



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

<p>Date: September 22, 2021</p> <p>Item #: P21-249</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner: NewJack LLC PO Box 11803 Jackson, WY 83002</p> <p>Applicant: Hoyt Architects PO Box 7364 Jackson, WY 83002</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application meeting for a development plan located at 665 S Cache St., legally known as LOTS 13&14, BLK. 4, KARNS-2, PIDN: 22-41-16-33-1-69-005</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.</p>
<p>Please respond by: October 13, 2021 (with Comments)</p>	

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



September 22, 2021

665 S. Cache

Pre- App Conference

Project Narrative

This project is for the re-development of existing surface parking lot space located at 665 S. Cache Street in the Town of Jackson on three lots with existing development. The project is located in the CR-1 Zone with Lodging overlay.

The project consists of redeveloping the existing parking lot and constructing a new office building with new long term and short term 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 process 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: 665 S. Cache Re-development

Physical Address: 665 S Cache

Lot, Subdivision: LOTS 12,13&14, BLK. 4, KARNS-2

PIDN: 22-41-16-33-1-69-005

PROPERTY OWNER.

Name: Newjack LLC

Phone: _____

Mailing Address: PO BOX 11803 JACKSON, WY

ZIP: 83002-1803

E-mail: Tom Hedges <tom@ahjacksonhole.com>

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

x _____ 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:

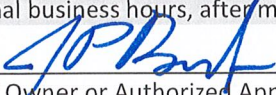
☒ Required
☐ Optional
☐ For an Environmental Analysis
☐ For grading

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)
 - ☐ 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
- ☐ **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.
- ☐ **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

Thomas P. Hedges

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 NewJack LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 655 & 665 S Cache St.

Legal Description: LOTS 12, 13&14, BLK. 4, KARNS-2 PID 22-41-16-33-1-69-003

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 application(s) checked below for a permit to perform the work specified is 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.

Thomas P. Hedges
Property Owner Signature

Manager

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

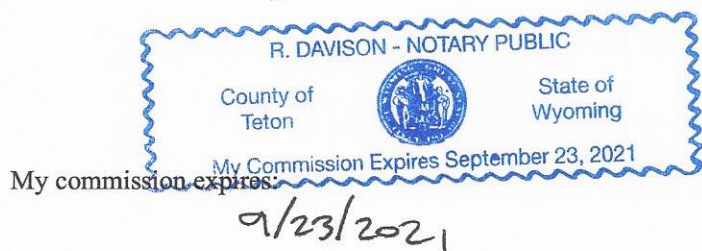
STATE OF WYOMING)
) SS.

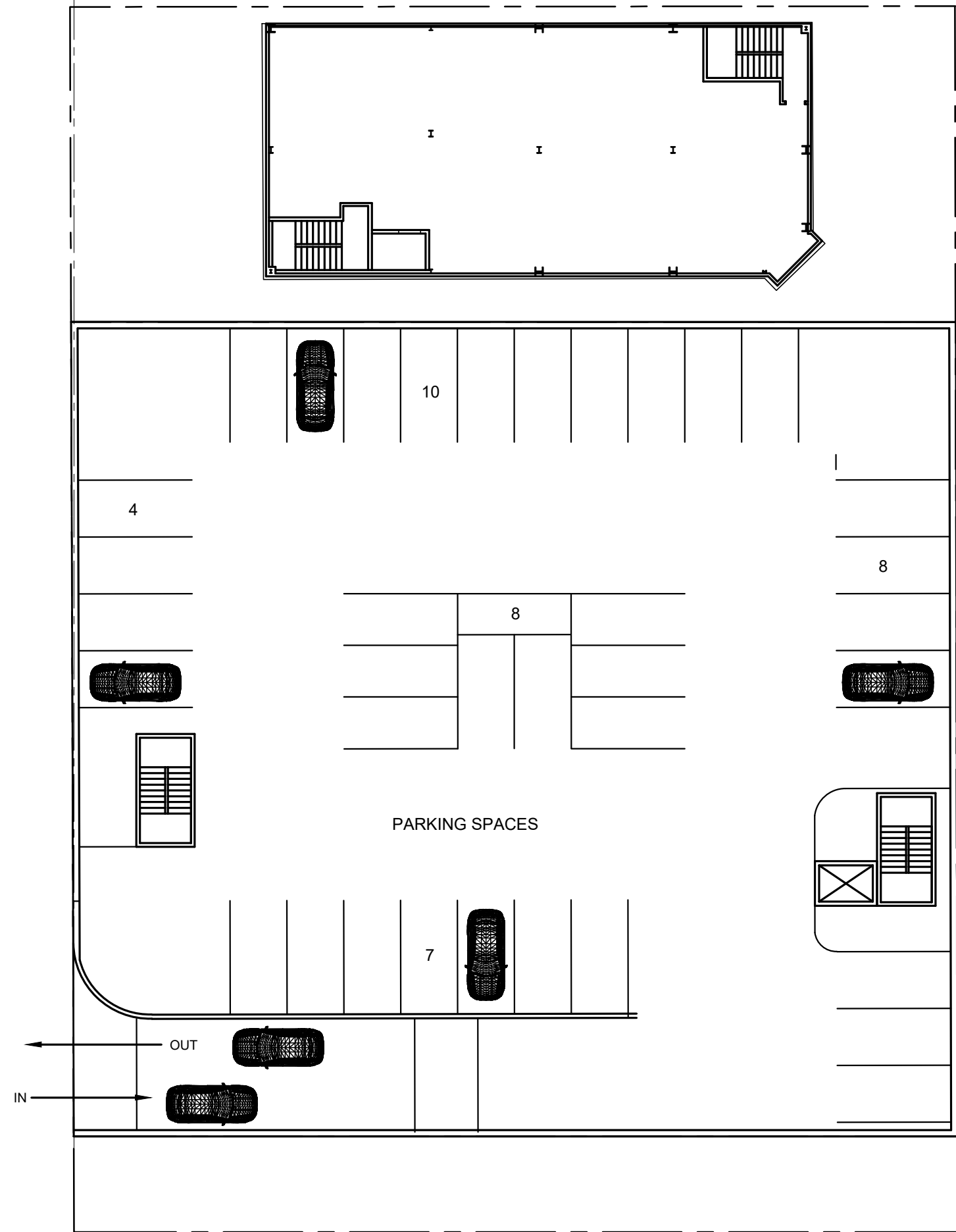
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Thomas P. Hedges this 21st day of SEPTEMBER, 2021.

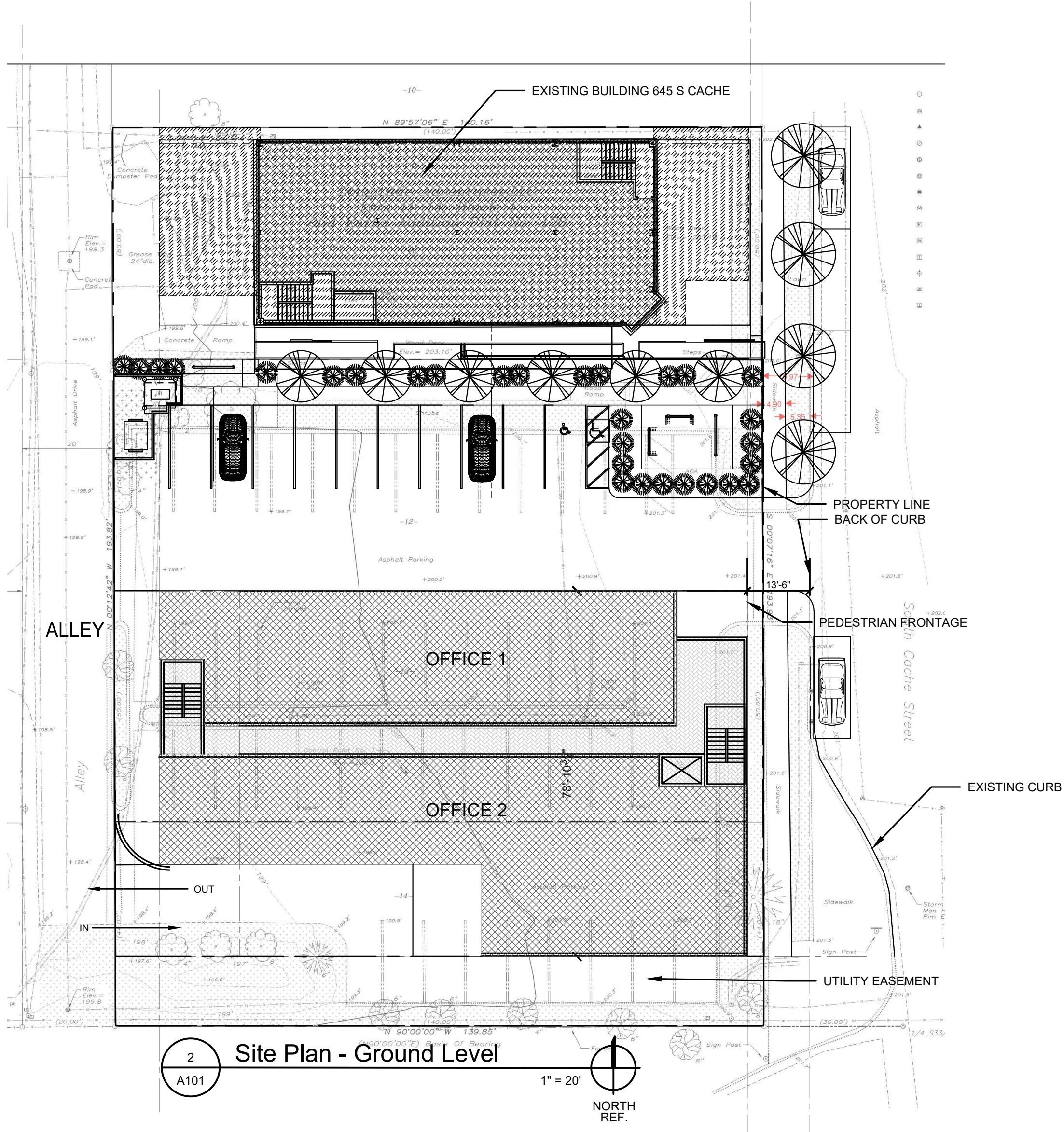
WITNESS my hand and official seal.

[Signature]
Notary Public

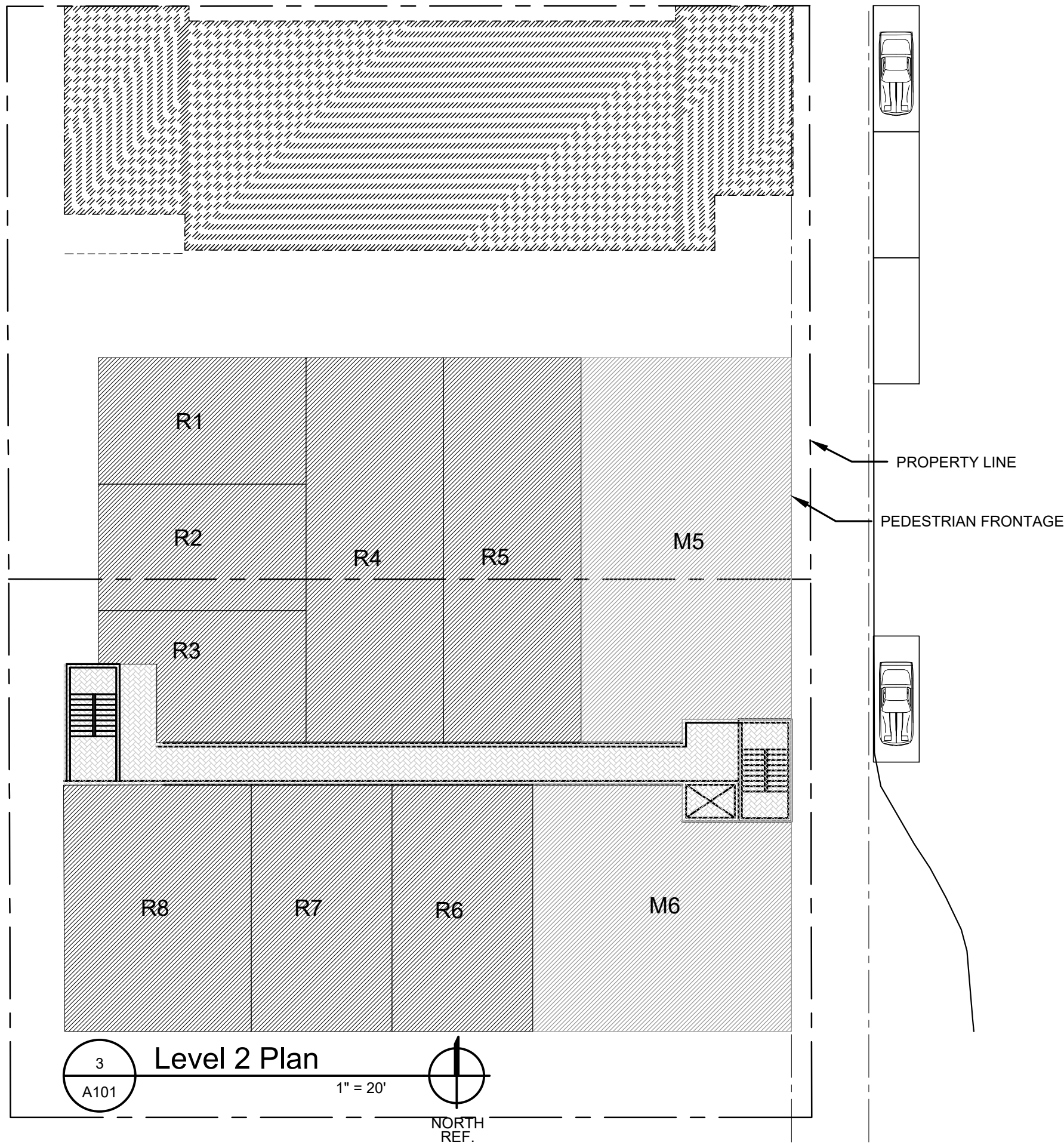




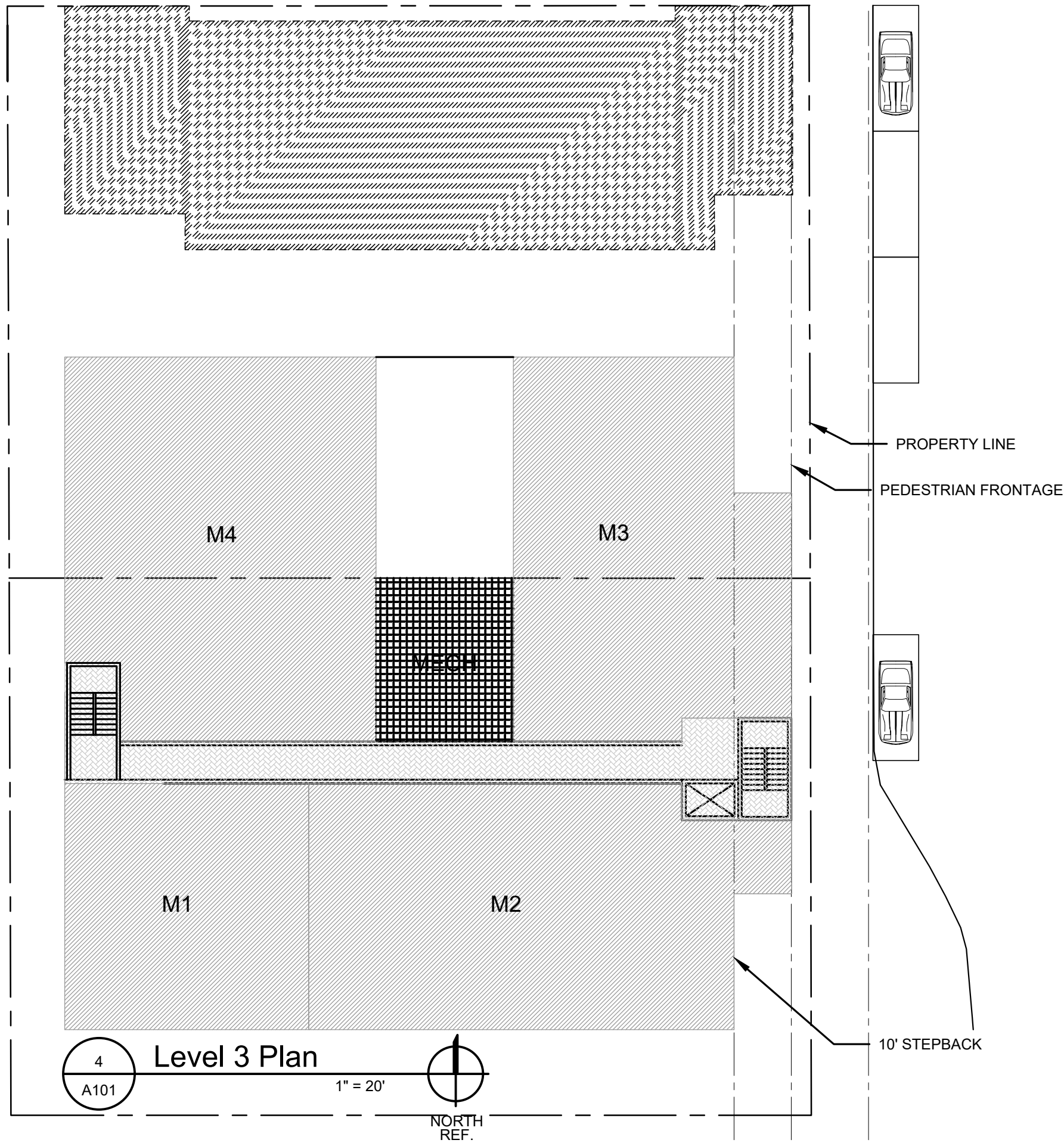
1 Basement Plan
A101
1" = 20'
NORTH REF.



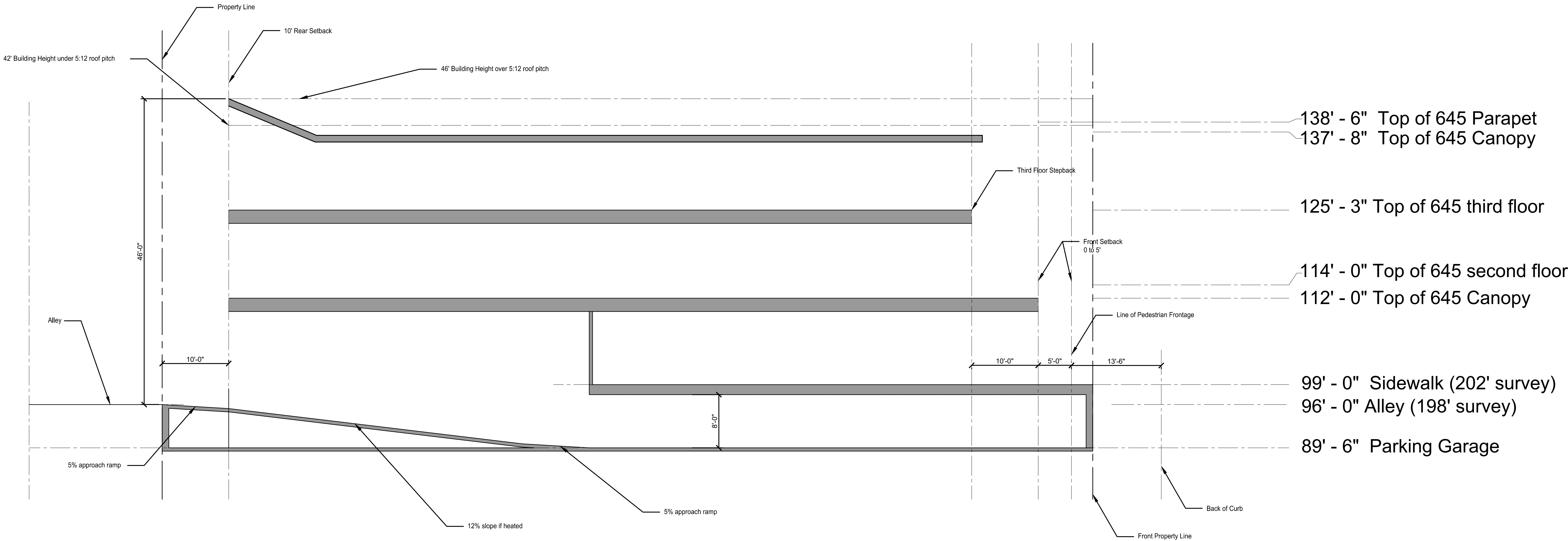
2 Site Plan - Ground Level
A101
1" = 20'
NORTH REF.



3 Level 2 Plan
A101
1" = 20'
NORTH REF.



4 Level 3 Plan
A101
1" = 20'
NORTH REF.



1 West - East Site Section
A102 1/8" = 1' - 0"

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

665 Cache Street
Jackson Wyoming
665 CACHE STREET SCHEMATIC

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SD

09-22-2021
DRAWN BY |
CHECKED BY |
REVISIONS