about a foot, to provide space for the address lettering, as shown in the original Sheet L2.2 of the building permit plan set. As it turns out the manipulation of the grades did not provide the intended visibility of the address lettering because the adjacent sidewalk grade was above the lowered grade along the wall face by about a foot. For the remainder of the wall west of the entrance the grade along the west wall rises up from the sidewalk to the wall face. This allows for the plantings between the sidewalk and the wall to grow taller than the wall and provide additional screening of the building.

As part of this Administrative Adjustment, we are proposing grading revisions to the finished grade along the Broadway side of the wall at the ends of both the east and west walls closest to the entry drive to accompany the wall extensions. The proposed grading revision at the end of the west wall will

Jackson, WY · Pinedale, WY



match very closely with what happens along the rest of the wall to the west. Grade along most of the length of the wall at the face of the wall is about 0.2' above the sidewalk grade. The look of this revision will bring the grading at this end of the wall more in agreement with the grading for the rest of the wall to the west. The change from the original grading raises the grade at this end of the wall by about a foot. On the east wall a grading change at the end of the wall closest to the entry drive will be about 0.2', or about 3". With these grading changes a wall extension of 32" (4 standard CMU blocks) will be possible with minimal changes to the grading. With an approved Administrative Adjustment the structure within the setback will remain at the maximum 4'-10" as allowed. The current maximum height of the west wall is 3'-4" but only 2'-6" above the sidewalk. The maximum height currently of the east wall is 2'-4".

## Findings

### **1. Complies with the applicability standards of this Section**

1. The adjustment requested complies with the applicability standards as laid out in 8.8.1.B.4.

### **2. Either:**

**a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or**

**b. Better protects natural and scenic resources, or**

**c. Better supports the purpose of the zone;**

2a. The administrative adjustment would compensate for an oversight in the original design of the visibility of the address lettering for the property. With the wall extension the address marker lettering will be visible by emergency services and visitors during all times of the year, including when tall snow berms are plowed up along Broadway (like we had this past winter in February).

### **3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;**

3. With the wall already approved, there is no change in character of the zone. The 20% increase in the allowable height of the retaining wall structures in the setback does not constitute a change in the character of the zone and is an allowed administrative adjustment.

### **4. Will not pose a danger to the public health or safety; and**

4. The administrative adjustment will not pose a danger to public health or safety. The extra 20% of wall height will increase the visibility of the address marker for emergency services and visitors and thus increase health and safety for the development.

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

5. No other administrative adjustments have been applied for on this project since the final approval of the project.



## Attached Documents

- This cover letter and narrative
- Planning Permit Application signed by the owner
- Jorgensen Check 12340 for \$601 for Administrative Adjustment Fee
- Original West Wall landscape architect detail, from Sheet L2.2 with detail highlighted in black
- Broadway Retaining/Signage Wall Concept from the landscape architect showing wall view from Broadway (that's a Subaru Crosstrek for scale in the access drive)
- Engineering drawing C3.2 showing revised contours at the driveway entrance (the old contours have been retained for reference so you can see the change)
- Engineering drawing Sheet C3.10 \*, West Wall, showing revised plan and profile elevations showing detailed grading elevations
- Engineering drawing Sheet C3.11 \*, East Wall, showing revised plan and profile elevations
  - \* grades crossed out show original design grades for reference so you can see how the grades have changed
- Engineering drawing, Retaining Wall Extension Detail showing structural construction of the retaining wall extension

## Conclusion

Please review this Administrative Adjustment and feel free to contact me with any questions or if you require clarification or additional information concerning this request. I tried to include all supporting documentation that was used to arrive at the elevations and heights for this request so you have enough valuable information to make a determination on the Administrative Adjustment. It is not inconceivable to think these walls would have been designed in this or a similar manner in the original design if the visibility issue was recognized at that time.

Sincerely,  
JORGENSEN ASSOCIATES, Inc.

Thomas Kirsten

12340

DATE	INVOICE NO.	COMMENT	AMOUNT	NET AMOUNT
03/31/2021	06141.03.102	admin adj fee for broadway retaining wall		601.00
DATE 03/31/21		VENDOR Town of Jackson	TOTAL	601.00



JORGENSEN

PO BOX 9550 • JACKSON, WY 83002  
(307) 733-5150

BANK OF JACKSON HOLE 99-409  
1023

12340

Six Hundred One and no/100

DATE	AMOUNT
03/31/21	\$601.00

PAY  
TO THE  
ORDER  
OF

TOWN OF JACKSON  
P.O. BOX 1687  
JACKSON WY 83001



⑈012340⑈ ⑆102304099⑆ 111 910 6⑈





**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: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

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

**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/200/Planning](http://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](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.

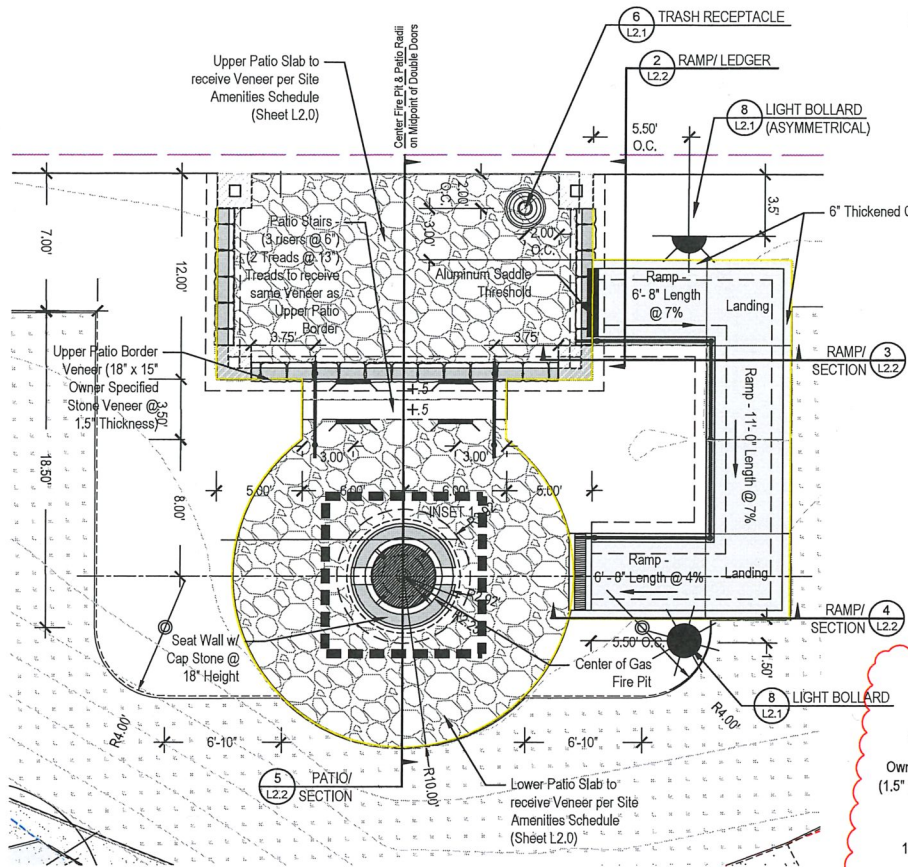
Scott Riley  
Signature of Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

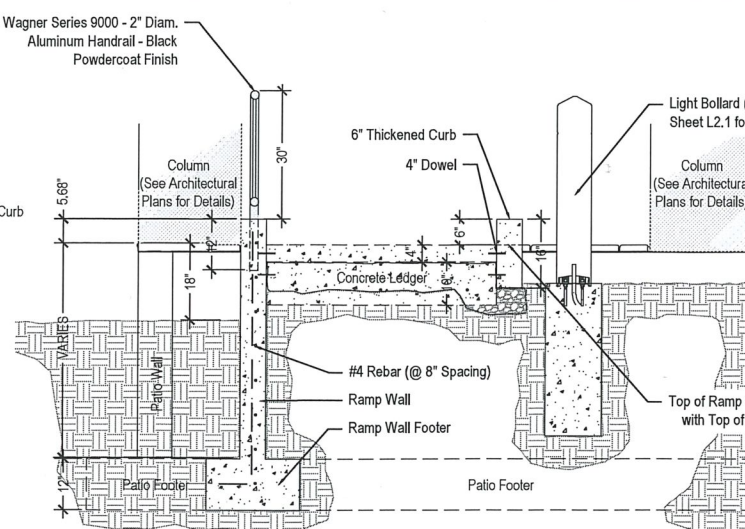
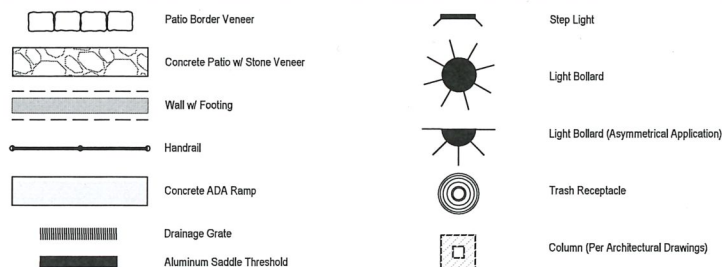




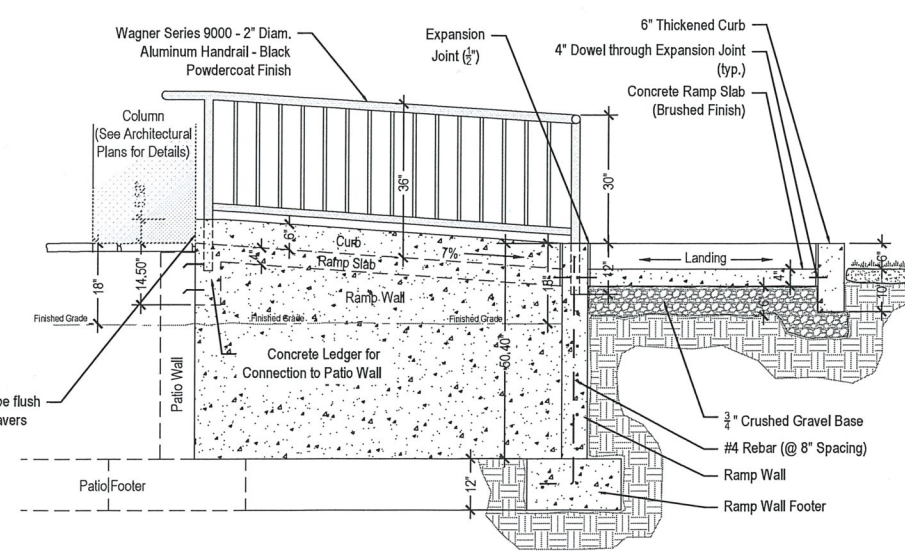
1 BACK PATIO LAYOUT PLAN  
Scale: 1" = 5'-0"

## LEGEND

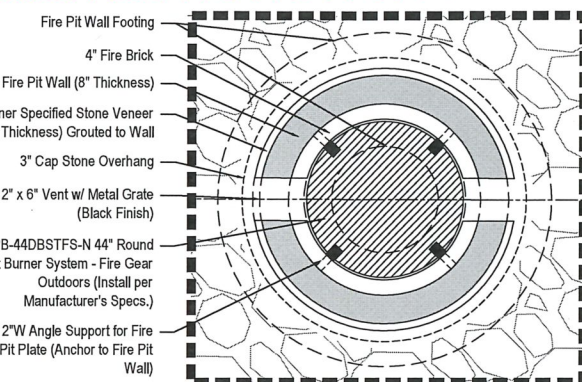
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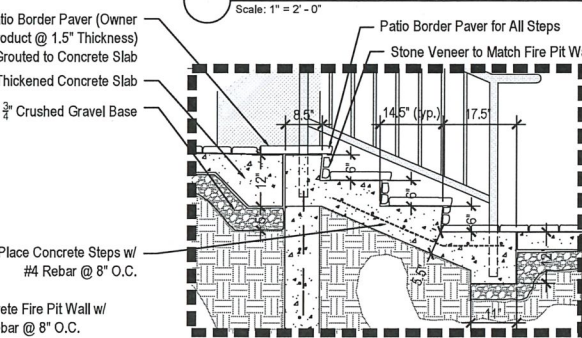
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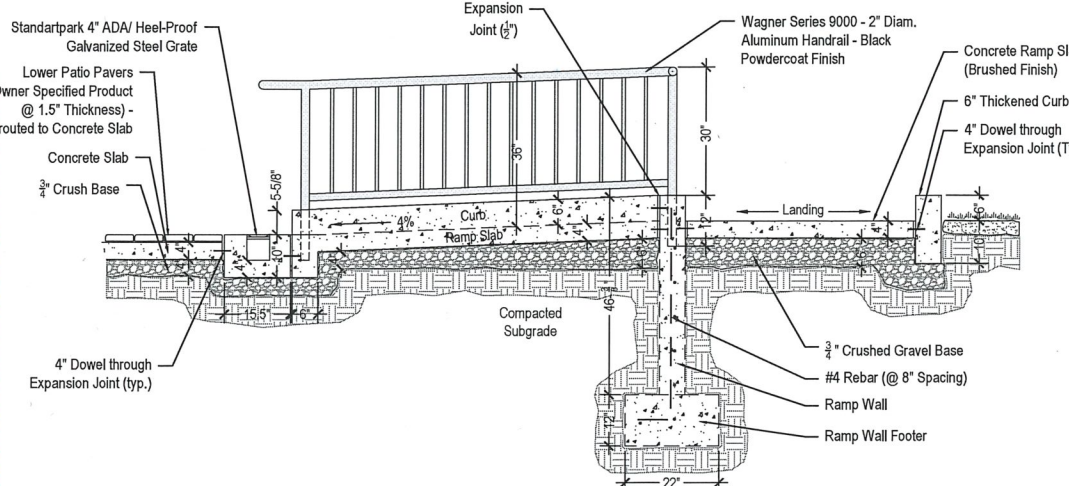
3 Ramp Section  
Scale: Not to Scale



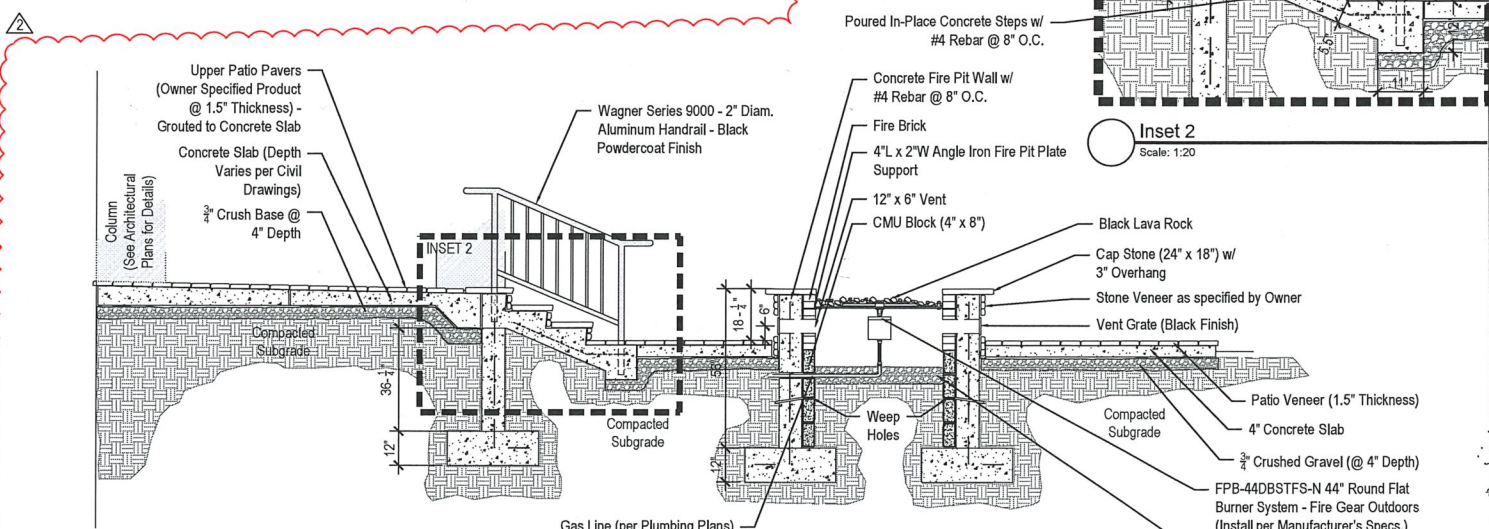
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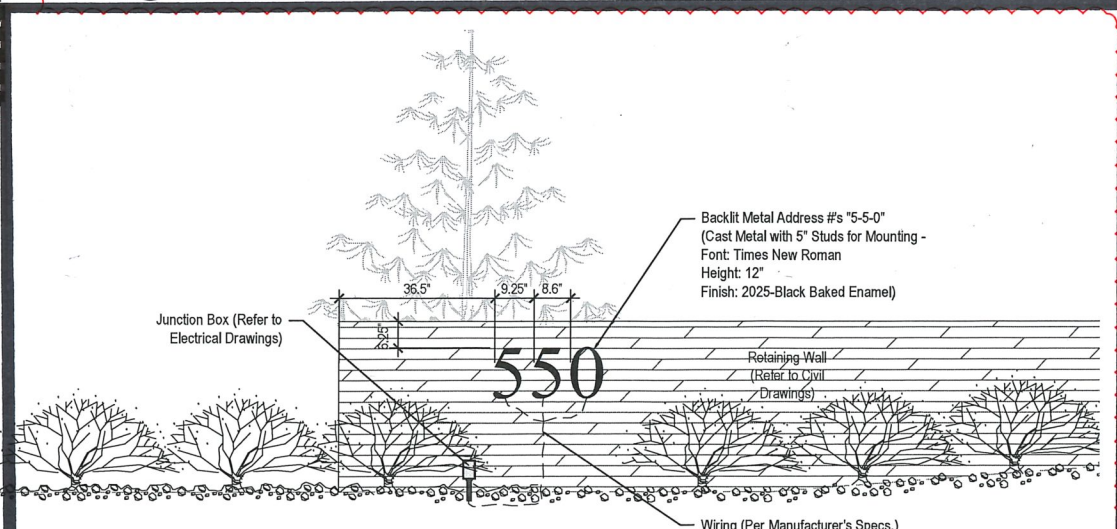
Inset 2  
Scale: 1:20



4 Ramp Section  
Scale: Not to Scale



5 Patio/Section  
Scale: 1:30



6 Stud Mounted Illuminated Address Numbers  
Scale: 1:20



SAGEBRUSH  
APARTMENTS

550 West Broadway  
Jackson, WY  
sagebrushapartmentsjacksonhole.com



Sagebrush Apartments  
Construction Documents  
550 West Broadway  
Jackson, Wyoming  
Review\_Bid\_Set

Owner:

Trident Partners  
John P. Shelton, Jr.  
Brad Lacour  
PO Box 30000 PMB 498  
Jackson, WY

Project # - 16066



Date Issued

05.23.18

Revisions

03.20.19  
Addendum 07.26.19

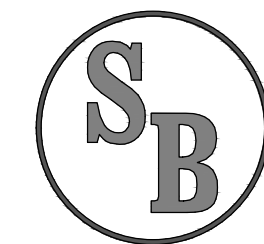
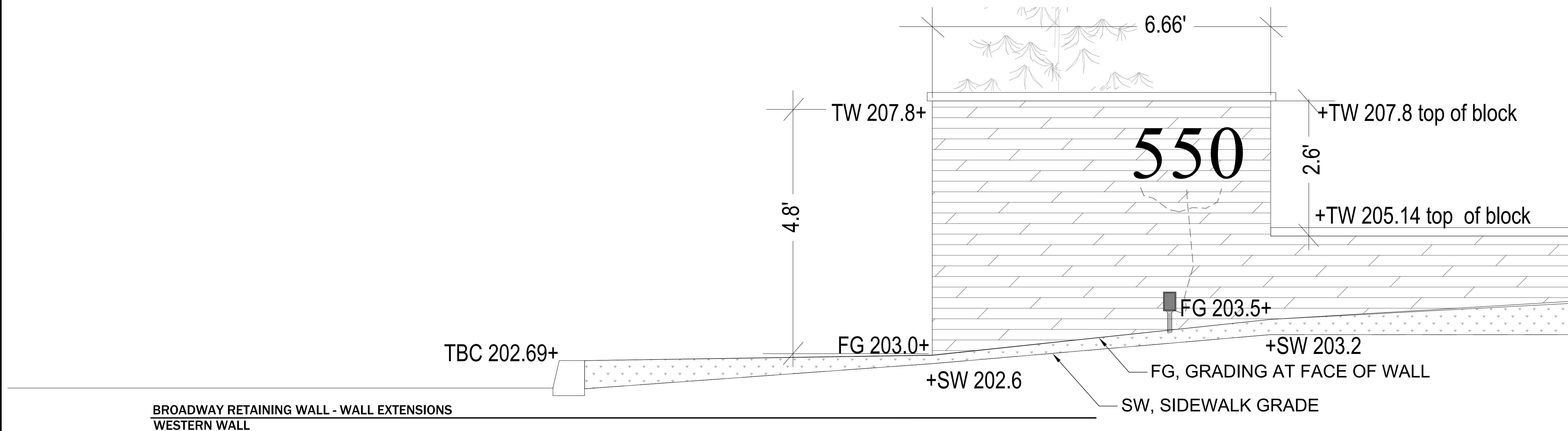
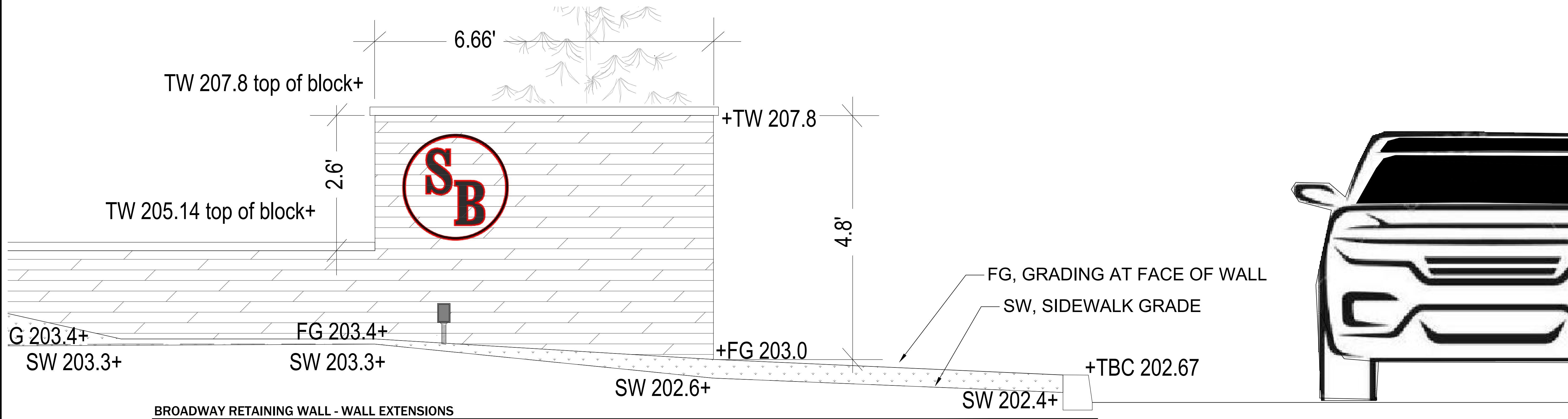
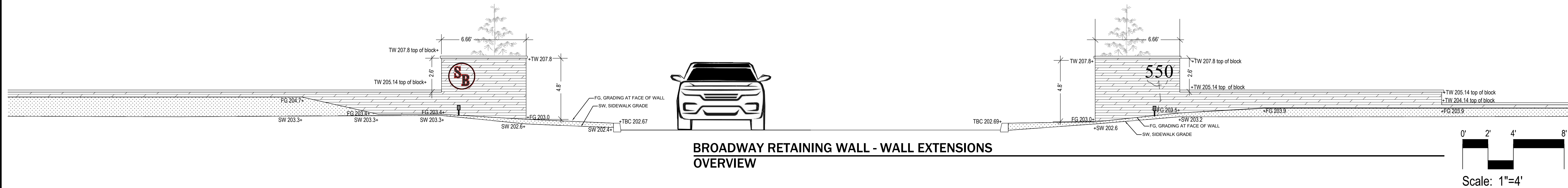
Sheet Title

Patio Inset  
Layout & Details  
Sheet Number

L2.2

Sheet of





SAGEBRUSH  
APARTMENTS

550 West Broadway  
Jackson, WY  
sagebrushapartmentsjacksonhole.com

Sagebrush Apartments  
Construction Documents  
550 West Broadway  
Jackson, Wyoming

Owner:

Trident Partners  
John P. Shelton, Jr.  
Brad Lacour  
PO Box 30000 PMB 498  
Jackson WY

Project # - 16066

Date Issued









2021-03-25  
Rev. grading at Broadway sign  
Grading per Jorgensen Assoc. 3/17/21

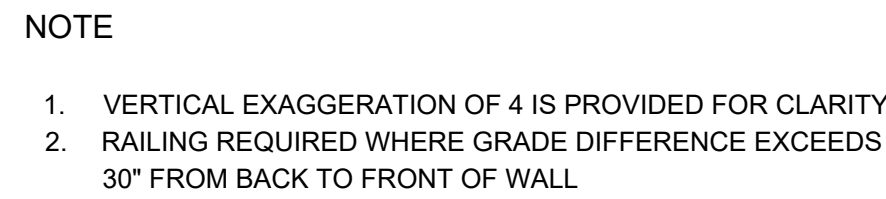
Sheet Title

BROADWAY  
RETAINING/  
SIGNAGE WALL  
CONCEPT



# Sagebrush Apartments

REVISION											
	<b>BUILDING PERMIT</b>										
	<b>CONSTRUCTION</b>										
	_____										
	_____										
	_____										
	_____										
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<table border="1"> <tr> <td>DRAWN BY: <b>JL</b></td> <td>CHECKED BY: <b>TK</b></td> </tr> <tr> <td>PLOT DATE: <b>2019.6.11</b></td> <td>REV. DATE:</td> </tr> <tr> <td>SUBMITTAL DATE: <b>2019.3.9</b></td> <td>PROJECT NUMBER <b>06141.02</b></td> </tr> <tr> <td>ISSUED FOR: <b>PERMIT</b></td> <td>SHEET NO. <b>C3.2</b></td> </tr> <tr> <td>SCALE: <b>NOTED</b></td> <td></td> </tr> </table>		DRAWN BY: <b>JL</b>	CHECKED BY: <b>TK</b>	PLOT DATE: <b>2019.6.11</b>	REV. DATE:	SUBMITTAL DATE: <b>2019.3.9</b>	PROJECT NUMBER <b>06141.02</b>	ISSUED FOR: <b>PERMIT</b>	SHEET NO. <b>C3.2</b>	SCALE: <b>NOTED</b>	
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PLOT DATE: <b>2019.6.11</b>	REV. DATE:										
SUBMITTAL DATE: <b>2019.3.9</b>	PROJECT NUMBER <b>06141.02</b>										
ISSUED FOR: <b>PERMIT</b>	SHEET NO. <b>C3.2</b>										
SCALE: <b>NOTED</b>											

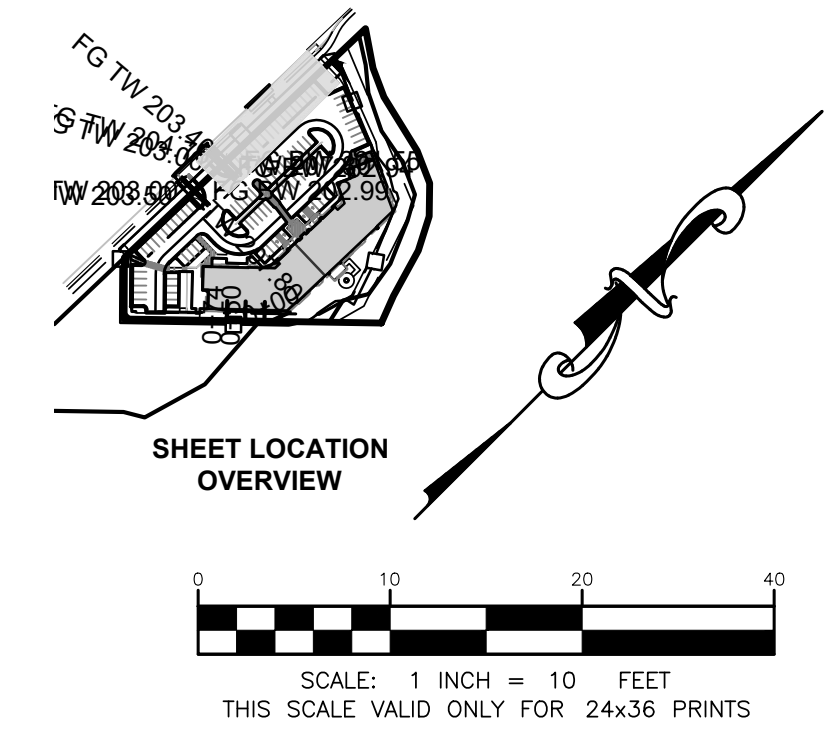


**4** ADD EXTENSION TO RETAINING WALL  
NEAR ENTRANCE

# BROADWAY WEST RETAINING WALL





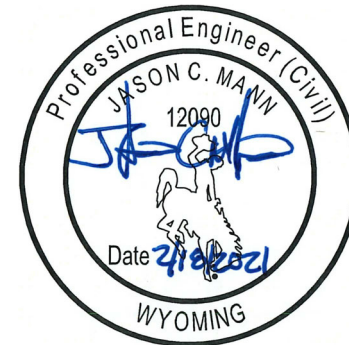
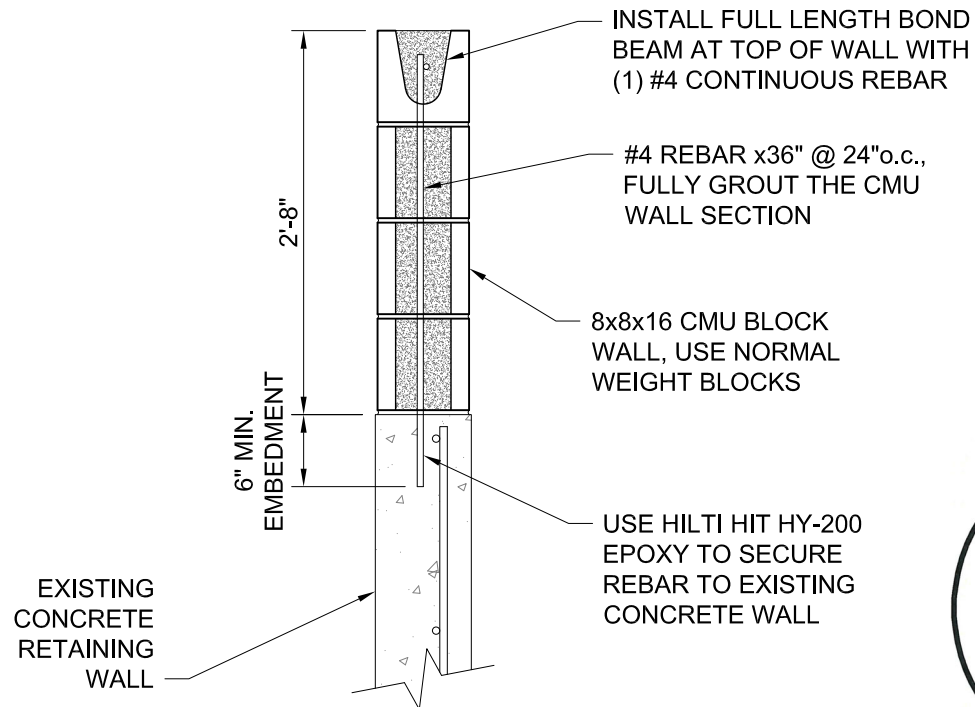


BROADWAY EAST RETAINING WALL

# Sagebrush Apartments

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Jackson, Wyoming



1  
ESI#1

# WALL EXTENSION DETAIL

SCALE:  $\frac{3}{4}$ "=1'-0"

@ ADDRESS MARKER LOCATION



PROJECT TITLE:  
SAGEBRUSH APARTMENTS  
550 WEST BROADWAY AVE.  
JACKSON, WYOMING

SHEET TITLE:  
RETAINING WALL  
EXTENSION DETAIL

DRAFTED BY:	JM
REVIEWED BY:	
PLAN VERSION	DATE
ESI #1	2/18/2021
PROJECT NUMBER	06141
SHEET	ESI #1