



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

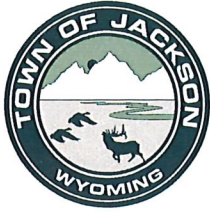
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☒ START
- ☒ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: December 3, 2021	REQUESTS: The applicant is submitting a request for a Pre-Application meeting for a mixed-use development located at 315,625,635 S Cache, 100 W Snow King, and 632 S Glenwood, leglly known as Lots 1,2,3,8,9 & 10, Block 4, Karns 2 nd Addition, PIDNs: 22-41-16-33-1-38-001,2,3,4,5 For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Item #: P21-315	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Cache & Snow King, LLC 1912 Capitol Ave. Ste 500 Cheyenne, WY 82001 Applicant: Prospect Studio PO Box 1870 Wilson, WY 83014	
Please respond by: December 27, 2021 (with Comments)	

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



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 → FYI - THIS LINK IS BROKEN

PROJECT.

Name/Description: Cache & Snow King Mixed Use

Physical Address: 615, 625, & 635 S. Cache St, 100 W. Snow King Ave., 632 S. Glenwood St.

Lot, Subdivision: Lots 1, 2, 3, 8, 9, & 10, Block 4, Karns 2nd Addition

PIDN: 22-41-16-33-1-38-005 and others

PROPERTY OWNER.

Name: Cache & Snow King, LLC c/o First Corp Solutions Inc.

Phone: 516-521-2240

Mailing Address: 1912 Capitol Ave, Suite 500, Cheyenne, WY

ZIP: 82001

E-mail: stuartsun@gmail.com

APPLICANT/AGENT.

Name, Agency: Prospect Studio

Phone: 307-264-2600

Mailing Address: PO Box 1870, Wilson WY

ZIP: 83014

E-mail: matt@prospectjh.com

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

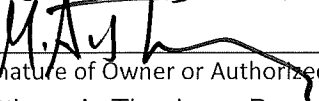
☒ Proposed parcel or lot lines (if applicable)

☒ 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

Matthew A. Thackray, Prospect Studio

Name Printed

12/2/21

Date

Principal

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date:

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 Cache & Snow King, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed
Address of Premises: 615, 625, 635 S. Cache St., 100 W. Snow King Ave., 632 S. Glenwood St.

Legal Description: Lots 1, 2, 3, 8, 9, & 10, Block 4, Karns 2nd Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Prospect Studio, LLC

Mailing address of Applicant/agent: PO Box 1870, Wilson, WY 83014

Email address of Applicant/agent: matt@prospectjh.com

Phone Number of Applicant/agent: 307-264-2600

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 ☐ Business License Application
☐ Demolition Permit ☒ Other (describe) Pre-Application

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

Matt Kim-Miller, Manager

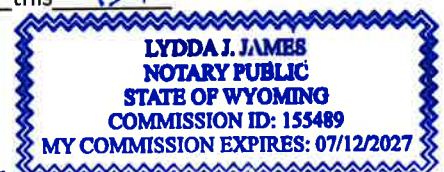
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
COUNTY OF Teton) SS.

The foregoing instrument was acknowledged before me by Matt Kim-Miller this 1st day of December 2021. WITNESS my hand and official seal.

Lydda J. James
Notary Public

My commission expires: 7/12/2027



02 December 2021

Town Of Jackson
Planning Department
150 E. Pearl Ave.
Jackson, WY 83001

Re: Pre-Application Conference Request – Narrative – Cache & Snow King Mixed Use Development

Dear Planners,

Please find attached application materials for a proposed mixed-use development near Snow King Mountain. The subject parcels for the proposed development are:

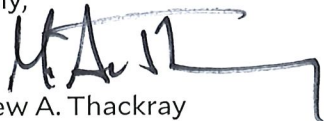
- 615 S. Cache St., 625 S. Cache St, 635 S. Cache St.
- 100 W. Snow King Ave. and 632 S. Glenwood St.

These parcels are currently undeveloped with no existing built structures. The Cache St. parcels are zoned CR-1, while the western lots are zoned NM-2.

The proposed character of the development is a three-story Mixed-Use Building on the (3) combined CR-1 zoned parcels of approximately 43,000 sf. The NM-2 parcels will be a mix of Market-Rate, Workforce, and Affordable Housing, totaling approximately 24,000 sf. A summary tabulation of the distribution of the proposed uses and types of housing is attached. Below grade parking is proposed to span the existing alley and all parcels to create the most efficient parking condition. Initial investigations of existing utilities indicate that there will not be any interruption of existing services through the alley with the implementation of a below-grade parking structure that spans both lots and the alley. We would like to discuss if an opportunity exists to allocate all of the required Affordable housing for both aggregate zoning parcels onto the NM-2 lots.

The project proposes a significant amount of Workforce Housing. We hope that the Town of Jackson will be amenable to solutions to realize a full below grade parking structure so that this much needed housing can be brought to market.

Sincerely,



Matthew A. Thackray

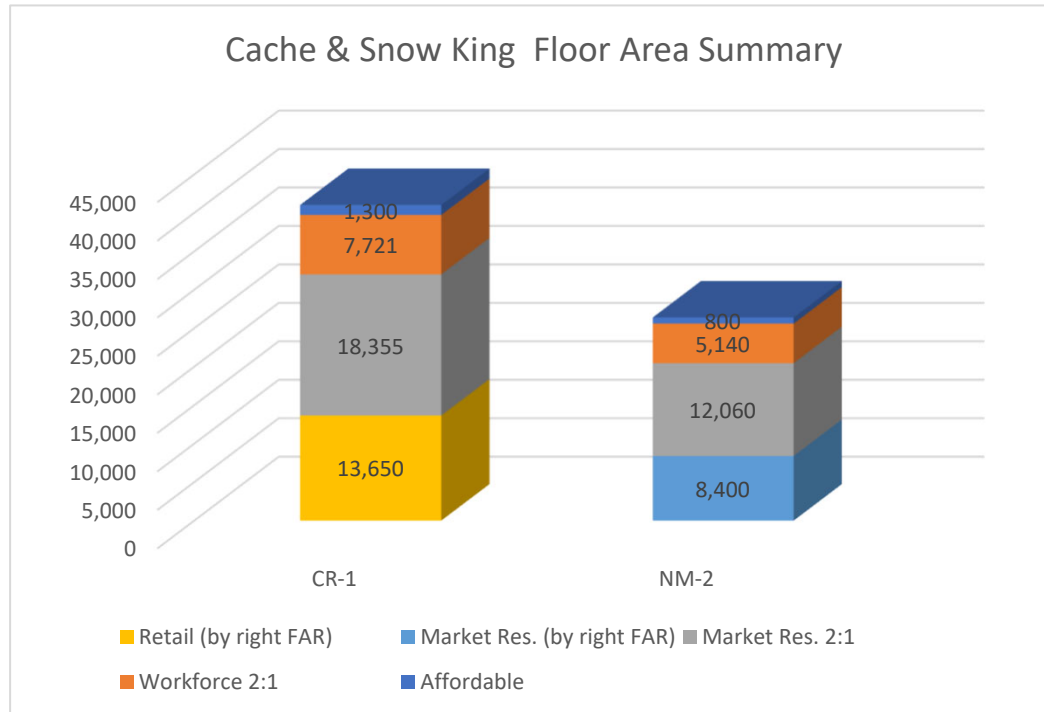
Attachments: Pre-App Application, LOA, Warranty Deed
Use Breakdown Table
Proposed Development Diagrams

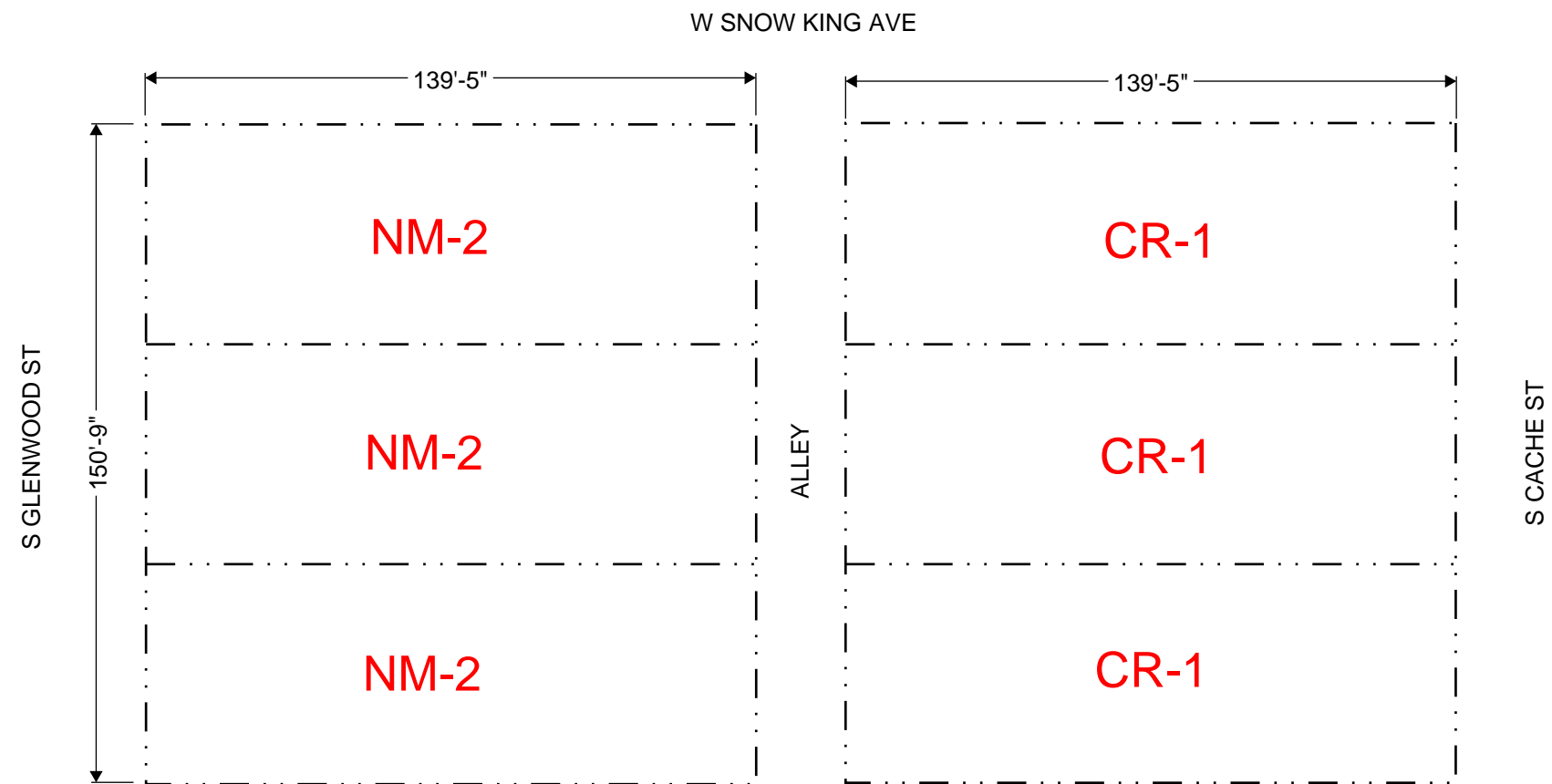


4030 W Lake Creek Drive, Suite 104
PO Box 1870 • Wilson, WY 83014
307-264-2600

prospectjh.com

	CR-1	NM-2
Affordable	1,300	800
Workforce 2:1	7,721	5,140
Market Res. 2:1	18,355	12,060
Retail (by right FAR)	13,650	
Market Res. (by right FAR)		8,400
Total	41,026	26,400



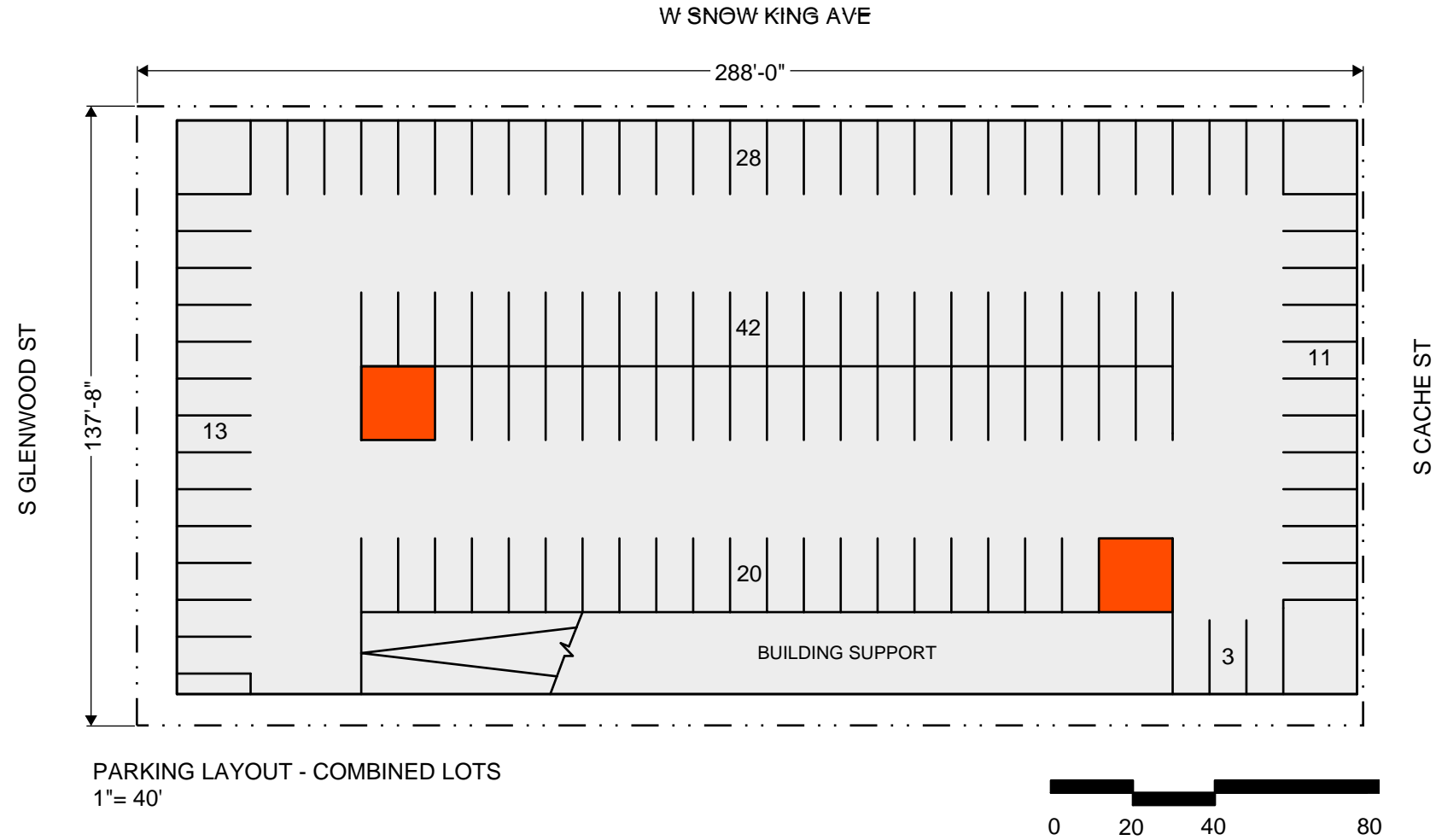


PROPERTY LINES
1"= 40'



CACHE & SNOW KING MIXED USE PROJECT - Proposed

NM-2		CR-1	
Required		Required	
Cars required - Residential	39	Cars required - Residential	30
Cars required - Retail	0	Cars required - Retail	53
Total Cars Required NM-2	39	Total Cars Required CR-1	83
Provided		Provided	
Garage Parking	50	Garage Parking	51
Alley Parking	9	Alley Parking	
On Street	0	On Street	12
Total Provided	59	Total Provided	63
Deficit / Surplus	20	Deficit / Surplus	-20
Total parking required for the combined lots		122	
Total parking provided for the combined lots		122	
Total Deficit / Surplus for the combined lots		0	



CACHE & SNOW KING MIXED USE PROJECT - Proposed

RESIDENTIAL: 7,100 GSF

RESIDENTIAL: 1,320 GSF
RETAIL: 15,465 GSF

[illegible]

FLR 1	7,100 GSF
FLR 2	8,400 GSF
FLR 3	8,400 GSF
<hr/>	
	23,900 SF TOTAL GSF

FLR 1	16,785 GSF
FLR 2	13,668 GSF
FLR 3	13,668 GSF
	<hr/> 44,121 SF TOTAL GSF

CACHE & SNOW KING MIXED USE PROJECT - Proposed

LOTS: NM-2

16 2-BR UNITS / FLOOR 2+3 TOTAL
32 BRS

16,800 GSF / FLOOR 2+3 TOTAL

LOTS: CR-1

10 UNITS / FLOOR
17 BRS

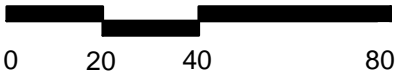
11,650 SF RENTABLE / FLOOR
13, 668 GSF / FLOOR

23, 300 SF RENTABLE / FLOOR 2+3 TOTAL
27,336 GSF / FLOOR 2+3 TOTAL
85% EFFICIENT

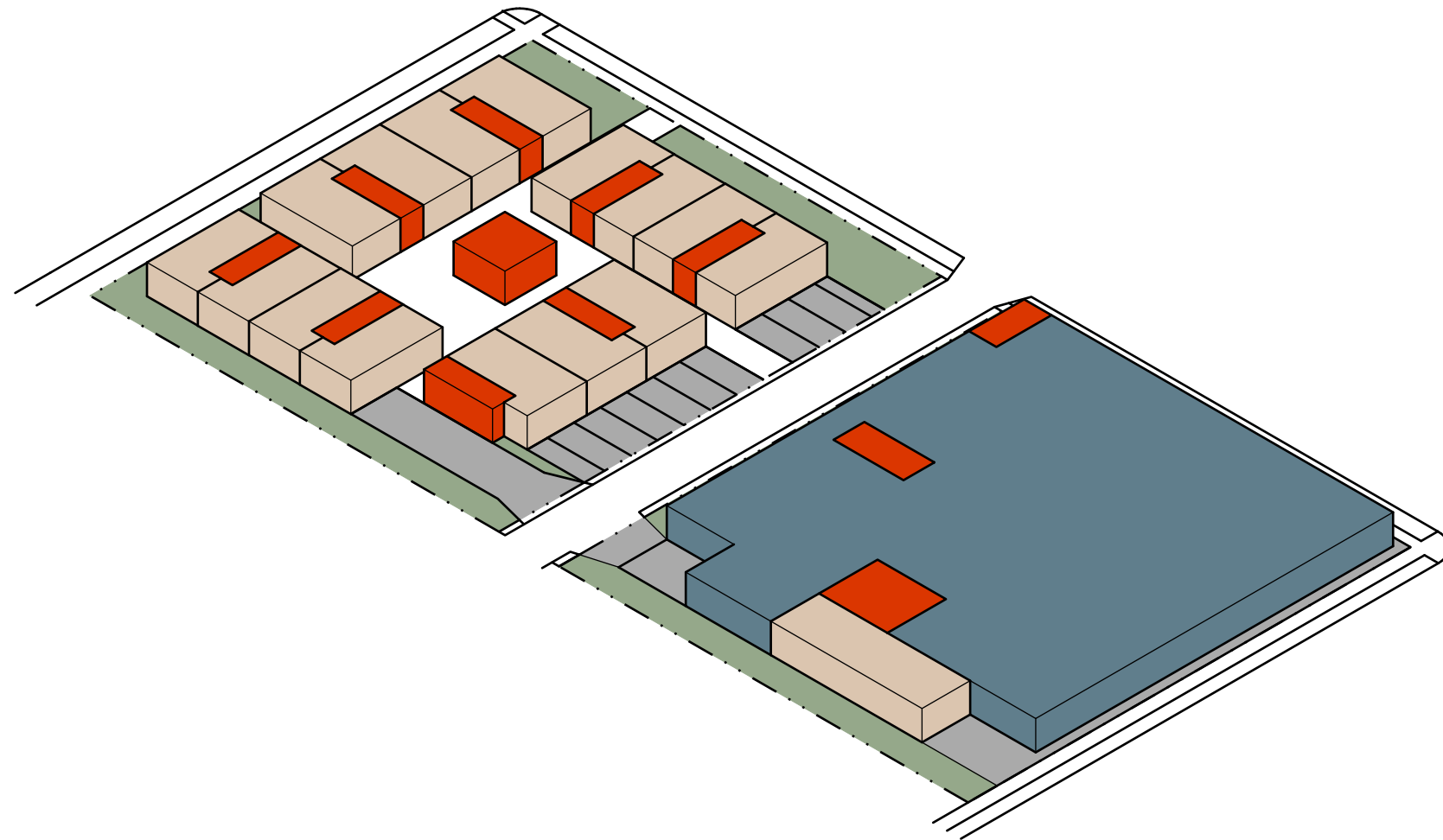
W SNOW KING AVE



LEVEL 2 & 3 FLOOR PLAN
1"= 40'



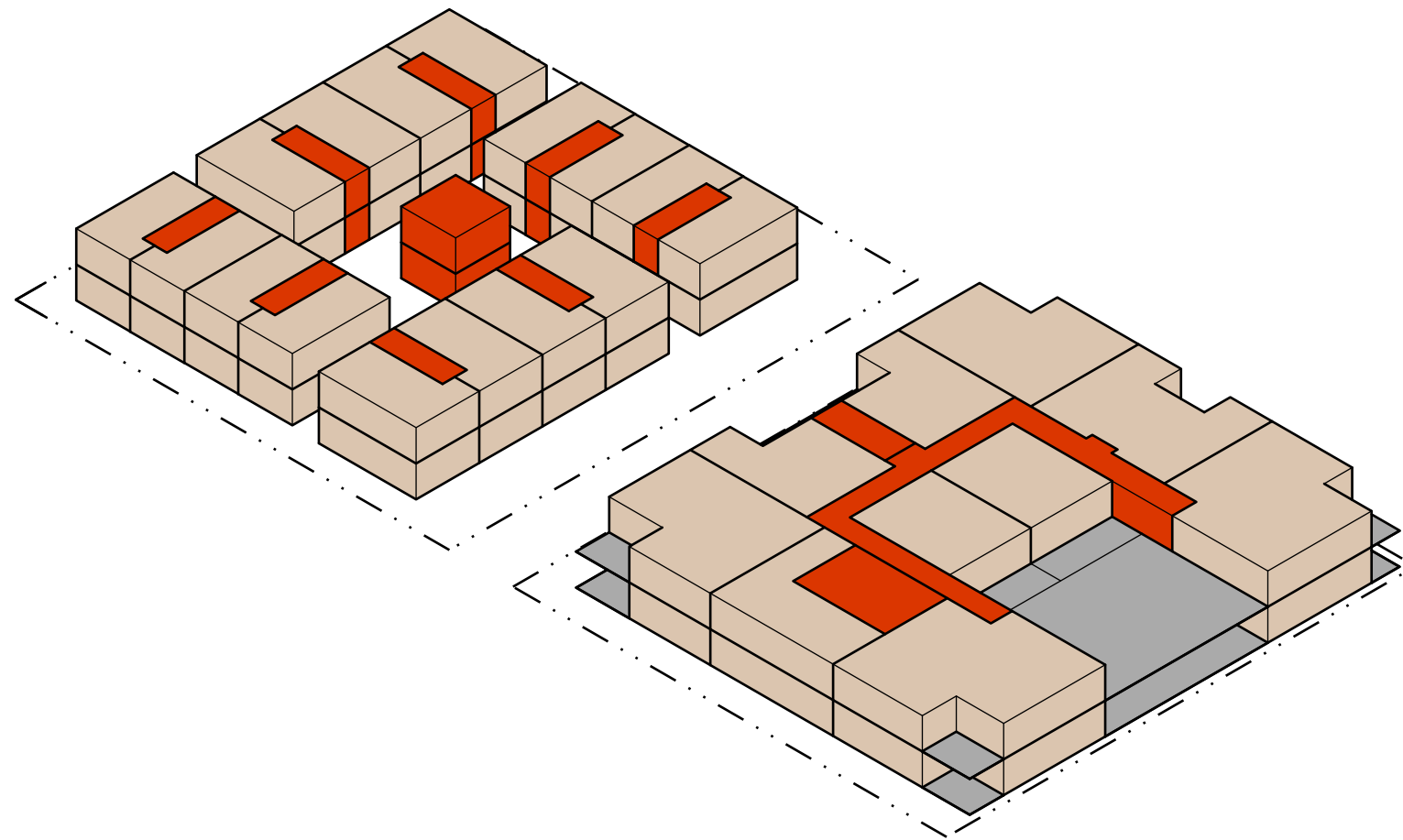
CACHE & SNOW KING MIXED USE PROJECT - Proposed



MASSING - LEVEL 1
1"= 40'



CACHE & SNOW KING MIXED USE PROJECT - Proposed

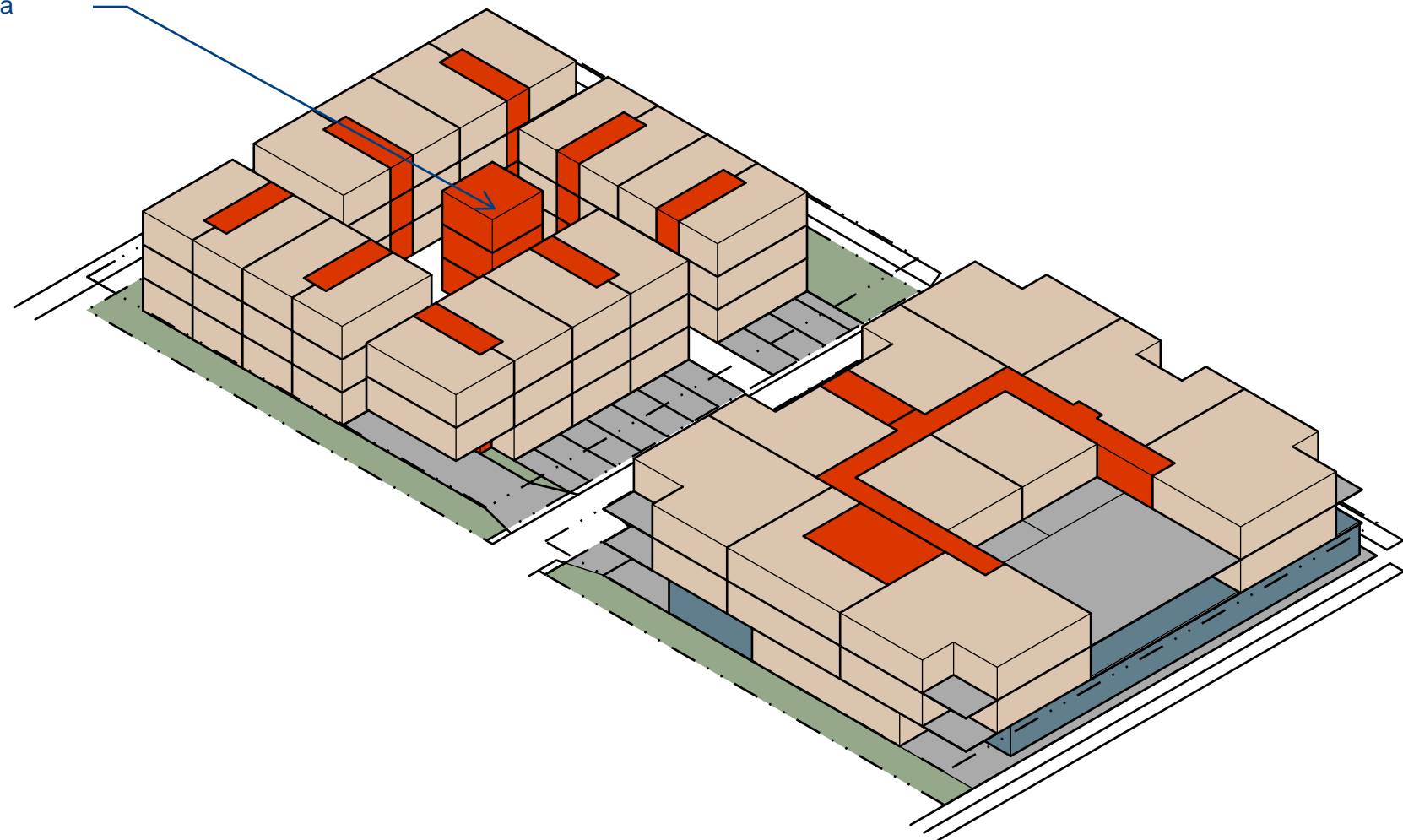


MASSING - LEVEL 2 & 3
1"= 40'



CACHE & SNOW KING MIXED USE PROJECT - Proposed

Inaccurate. Elevator only
to ground level plaza



MASSING - ALL LEVELS
1"= 40'



CACHE & SNOW KING MIXED USE PROJECT - Proposed