



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: June 24, 2021	REQUESTS:
Item #: P21-160	
Planner: Katelyn Page	The applicant is submitting a request for a Zoning Compliance Verification for the property located at 155 Center Street, legally known as LOTS 6-10, BLK. 2, CLUBHOUSE, PIDN: 22-41-16-27-3-16-001
Phone: 733-0440 ext. 1302	For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.
Email: kpage@jacksonwy.gov	
Owner: Center Street, LLC PO Box 10309 Jackson, WY 83002	
Applicant: Greg Prugh PO Box 3274 Jackson, WY 83001	
Please respond by: July 9, 2021 (Sufficiency) July 16, 2021 (with Comments)	

Owner:

Center Street, LLC
PO Box 10309
Jackson, WY 83002

Applicant:

Greg Prugh
PO Box 3274
Jackson, WY 83001

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For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.

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

LETTER OF AUTHORIZATION

Center Street, LLC, "Owner" whose address is: 155 Center Street
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Center Street, LLC, as the owner of property
more specifically legally described as: Lot 6, 7, 8, 9, 10, Block 2, Club House Addition to
the Town of Jackson, Teton County, Wyoming, according to that plat recorded on June 29, 1914
as Plat No. 108.

(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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title:

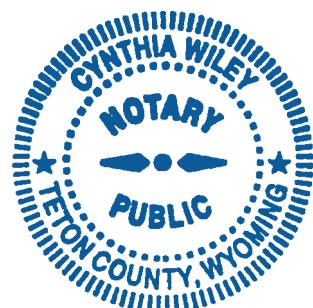
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

The foregoing instrument was acknowledged before me by MAX C. CHAPMAN JR., this 23rd day of JUNE, 2021.

WITNESS my hand and official seal.

Cynthia Wiley
(Notary Public)
My commission expires: 6.18.25

(Seal)





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: Center Street, LLC
Physical Address: 155 Center St, Jackson, WY 83001
Lot, Subdivision: 6,7,8,9,10 Blk 2, Club House Addition Plat 108 PIDN: 22-41-16-27-3-16-001

PROPERTY OWNER.

Name: Center Street, LLC, Jeff Golightly Phone: 307-690-1304
Mailing Address: PO Box 10309 Jackson, WY ZIP: 83002
E-mail: jeff@gardnercmc.com

APPLICANT/AGENT.

Name: Greg Prugh Phone: 307-413-2468 or 307-690-7923
Mailing Address: PO Box 3274 jackson, WY 83001 ZIP: 83001
E-mail: g@prugh.com margi@prugh.com

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

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 checked="" type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	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)	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?

xx/ea **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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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

Greg Prugh

Name Printed

6-24-2021

Date

Authorized Agent

Title

We request that the Town of Jackson issue a Zoning Compliance Verification ("ZCV") pursuant to Section 2.2.16 and 2.2.17 of the Town of Jackson Land Development Regulations ("LDRs") to confirm certain attributes of the physical development, use and development options of the property at 155 Center Street, Jackson, Wyoming (the "Property") and that the property is in compliance with the LDRs in relation to the specific questions below.

The subject property is depicted on Exhibit A as approximately .59-acre parcel at 155 Center Street consists of Lots 6-10 (5 lots) of the Club House Addition, Plat No. 108, PIDN 22-41-16-27-3-16-001. This letter is being submitted by Greg Prugh and Margi Barrie (Prugh Real Estate) who represent Center Street, LLC, the owner.

We ask that the following be confirmed or answered:

1. The parcel has 2 zonings: TS1 (south approx. 1/3) and TS2 (north approx. 2/3). Please confirm square footage of each.
2. The parcel is within the following zoning overlays under the LDRs: Lodging Overlay, Downtown Design Area 1 and Downtown Design Area 2.
3. Please confirm the maximum floor area allowed on the Property both in terms of FAR and square footage. Would this area be subject to the 2/1 density bonus? Is this habitable/air-conditioned square footage? Do the figures include circulation ie hallways, mechanical, garage parking, outdoor balconies?
4. What workforce housing credits are in place? What housing mitigation must be provided on site?
5. What is the maximum height allowed? If it's a third story, what is the 3rd story setback? What are building setbacks? Will there be a time where the Town will require a 5-foot setback?
6. How will the Town's future road development/sidewalks plan on Center Street impact this setback and future development? Can you provide the Town of Jackson's most recent Center Street pedestrian/road plan?
7. Regarding investigations in relation to the Property and its compliance with the LDRs:
 - a. The Town of Jackson does not have any open enforcement actions or any open investigations in relation to the property.
 - b. The Property does not have any unperformed construction, demolition or landscaping obligations as relate to the Town of Jackson.
 - c. Are the current uses of the parcels conforming or non-conforming?
8. When calculating the size of the 3D building envelope in the TS2 district, how does an entrance to below grade parking affect the sizing of the envelope? In other words, if a part of the ground level of the envelope is devoted to the parking entrance, is this area excluded from sizing the 3D envelope? Second and third building levels could bridge over this at-grade entrance, are they included in calculating the size of the 3D building envelope? The size of this envelope

impacts the amount of bonus floor area that can be achieved with the 2/1 workforce housing bonus.

9. LDRs indicate this parcel does not allow residential long-term use. Is this true? Does this also pertain to on-site workforce housing? Could workforce housing be sold separately or built off-site? Would workforce housing contribute to FAR or be separate from maximum allowed FAR?
10. Is a condominium subdivision allowed both commercial and/or residential? Could an owner use a condominium as a full-time residence? If not, how much time would an owner be allowed to use their condominium?
11. The majority of this property is in the Lodging Overlay and a smaller part is outside of the LO. Can some short-term residential lodging support uses (front desk, office, concierge) extend into the non-LO part of the property?
12. What is the reason for eliminating the CUP option for a 35,000 square foot building? Is there a way to allow buildings that are larger than 15,000 square feet? How are existing buildings in the TS1 and TS2 that are built to a common wall handled?
13. Several years ago, the town researched the ownership of the alley behind this property. What was the conclusion from that research? Could the alley be used as circulation for this building?
14. Can a circulation corridor connect all buildings ie on the west side of the building on the alley to allow for a single elevator bank, stairs, mechanical, etc.? If not, how are the distinct 15,000 sqft buildings connected to each other ie spacing, different architecture, green space?
15. If a proposed building exists in both zones, would that building have to be designed in such a way that a portion exists in one zone follows one set of rules while the other, follows the other set of rules? Or would the developer follow the most restrictive for the entire building?
16. Is there anything specifically needed for underground parking?
17. What are the parking regulations for condominiums? What are the parking credits in place and how would they apply to a future building?
18. What are the Landscape ratio requirements?

Exhibit A

