



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
- Joint Housing Dept

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: July 12, 2021

Item #: P21-171

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner / Applicant

Amy & Jeff Golightly
PO Box 11802
Jackson, WY 83002

REQUESTS:

The applicant is submitting a request for a Basic Use Permit to add the use short term rental to the property located at 452 E. Kelly Ave. Legally known as LOT 1 & GARAGE, PITCHFORK TOWNHOMES PIDN: 22-41-16-34-2-46-001

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

Please respond by: **July 26, 2021 (Sufficiency)**
August 2, 2021 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@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: Amy + Jeff Golightly / Pitchfork Condo Short Term Rental Application
Physical Address: 452 E. Kelly Ave. #
Lot, Subdivision: Lot 1 + Garage, Pitchfork Townhomes PIDN: 22-41-16-34-2-46-001

PROPERTY OWNER.

Name: Amy + Jeff Golightly Phone: 307.690.2156
Mailing Address: Po Box 11802 Jackson, WY 83002 ZIP: 83002
E-mail: amycgolightly@gmail.com

APPLICANT/AGENT.

Name: Amy + Jeff Golightly Phone: 307.690.2156
Mailing Address: Po Box 11802 Jackson, WY ZIP: 83002
E-mail: amycgolightly@gmail.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 checked="" 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 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?

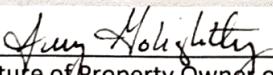
Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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
Amy Golightly
Name Printed

7/6/21
Date
Owner
Title

Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates.

To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Short-Term Rental Unit	0.102*bedrooms	2	960	1	0.204

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

I. G. Extent of This Master Plan

The previous map, I.G., indicates the extent of area in the Snow King Planned Resort District area that is pursuant to this Master Plan. This map differs from the "Extent of the PRD" map, I.B., because it excludes the "Existing Condominium Areas" (Parcels 2-A, 2-B, 2-C, 2-D and 2-E and also referred to as "Sub-Area #7"). For planning purposes, the remaining 62.364 Acres has been subdivided into six Sub-Areas. These areas are described on page IV D., SUB-AREA PLAN. Extent of This Master Plan • Sub-Areas 1-6

I. H. 2. Statement Regarding Existing Condominiums

The following projects, all located in Sub-Area 7, have a limited part in this Master Plan presentation:

- Pitchfork Townhomes	- Grand Vista Townhouses
- Remington Townhomes	- Stevens Property
- Clark's Knoll Townhouses	

These projects encompass a total of approximately 4.85 acres and can accommodate a maximum of 252 guests. These 252 guests reduce the maximum lodging capacity remaining in the balance of the Snow King Planned Resort District to 2,208 (2,460 - 252 = 2,208). Legal descriptions of the parcels encompassing these projects are attached in the Addendum Section.

The Pitchfork, Clark's Knoll and Grand Vista projects were constructed from 1990 through 1996 and are expected to remain as they are regarding dimensional limitations, parking and impervious surfaces.

The Remington and Stevens properties are not completely built-out and have been assigned 20 and 24 guests respectively.

- Units within all these projects can be rented for short-term purposes.
- The Remington project is allowed a maximum 20 guests (APO's) and therefore is allowed to build an additional unit sized similarly to the 4 existing units.
- The Stevens lot is allowed a maximum of 24 guests (APO's) and 9600 SF of livable space.
- The Remington lot has been built with one employee unit and will remain so.
- The Stevens lot will need to provide its own employee unit or make an arrangement for compliance with the Housing Mitigation Plan for the Snow King Planned Resort District.
- Any redevelopment may not exceed these maximum Floor Areas:

-Pitchfork	95,200 SF	-Grand Vista	6,800 SF
-Clark's Knoll	44,000 SF	-Stevens	9,600 SF
-Remington	9,400 SF		

and can not exceed the # of guests assigned in the table below.

Pages I.G and I.H

Page 22

**AMENDMENT OF AFFIDAVIT AFFECTING TITLE
(Snow King Planned Resort District Master Plan)**

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

RELEASED	
INDEXED	
ABSTRACTED	✓
SCANNED	

COMES now, Robert F. Lenz, Vice Mayor of the Town of Jackson, and being upon oath first duly sworn states and alleges as follows:

1. Affiant is the current and acting Vice Mayor of the Town of Jackson.
2. On the 18th day of December, 2000, Jeanne Jackson, then Mayor of the Town of Jackson, signed and caused to be recorded in the real property records of Teton County Wyoming, in Book 429 of Photo, pages 1-211, Document 0547519, an Affidavit Affecting Title Re: Snow King Planned Resort District Master Plan, setting forth on an attachment thereto the document that serves as the Snow King Planned Resort District Master Plan and Conditions (the "Original Affidavit").
3. The real property that is the subject of the Original Affidavit is incorporated by this reference.
4. Pursuant to my position as Vice Mayor of the Town of Jackson, this Amendment of Affidavit Affecting Title is given for the purpose of memorializing the amendment of the Original Affidavit and placing of record the approved changes to the Snow King Planned Resort District Master Plan and Conditions, all of which were approved by the Town of Jackson Town Council on March 19, 2012, as follows:

Chapter VIII (Housing Element) of the Snow King Planned Resort District Master Plan and Conditions is hereby amended and restated in its entirety to read as set forth on Exhibit A attached hereto and by this reference made a part hereof.

5. All of the rest and remainder of the terms and conditions of the Original Affidavit shall remain unchanged and in full force and effect.

GRANTOR: TOWN OF JACKSON WYOMING

GRANTEE: THE PUBLIC

Doc 0812028 bk 805 pg 651-659 Filed At 16:07 ON 04/12/12

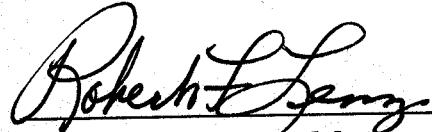
Sherry L. Daigle Teton County Clerk fees: 67.00

By Michele Fairhurst Deputy

Further this Affiant sayeth naught.

Dated this 11 day of April, 2012.

TOWN OF JACKSON,
a municipal corporation
of the State of Wyoming



Robert F. Lenz, Vice Mayor

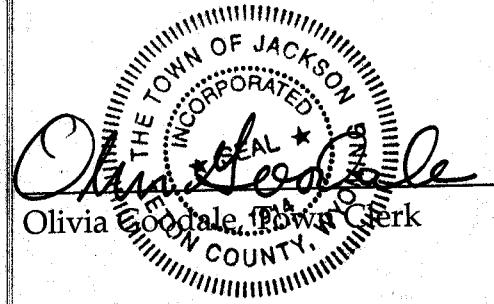


EXHIBIT A

VIII. HOUSING ELEMENT

A. Housing Mitigation Plan

This Housing Mitigation Plan meets all the standards of Division 49500 and Section 2550.F of the Land Development Regulations, and ensures a supply of housing that is commensurate with the demand for housing created by the development of the Resort.

The primary objective of the Snow King Resort Housing Mitigation Plan is to provide a supply of affordable, attainable, employee or employment based housing options. While Snow King employees may have preferential choice of housing provided under this Plan, it is intended to maintain diversity by renting to others in the community. This housing will be restricted in accordance with the definition in Section 8300 of the Land Development Regulations of the Town of Jackson: An employee housing unit is a dwelling unit that is restricted to occupation by a person, and that person's family, employed with Teton County, Wyoming, through deed, lease, covenant or other means.

Under this Master Plan, a Master Association, Snow King Resort Master Association (SKRMA) will be formed. SKRMA will initially be responsible for the implementation and administration of this Housing Mitigation Plan. Each individual project within the resort will be responsible for building the housing required by this Housing Mitigation Plan, as needed according to the phased development of the Resort. Housing will be developed commensurate, and coincidental with phases of the Resort's development.

This Housing Mitigation Plan will cover all the development that occurs within Sub-Areas 1 through 6 and will be managed following these guidelines:

- SKRMA will be responsible for implementing and/or shall cause others to implement the standards set forth herein and on the attached charts. Calculations will be based on 100% of the required housing being located within the Town of Jackson. A minimum of 30% must be located within the limits of the Snow King Resort PRD District and an additional 10% within $\frac{1}{4}$ mile of the PRD district boundaries.

- Location of Employee Housing within the Resort District limits will be in a variety of locations to meet the minimum 30% required to be housed within the district. This Master Plan identifies tentative locations of employee housing units within the Resort District. The intent is to, where possible, locate housing in small nodes. Although sufficient areas have been identified within this resort district to accommodate 100% of the required housing, the objective would be to locate, as development occurs, up to 70% of the required housing in other locations, to be determined, within the limits of the Town of Jackson.
- Each individual project within the resort will finance, build, own and manage the units needed for each such project to comply with the Snow King Housing Mitigation Plan. Deed restrictions will specify that occupancy of the units required under this plan will be limited to Teton County employees and their immediate family. All required units will be newly built restricted units.
- In addition to various forms of housing such as apartments, duplex, dormitories, townhouses or others, rental units may be configured in the form of condominiums. These employee housing condominiums will be managed in accordance with the deed restrictions and other requirements of this Housing Mitigation Plan.
- Housing will be developed in increments in tune with commercial development phases. Developed housing will meet or exceed required needs of each phase as computed in accordance with this section. When the developed housing exceeds the required needs, this excess developed housing will be credited towards the requirements of future phases.
- All development that is existing prior to the adoption of the Snow King Resort plan is exempt from the requirements of this Housing Mitigation Plan, except for redevelopment or changes of use that would increase the number of required employee housing units. Any future redevelopment or change of use within the "Existing Condominium Parcels" (Sub-Area 7) that increase the number of employees within that area, will need to comply with the requirements of this Housing Mitigation Plan at the expense of the development entity.
- The type and layout of housing will vary as time goes by. For planning purposes, we have used averages of 150 SF per person for dormitory housing and 370 SF per person for apartment housing. Final determination will be made in accordance with Table 2.

- Habitable spaces built within the Snow King Resort PRD District to comply with the requirements of the Housing Mitigation Plan will be exempt from consideration in any maximum development space and FAR computations.
- Since all of the resort-wide development within the District is intended to be classified as commercial, there will not be a need for any exactions. However, all development will need to provide employee housing as per this Section. Since all residential-type development that is contemplated will be available for short-term rentals, this development will all be considered as commercial and will need to comply with this Section. Any non-commercial and non-short-term rental residential development that may be proposed in the future within the District will need to pay exactions as per the current Land Development Regulations at the time of final Development Plan Approval.
- Only entities authorized by SKRMA will be allowed to operate any business within the limits of the Snow King PRD District. SKRMA will require all these entities to provide information regarding the number of employees working within the Snow King PRD District and will collect dues and assessments as needed from employers to compensate SKRMA and its agents for any costs associated with this Housing Mitigation Plan and other requirements of the Snow King Resort Master Plan.
- All employee units shall be regularly maintained and kept in a safe, sanitary, livable, rentable condition.

B. Calculations of Required Housing

It should be noted that, as a year-round resort and conference center, our present workforce at Snow King remains quite stable throughout the year. Our experience during the last few years demonstrates the results of our efforts:

	<u>1997</u>	<u>1998</u>	<u>1999</u>
Average employees throughout the year	210	219	220
Lowest number of employees in any month	168	174	176
Highest number of employees in any month	238	270	273

Our historical data, in fact, demonstrates a lower need for housing than the proposed formula requires. The mixed development character of this Master Development Plan will also help maintain a stable year-round Resort workforce.

Calculations of required housing will be done based on the following parameters:

- All existing development prior to the filing of this Snow King Resort Master Plan is exempt from the requirements of this Housing Mitigation Plan
- The fixed number of employees to be housed will be determined by using the following formula:

$$\frac{(A. \# \text{ of employees during peak season} - B. \text{Average FTE employees during the year}) \times 0.69 \text{ (1-30 x Avg. salary)}}{750}$$

FTE = Full Time Equivalent

Table 1 will be used to ascertain the number of employees required to be housed as different uses are built.

A. HOUSING MITIGATION PLAN - TABLES

EMPLOYEE HOUSING STANDARDS

TABLE 1

Land Use Category	Employees to be Housed
Office	0.03 per 1,000 SF
Commercial Retail	0.42 per 1,000 SF
Service	0.15 per 1,000 SF
Restaurant/Bar	1.01 per 1,000 SF
Commercial Lodging Hotel, Motels and Other Short Term Rentals	0.065 per guest (APO)
Conference/Meeting	0.06 per 1,000 SF*
Indoor/Outdoor Recreational Facilities	**

The independent calculation of employees required to be housed for the Conference/Meeting space category follows this methodology:

Existing Snow King Hotel Conference Service Department experience:

Peak employees-	7
Average employees-	4
Average monthly wages:	\$2,600/mo for 6 months \$1,220/mo for 6 months \$1,910/mo/average

$$\text{Formula: } .69 \times (1 - [.3 \times \$1,910]) / 750 = 0.53 \text{ required}$$

*The approximate Conference/Meeting area in the existing hotel is 9,000 SF, therefore, $0.53 \div 9,000 \text{ SF} = 0.06 \text{ employees per 1,000 SF}$.

**To be ascertained in the future when additional indoor or outdoor recreational facilities are built. The following formula will be used to compute the housing needs:

# of Employees	Avg. FTE's	<u>0.69 (1 - [.30 avg. Salary])</u>
During peak season	during year	750

- Square footage used for support, internal services and circulation type areas such as, corridors, loading docks, storage, laundry, kitchen, services, back of the house, mechanical, equipment, maintenance, lockers, employee cafeteria, underground areas, and other support and services facilities not associated with the commercial lodging, hotel and other short term rental uses is to be considered for computing housing needs.

Once the number of employees to be housed is determined by using Table 1, the number of housing units to be built will be calculated in accordance with Table 2.

NUMBER OF PERSONS HOUSED PER UNIT
TABLE 2

J.	Unit Type	Persons Housed Per Unit
Studio		1.25
One bedroom		1.75
Two Bedroom		2.25
Three Bedroom		3.00
Four Bedroom		3.75

Five Bedroom	4.50
Each Additional Bedroom	0.50
Dormitory	1.00 per 150 SF of net habitable area

CALCULATION OF HOUSING NEEDS AT BUILDOUT

TABLE 3

Land Use	Requirement	Estimated Areas or Numbers	# Required
Office	0.03/1,000 SF	10,000 SF	.36
Commercial Retail	0.41/1,000 SF	74,200 SF	31.16
Restaurant/Bar	1.01/1,000 SF	85,000 SF	85.85
Commercial, Lodging, Hotel, Motel & Other Short Term Rentals	0.065/guest	1,800*	117.00
Conference/Meeting Rooms	0.06/1,000 SF	119,000 SF	7.14
Indoor/Outdoor Recreational facilities (to be determined in the future)			
Total Required			241.51

1,800 = 2,208 less 408 guests (APO) in the existing hotel (204 rooms)

EMPLOYEE HOUSING DISTRIBUTION SUMMARY

TABLE 4

Required Employees at Buildout	Proposed Employees to be Housed at Snow King	Proposed Employees to be Housed in Other Locations in Town
242	73	169

These calculation of required housing needed at buildout are only preliminary estimates. The final numbers will be determined by applying the required factors and formulas described in this section to the square footage or number of units actually built. As development occurs, the required employee housing shall be periodically updated as final development permits are obtained. Any changes in the formulas used for computing required employee housing that result in needs beyond the above described, shall be allowed to be met offsite.