



# 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	<b>REQUESTS:</b>
Item #: P21-315	
Planner: Tyler Valentine	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, legally known as Lots 1,2,3,8,9 & 10, Block 4, Karns 2 <sup>nd</sup> Addition, PIDNs: 22-41-16-33-1-38-001,2,3,4,5
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: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Cache & Snow King, LLC 1912 Capitol Ave. Ste 500 Cheyenne, WY 82001	
<b>Applicant:</b> Prospect Studio PO Box 1870 Wilson, WY 83014	
<b>Please respond by:</b>	<b>December 27, 2021 (with Comments)</b>

**Owner:**

Cache & Snow King, LLC  
1912 Capitol Ave. Ste 500  
Cheyenne, WY 82001

**Applicant:**

Prospect Studio  
PO Box 1870  
Wilson, WY 83014

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, legally known as Lots 1,2,3,8,9 & 10, Block 4, Karns 2<sup>nd</sup> 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.

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto: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](http://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](http://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: stuartsuna@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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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)  
 N/A Proposed amendments to the LDRs (if applicable)

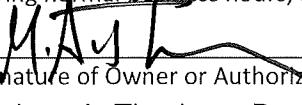
**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. 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

N/A **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

Cache & Snow King, LLC

Being duly sworn, deposes and says that \_\_\_\_\_ 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 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       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 )

) SS.

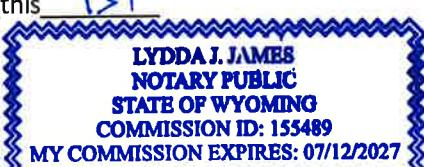
COUNTY OF Teton )

)

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

Lyddaa 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:

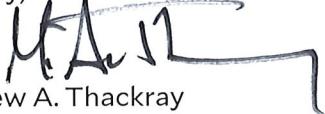
- 615 S. Cache St., 625 S. Cache St, 635 S. Cache St.
- 100 W. Snow King Ave. and 632 S. Glenwood St.

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

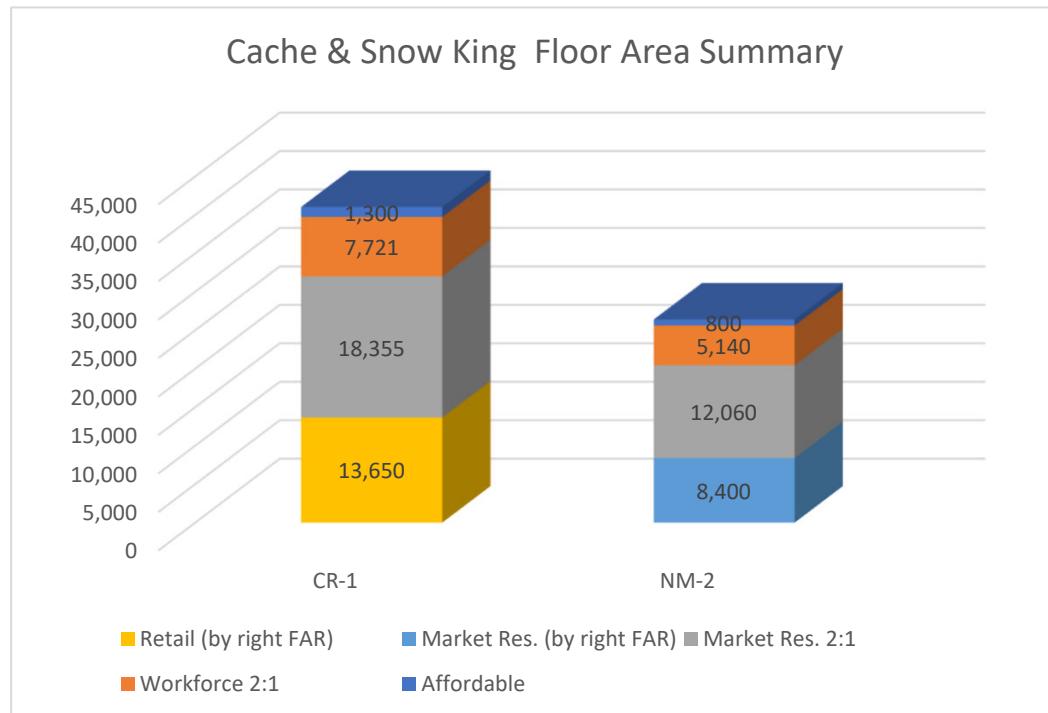
Attachments: Pre-App Application, LOA, Warranty Deed  
Use Breakdown Table  
Proposed Development Diagrams

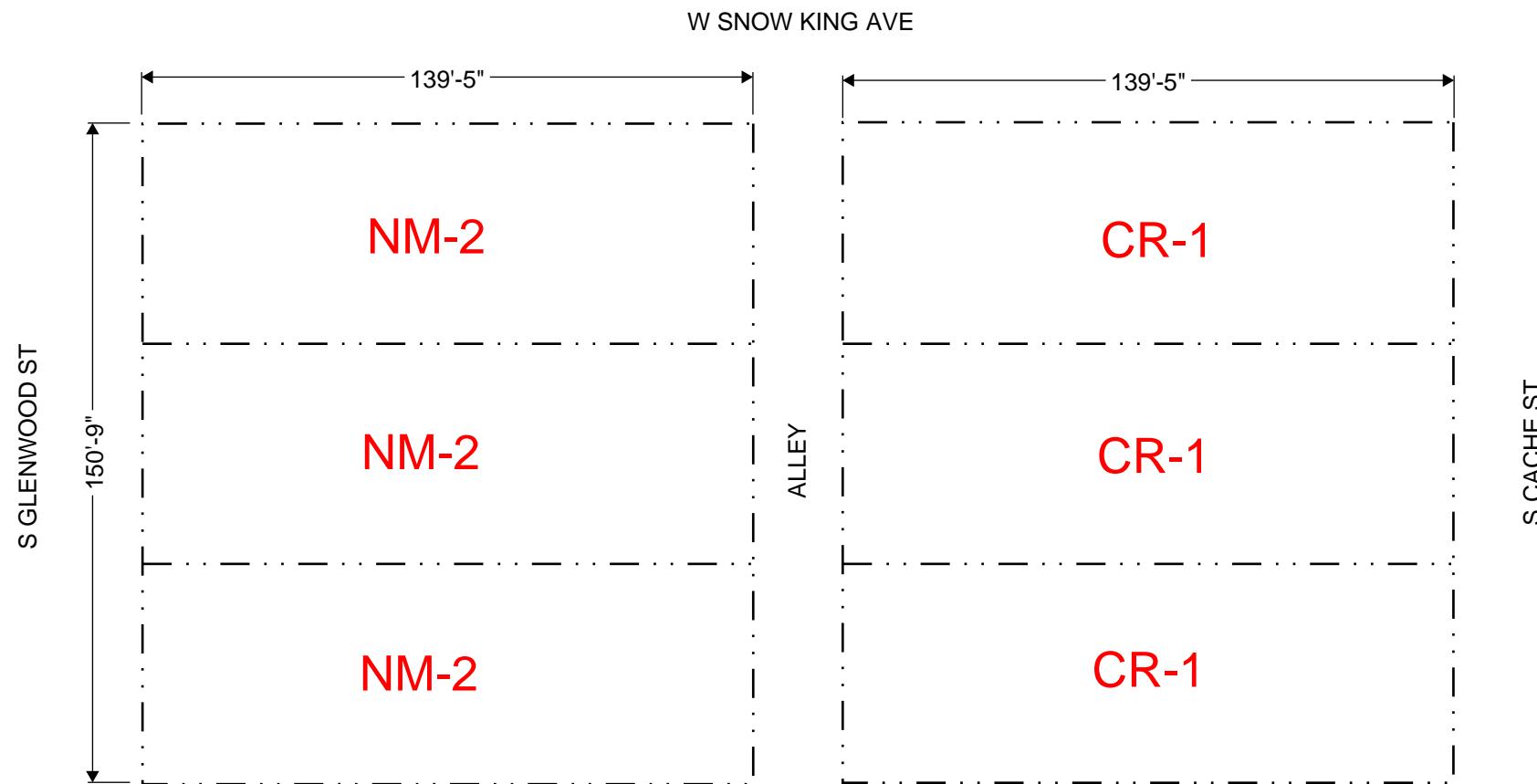
4030 W Lake Creek Drive, Suite 104  
PO Box 1870 • Wilson, WY 83014  
307-264-2600

[prospectjh.com](http://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
<b>Total</b>	<b>41,026</b>	<b>26,400</b>





PROPERTY LINES  
1" = 40'

0 20 40 80

CACHE & SNOW KING MIXED USE PROJECT - Proposed

**NM-2****Required**

Cars required - Residential	39
Cars required - Retail	0
Total Cars Required NM-2	39

**Provided**

Garage Parking	50
Alley Parking	9
On Street	0
Total Provided	59

Deficit / Surplus	20
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Total parking required for the combined lots

Total parking provided for the combined lots

Total Deficit / Surplus for the combined lots

**CR-1****Required**

Cars required - Residential	30
Cars required - Retail	53
Total Cars Required CR-1	83

**Provided**

Garage Parking	51
Alley Parking	12
On Street	12
Total Provided	63

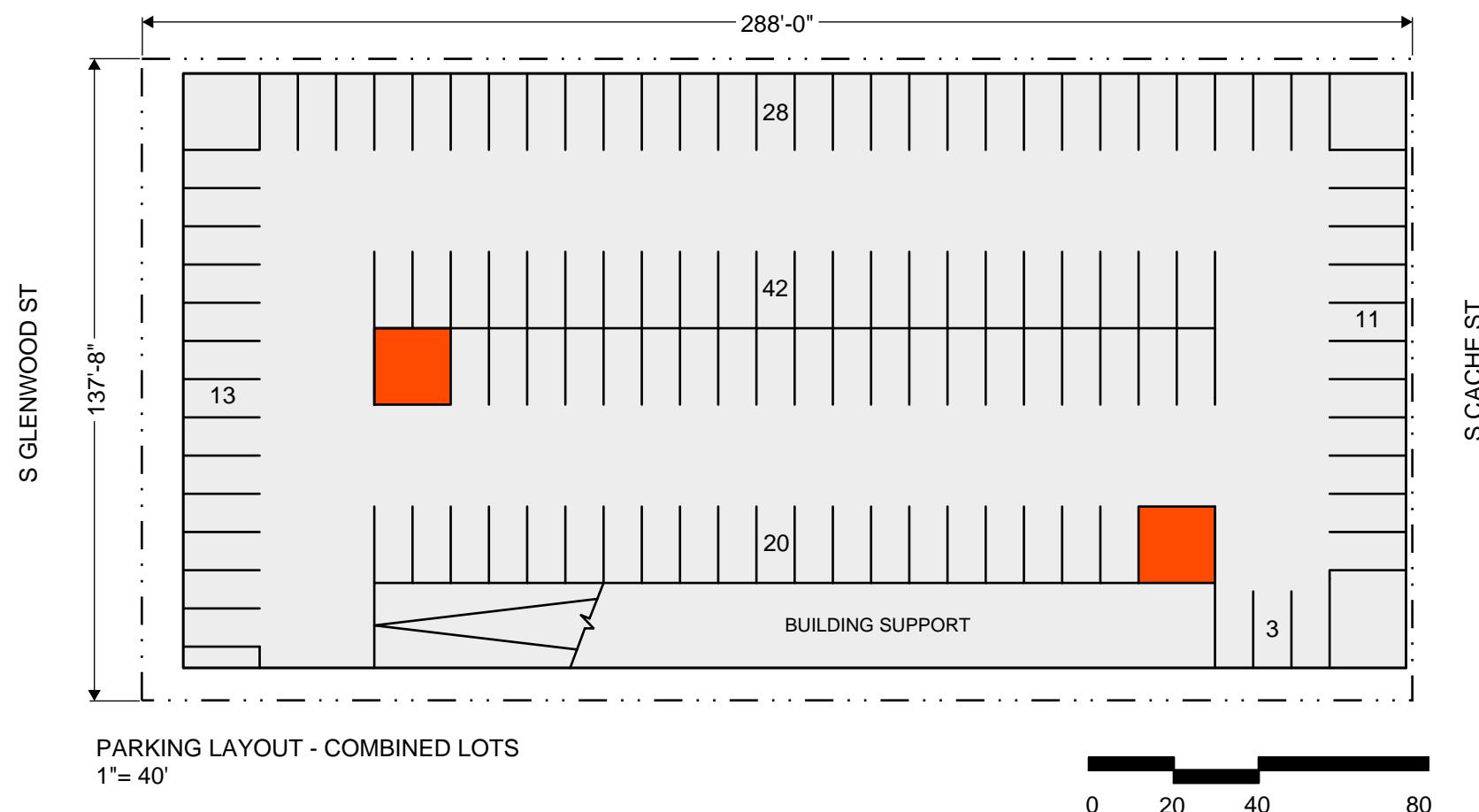
Deficit / Surplus	-20
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122

122

0

W SNOW KING AVE



CACHE & SNOW KING MIXED USE PROJECT - Proposed

LOTS: NM-2

15 1-BR UNITS

RESIDENTIAL: 7,100 GSF

LOTS: CR-1

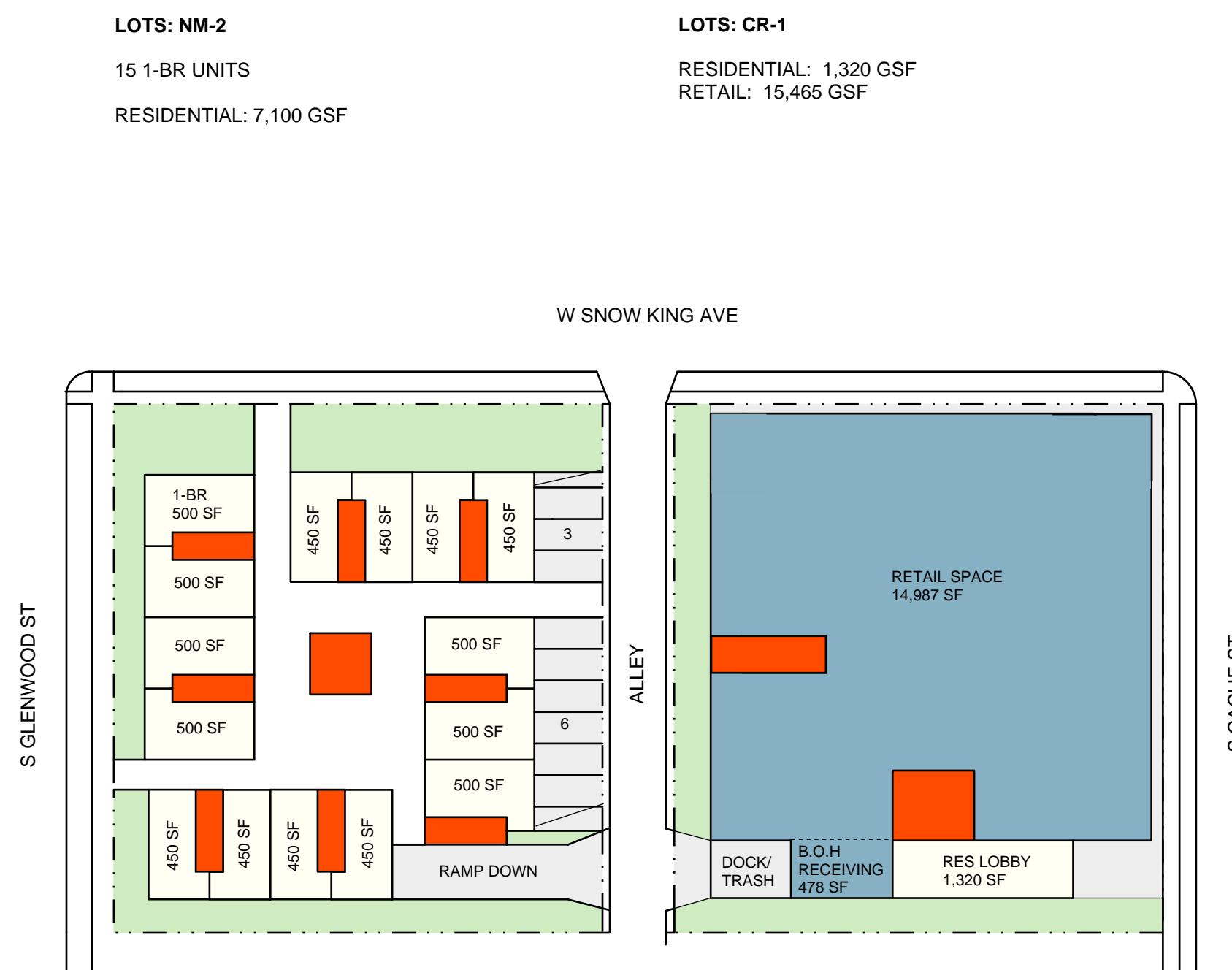
RESIDENTIAL: 1,320 GSF

RETAIL: 15,465 GSF

W SNOW KING AVE

**LOTS: NM-2 PROPOSED (LEVEL 1-3):**  
- 23,900 SF TOTAL GSF  
- 23,900 SF WORKFORCE/AFFORDABLE HOUSING

FLR 1	7,100 GSF
FLR 2	8,400 GSF
FLR 3	8,400 GSF
23,900 SF TOTAL GSF	



**LOTS: CR-1 PROPOSED (LEVEL 1-3):**

- 44,121 SF TOTAL GSF  
- 15,465 SF RETAIL  
- 28,656 SF MARKET RATE HOUSING

FLR 1	16,785 GSF
FLR 2	13,668 GSF
FLR 3	13,668 GSF
44,121 SF TOTAL GSF	

LEVEL 1 FLOOR PLAN  
1" = 40'

0 20 40 80

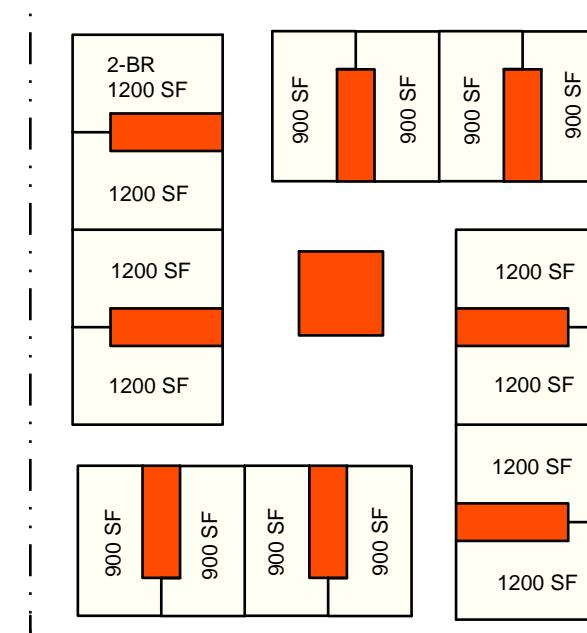
CACHE & SNOW KING MIXED USE PROJECT - Proposed

LOTS: NM-2

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

16,800 GSF / FLOOR 2+3 TOTAL

S GLENWOOD ST



LOTS: CR-1

10 UNITS / FLOOR  
17 BRS

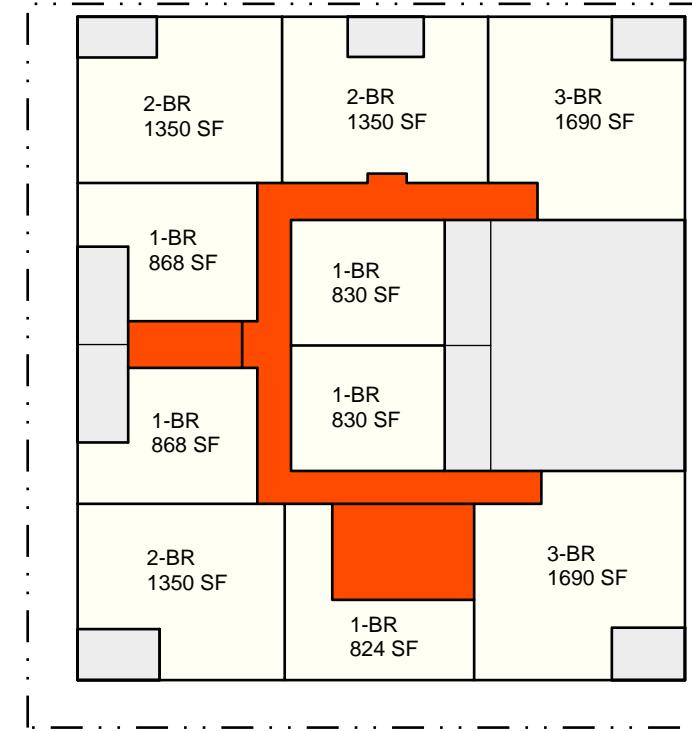
11,650 SF RENTABLE / FLOOR  
13,668 GSF / FLOOR

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

W SNOW KING AVE

ALLEY

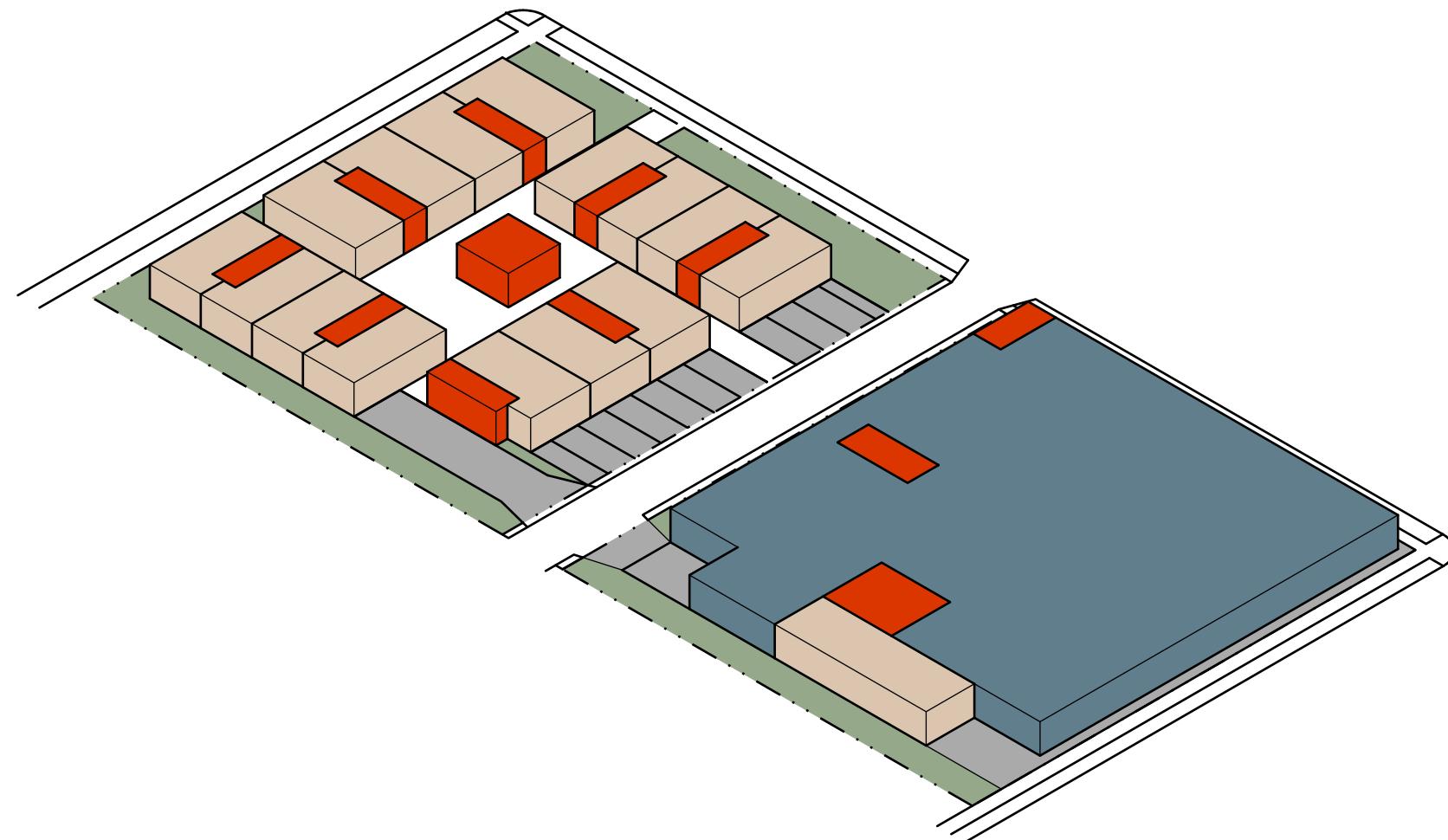
S CACHE ST



LEVEL 2 & 3 FLOOR PLAN  
1" = 40'



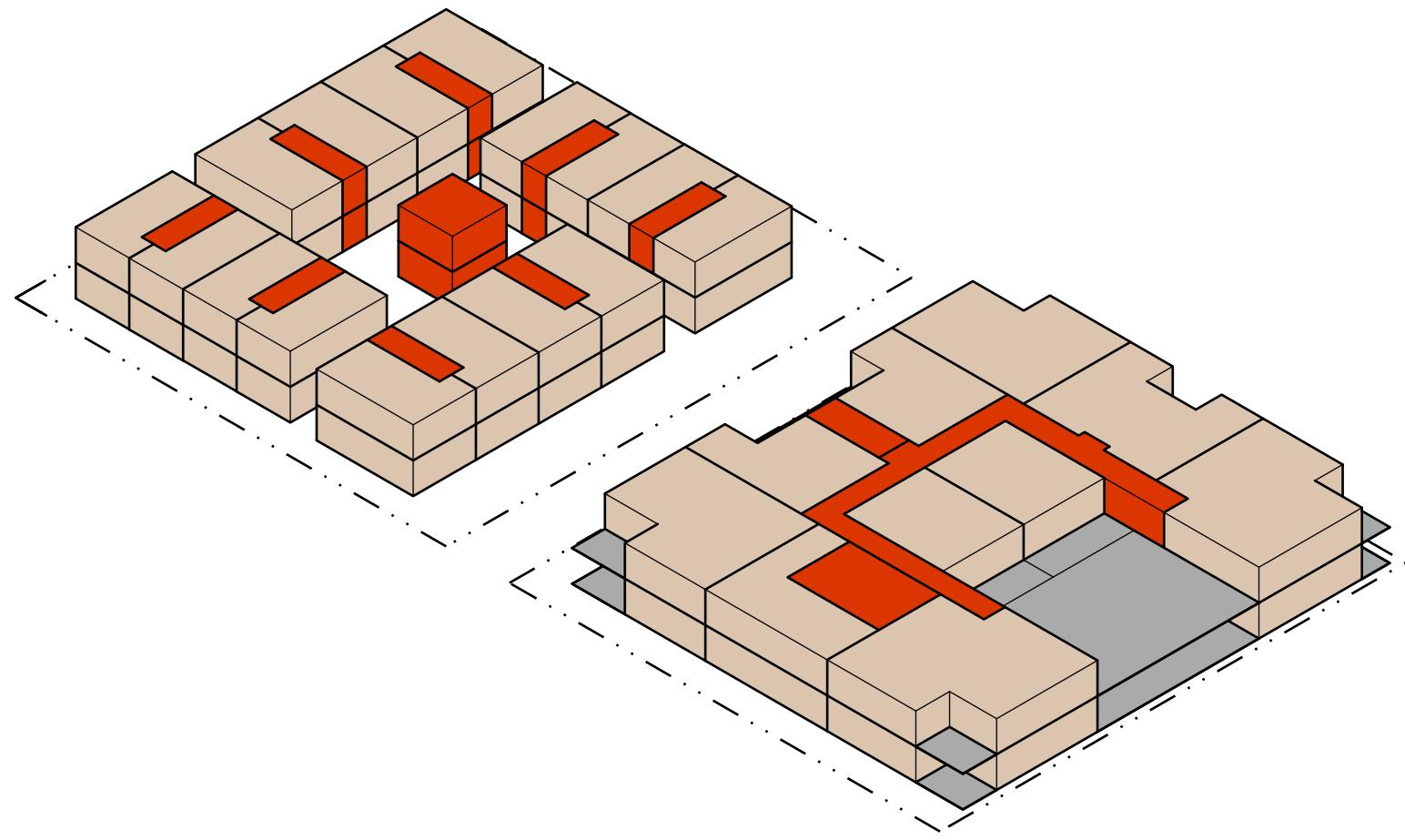
CACHE & SNOW KING MIXED USE PROJECT - Proposed



MASSING - LEVEL 1  
1"= 40'



CACHE & SNOW KING MIXED USE PROJECT - Proposed

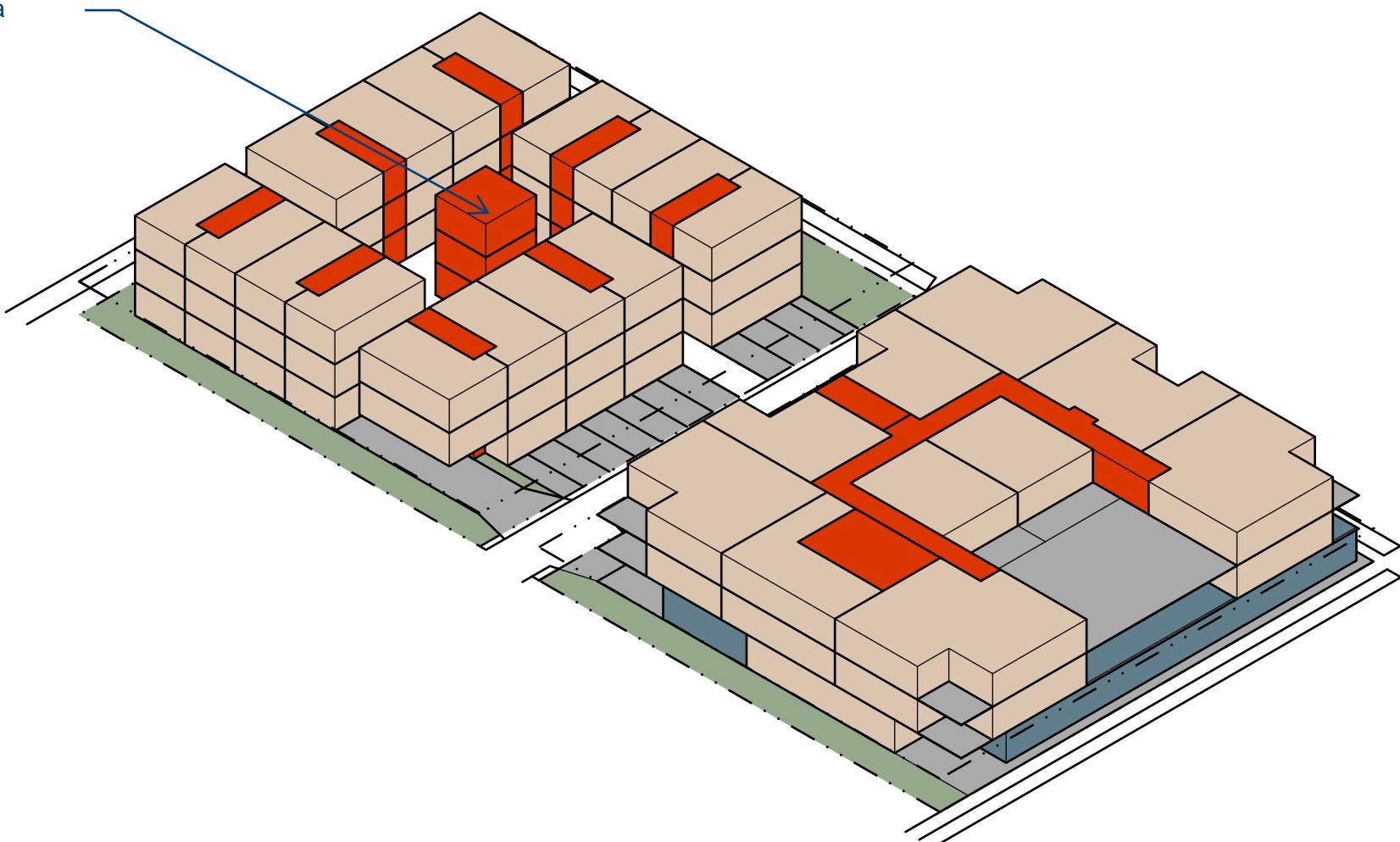


MASSING - LEVEL 2 & 3  
1" = 40'

0 20 40 80

CACHE & SNOW KING MIXED USE PROJECT - Proposed

Inaccurate. Elevator only  
to ground level plaza



MASSING - ALL LEVELS  
1" = 40'

0 20 40 80

CACHE & SNOW KING MIXED USE PROJECT - Proposed