



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: December 14, 2021

Item #: P21-327

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner

Teton County
PO Box 1727
Jackson, WY 83001

Applicant

Jackson/Teton County Affordable
Housing
PO Box 714
Jackson, WY 83001

REQUESTS:

The applicant is submitting an administrative adjustment to allow a 5'0" side setback for the property located at 445 E Kelly Ave, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116. PIDN: 22-41-16-34-2-00-027

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

Please respond by: January 4, 2022 (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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

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

APPLICANT/AGENT.

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

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ 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.

April Norton

Signature of Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title

Administrative Adjustment Request: Brown Property

445 E. Kelly Ave.
Jackson, WY 83001

Owner: Teton County, WY
Parcel: 22-41-16-34-2-00-027
Size: 1.08 acres
Town of Jackson Zoning: NL-5
Comprehensive Plan District:

Adjustment Requested:

This property is located in the Town of Jackson's Neighborhood Low Density-5 (NL-5) Zone. Structure Standards for this zone require a 10'-0" side setback. We are requesting an administrative adjustment to allow a 5'-0" side setback. This is allowable according to LDR Section 5.9.6.C.2 because the Benson/Brown Residence is a Registered Historic Resource listed in the Jackson Historic Register.

Narrative:

Teton County purchased this property in June 2020 for the purpose of creating Affordable housing for the community. In November 2021, Teton County applied for a designation as a Registered Historic Resource to be listed in the Jackson Historic Register for the Benson/Brown Residence at the site. On December 15, 2021, the Historic Preservation Board approved this designation.

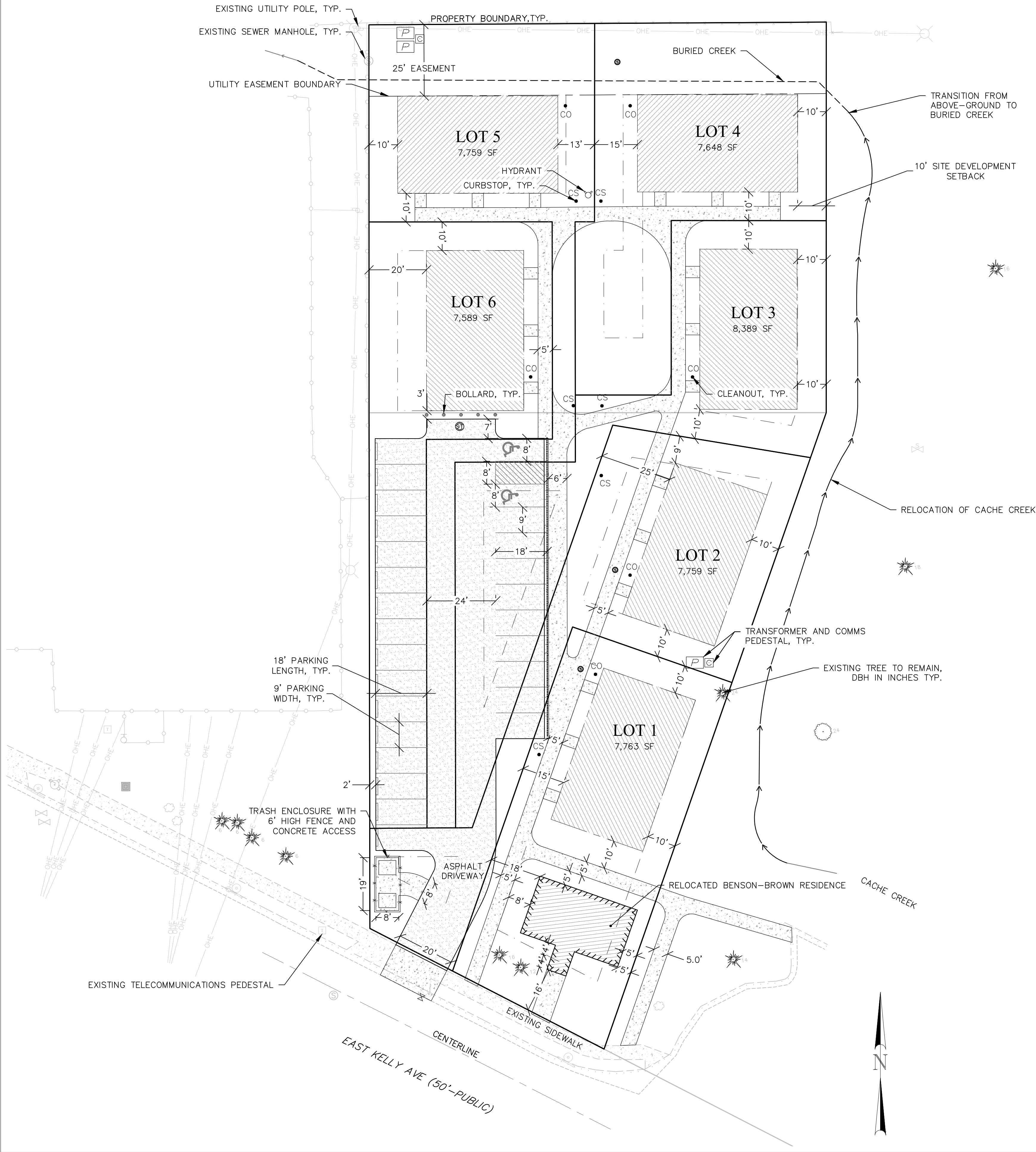
Teton County now plans to relocate the residence on site and to reuse it as a seasonal meeting space managed by Teton County Parks & Recreation. The site plan places the cabin 5'-0" from the eastern side setback, which is allowed under LDR Section 5.9.6.C.2.

This proposed adjustment will be consistent with the zone and will accomplish the Town of Jackson's goals to provide regulatory flexibility to avoid the demolition of historic properties and to encourage context-sensitive reinvestment in a redevelopment of historic properties.

Associated Documents:

Proposed Site Plan

LAST SAVED: 9/20/2021 2:45 PM BY: TYLER KLOS
F:\2020\20263_445-East-Kelly\DWG\20263_DESIGN.Plot.dwg

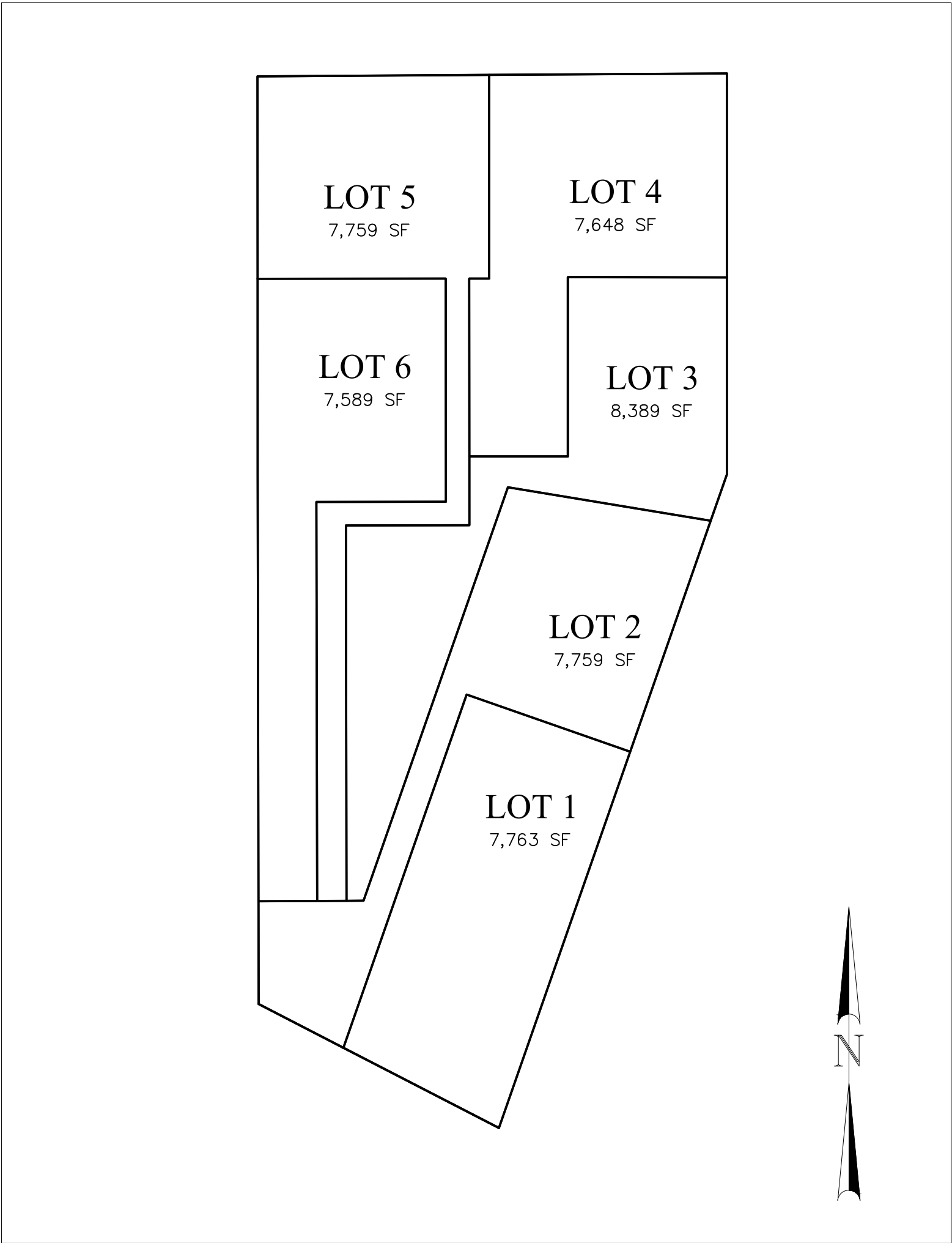


SITE PLAN

LEGEND	
(E) - EXISTING	(P) - PROPOSED
	PROPERTY BOUNDARY
	BUILDING SETBACK
	EASEMENT
	(E) STRUCTURE
	(P) BUILDING ENVELOPE
	(E) FENCE
	(E) DITCH FLOWLINE
	(P) DITCH FLOWLINE
	(E) EDGE OF CONCRETE
	(P) EDGE OF CONCRETE
	(E) EDGE OF ASPHALT
	(P) EDGE OF ASPHALT
	(E) CONCRETE
	(P) CONCRETE
	(E) ASPHALT
	(P) ASPHALT

PARKING NOTES

PARKING COUNT
TOTAL PARKING SPACES: 27
ADA PARKING SPACES: 2
VAN ACCESSIBLE ADA PARKING SPACES: 1



LOT PLAN

BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY
445 EAST KELLY AVENUE
JACKSON, WYOMING 83001

SITE PLAN

C0.2



Y2consultants.com
307.733.2989

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

DRAWING SET TITLE	DEV. PLAN
DATE	9/20/2021
DRAWN BY: TK	
CHECKED BY: KC	
JOB #:	20263