



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: September 22, 2021	REQUESTS:
Item #: P21-248	
Planner: Tyler Valentine	The applicant is submitting a request for a Pre-Application meeting for a development plan located at 575 S. Willow, legally known as LOT 15-16, BLK. 5, MEADOWLAND, PIDN: 22-41-16-34-2-37-010
Phone: 733-0440 ext. 1305	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Email: tvalentine@jacksonwy.gov	
Owner: Valuerock Willow Investment LLC 18301 Vin Karman Ave. STE 850 Irvine, CA 92612	
Applicant: Hoyt Architects PO Box 7364 Jackson, WY 83002	
Please respond by: October 13, 2021 (with Comments)	

Planner:

Valuerock Willow Investment LLC
18301 Vin Karman Ave. STE 850
Irvine, CA 92612

Applicant:

Hoyt Architects
PO Box 7364
Jackson, WY 83002

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

September 20, 2021

575 S. Willow

Pre- App Conference

Project Narrative

This project is for the re-development of housing and office space located at 575 S. Willow Street in the Town of Jackson on two lots with existing development. The project is located in the CR-1 Zone with Lodging overlay.

The project consists of removing existing office and constructing a new office building with new long and short rental units on the property. The project will include deed restricted housing and work force housing with the intent to utilize the workforce housing floor area bonus. The project will look at a sub grade parking structure and existing on street parking.

The objective of the conference is to determine the allowable FAR, housing mitigation requirements and parking requirements along with other LDR determinants. A schematic site plan of the proposed development and possible parking is attached.



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be processed the next business day.

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: 575 S Willow Re-development

Physical Address: 575 S Willow

Lot, Subdivision: Lot 15-16 BLK 5 Meadowland

PIDN: 22-41-16-34-2-37-010

PROPERTY OWNER.

Name: Valuerock Willow Inestment LLC

Phone: _____

Mailing Address: 18301 Vin Karman Ave Suite 850, Irvine CA

ZIP: 92612-0105

E-mail: _____

APPLICANT/AGENT.

Name, Agency: Hoyt Architects

Phone: 307 733 9955

Mailing Address: PO Box 7364

ZIP: 83002

E-mail: jimb@hoytarchitects.design

DESIGNATED PRIMARY CONTACT.

Property Owner

Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit
 Use Permit
 Development Option or Subdivision Permit
 Interpretations of the LDRs
 Amendments to the LDRs
 Relief from the LDRs
 Environmental Analysis

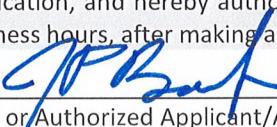
This pre-application conference is:
 Required
 Optional
 For an Environmental Analysis
 For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

- Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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>.
- Narrative Project Description.** Please attach a short narrative description of the project that addresses:
- Existing property conditions (buildings, uses, natural resources, etc)
 - Character and magnitude of proposed physical development or use
 - Intended development options or subdivision proposal (if applicable)
 - NA Proposed amendments to the LDRs (if applicable)
- Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:
- Property boundaries
 - Existing and proposed physical development and the location of any uses not requiring physical development
 - Proposed parcel or lot lines (if applicable)
 - Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference
- NA **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.
- NA **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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 Owner or Authorized Applicant/Agent
Jim Barlow

Name Printed

22 SEPT 2021
Date
ARCHITECT
Title



Town of Jackson Planning and Building Department

**LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT**

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Value Real Wilson Inc is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: **575 S Willow St.**

Legal Description: LOT 15-16, BLK. 5, MEADOWLAND PID 22-41-16-34-2-37-010

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: [Hoyt Architects -Jim Barlow](#)

Mailing address of Applicant/agent: PO Box 7364 Jackson Wy 83002

Email address of Applicant/agent: jimb@hoytarchitects.design

Phone Number of Applicant/agent: 307 733 9955 ext 5

Is authorized to act as property owner's agent and be the applicant for the

is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this(these) application(s) at the premises listed above:

Development/Subdivision Plat Permit Application Building Permit Application

Public Right of Way Permit Grading and Erosion Control Permit

Demolition Permit Other (describe) _____

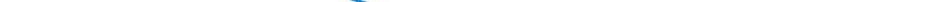
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Vice President

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

STATE OF _____)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____ day of
_____, 20___.


WITNESS my hand and official seal.

Notary Public

My commission expires:

See attached CAA
acknowledgment

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

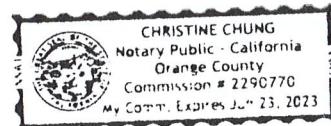
On September 20, 2021 before me, Christine Chung - Notary Public
(insert name and title of the officer)

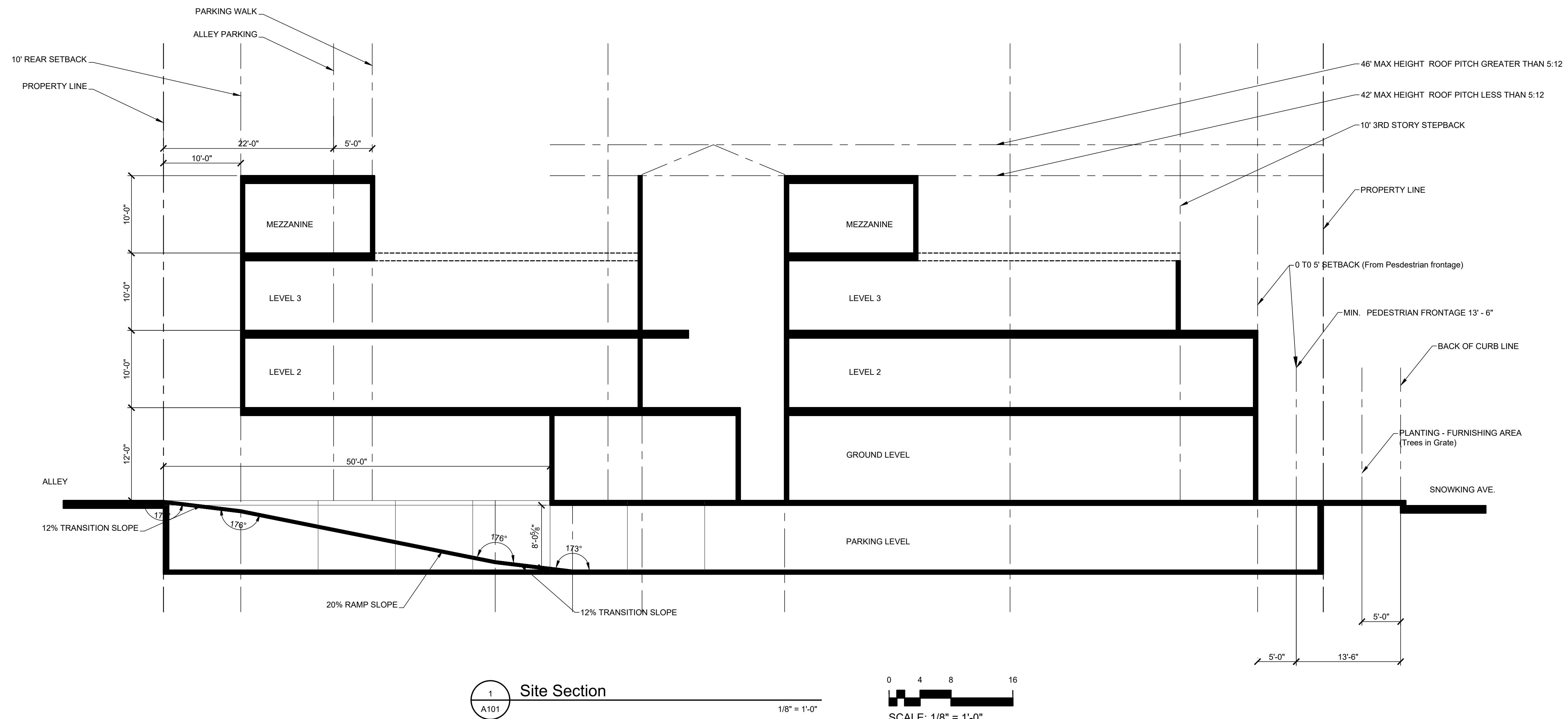
personally appeared Patty Chin,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)





Site Section

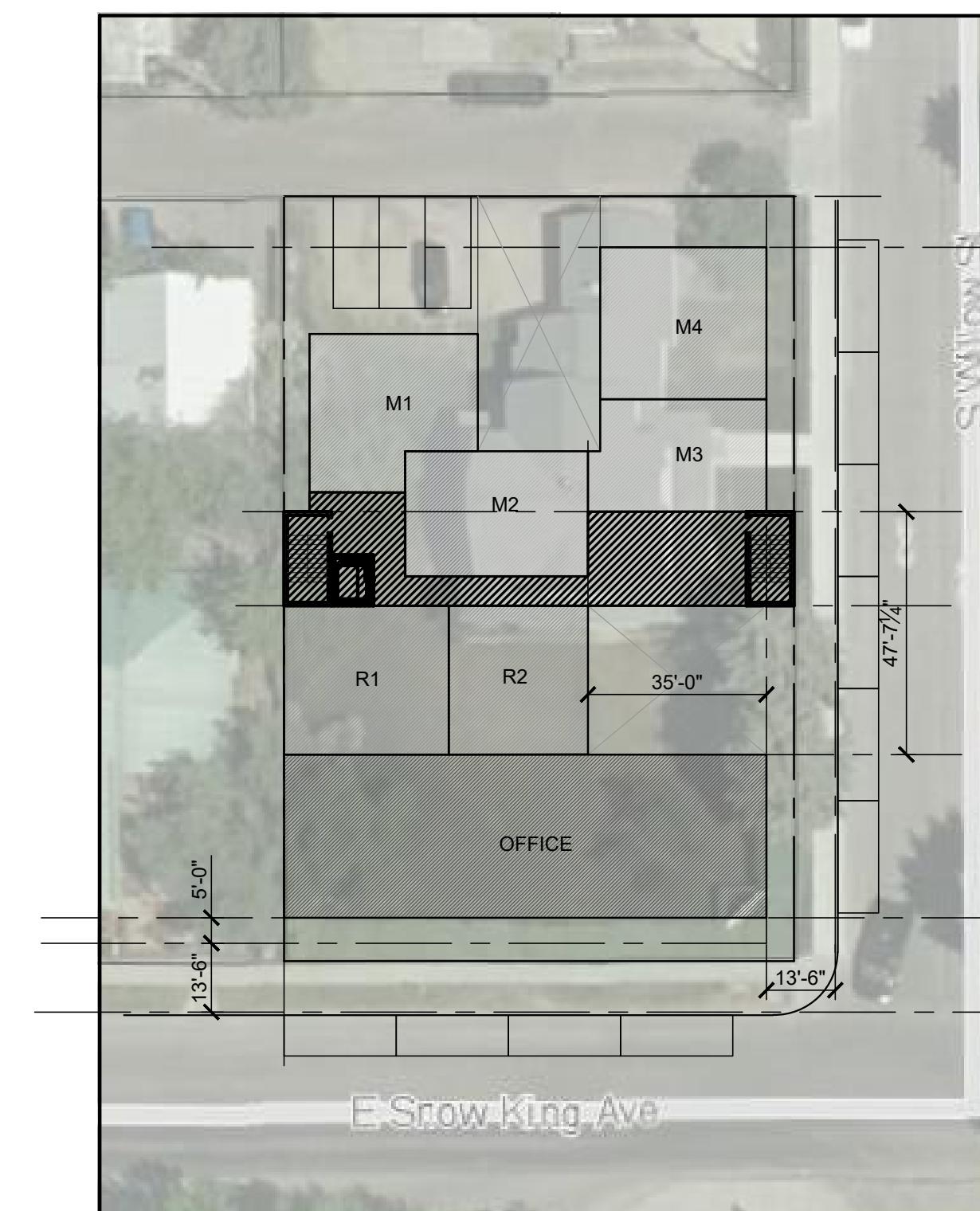
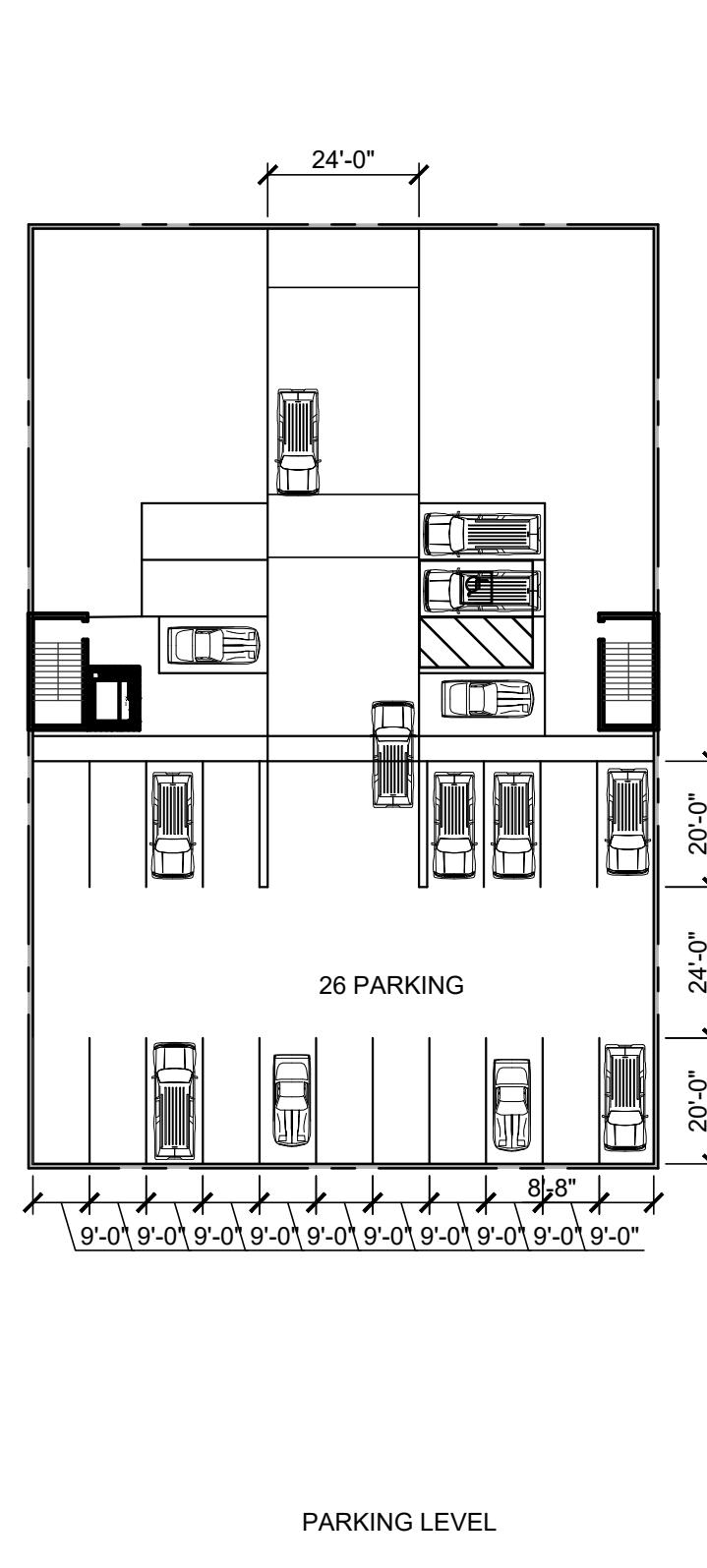
A101

Site Section

1/8"

0 4 8

SCALE: $1/8"$ = $1'-0"$



PARKING L

GROUND LEVEL

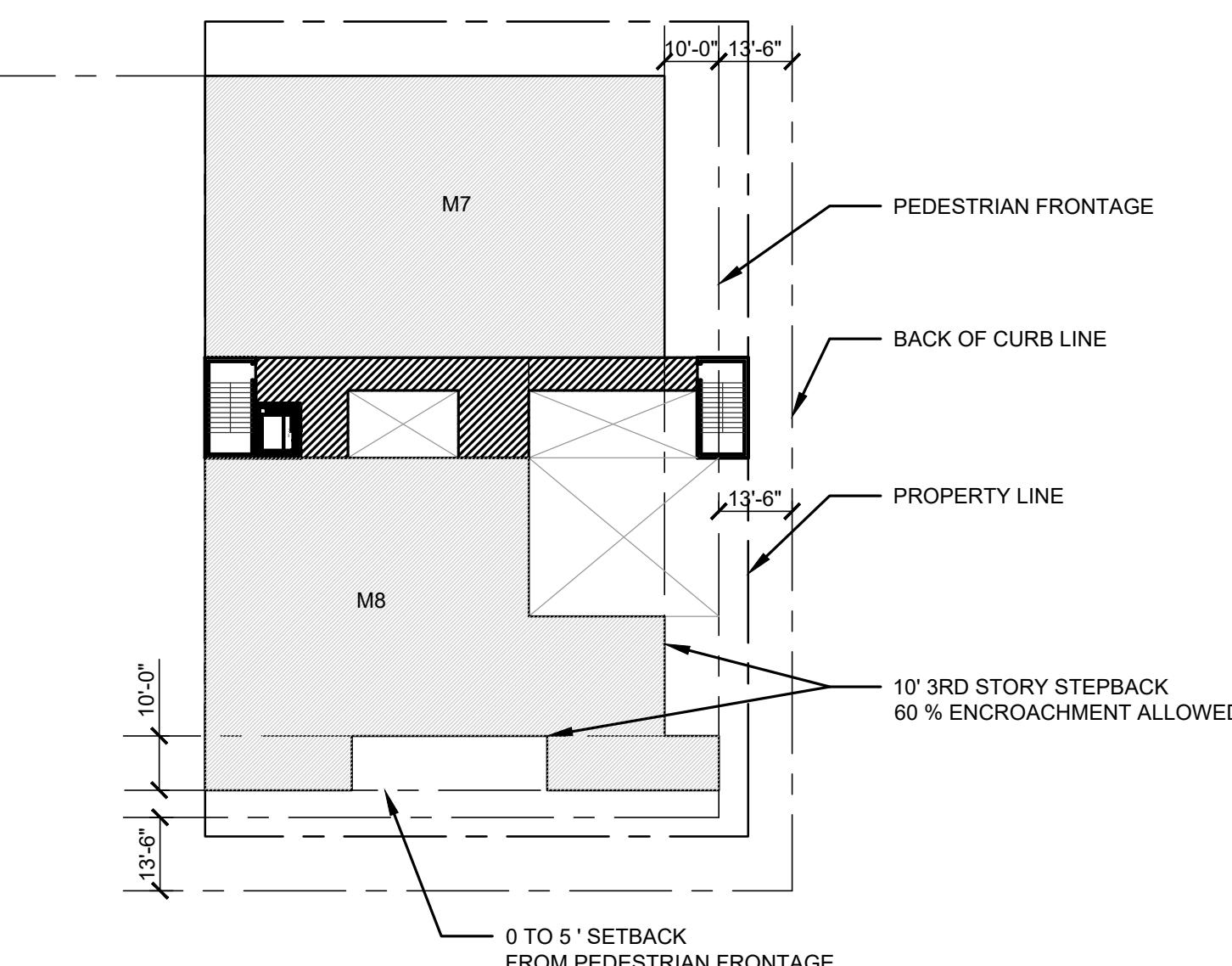
2
A101

$$1'' = 30'$$

1

ORTH

LEVEL



LEVEL

GRANTOR: TWIN TREES LIMITED LIABILITY COMPANY
GRANTEE: VALUEROCK WILLOW INVESTMENT LLC
Doc 1017369 Filed At 11:41 ON 06/11/21
Maureen Murphy Teton County Clerk fees: 15.00
By Corrina Dorman Deputy Clerk

WARRANTY DEED

Twin Trees Limited Liability Company, a Wyoming limited liability company, GRANTOR, of Teton County, Wyoming, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid and pursuant to an IRC, § 1031 tax deferred exchange on behalf of Grantor and Grantee, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS TO ValueRock Willow Investment, LLC, a Delaware limited liability company, GRANTEE, whose address is 18301 Von Karman Avenue, Suite 850, Irvine, CA 92612, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lots 15 and 16 of Block 5 of the Meadowland Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on February 16, 1939 as Plat No. 127.

PIDN: 22-41-16-34-2-37-010

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.

WITNESS the due execution and delivery of this Warranty Deed this 10 day of June, 2021.

Twin Trees Limited Liability Company, a Wyoming limited liability company

By: The Regena L. Field Living Trust dated June 26, 1990, URD October 16, 2014, and any amendments thereto, Member

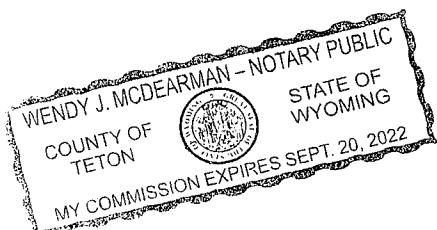
Regena L. Field, Trustee

STATE OF Wyoming)
) ss.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Regena L. Field, Trustee of the The Regena L. Field Living Trust dated June 26, 1990, URD October 16, 2014, and any amendments thereto, Member of Twin Trees Limited Liability Company, a Wyoming limited liability company this 10 day of June, 2021.

WITNESS my hand and official seal.

(SEAL)



Signature of Notarial Officer

Title and Rank

My Commission Expires 9.20.22