



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: January 25, 2022	REQUESTS: The applicant is submitting an Administrative Adjustment to allow a 15'0" street setback and 5' 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.
Item #: 22-014	
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	
Please respond by: February 15, 2022 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangle@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: Brown Property Affordable Housing
Physical Address: 445 E. Kelly Avenue, Jackson WY
Lot, Subdivision: _____ PIDN: 22-41-16-34-2-00-027

PROPERTY OWNER.

Name: Teton County Phone: 307-733-7030
Mailing Address: PO Box 1727, Jackson WY ZIP: 83001
E-mail: mmurphy@tetoncountywy.gov

APPLICANT/AGENT.

Name: Jackson/Teton County Affordable Housing Phone: 307-732-8571
Mailing Address: PO Box 714, Jackson WY ZIP: 83001
E-mail: kristi.malone@tetoncountywy.gov

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ Applicant/Agent

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

Use Permit	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
<input checked="" type="checkbox"/> Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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?

☐ **fee waiver** **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.

Kristi Malone

Signature of Property Owner or Authorized Applicant/Agent

Kristi Malone

Name Printed

1/25/2022

Date

Housing Supply Specialist

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

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 20' street setback and 10' side setback (LDR Sec. 2.2.6.B.1). We are requesting an administrative adjustment to allow a 15' street setback from East Kelly Ave and a 5' side setback from the eastern property line. This request is specific to the proposed relocation of the historic Benson/Brown cabin that is currently on site. Per LDR Section 5.9.6.C.2, a Registered Historic Resource listed in the Jackson Historic Register may be granted an administrative adjustment to building setbacks. The Benson/Brown cabin was confirmed to be a Registered Historic Resource in Planning Dept. approval of P21-289 on 12/21/21.

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 now for eventual permitting and use of the structure as a seasonal meeting space managed by Teton County Parks & Recreation. The proposed site plan places the cabin 15' from Kelly Ave and 5' from the eastern property line (an encroachment of 5' in each 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.

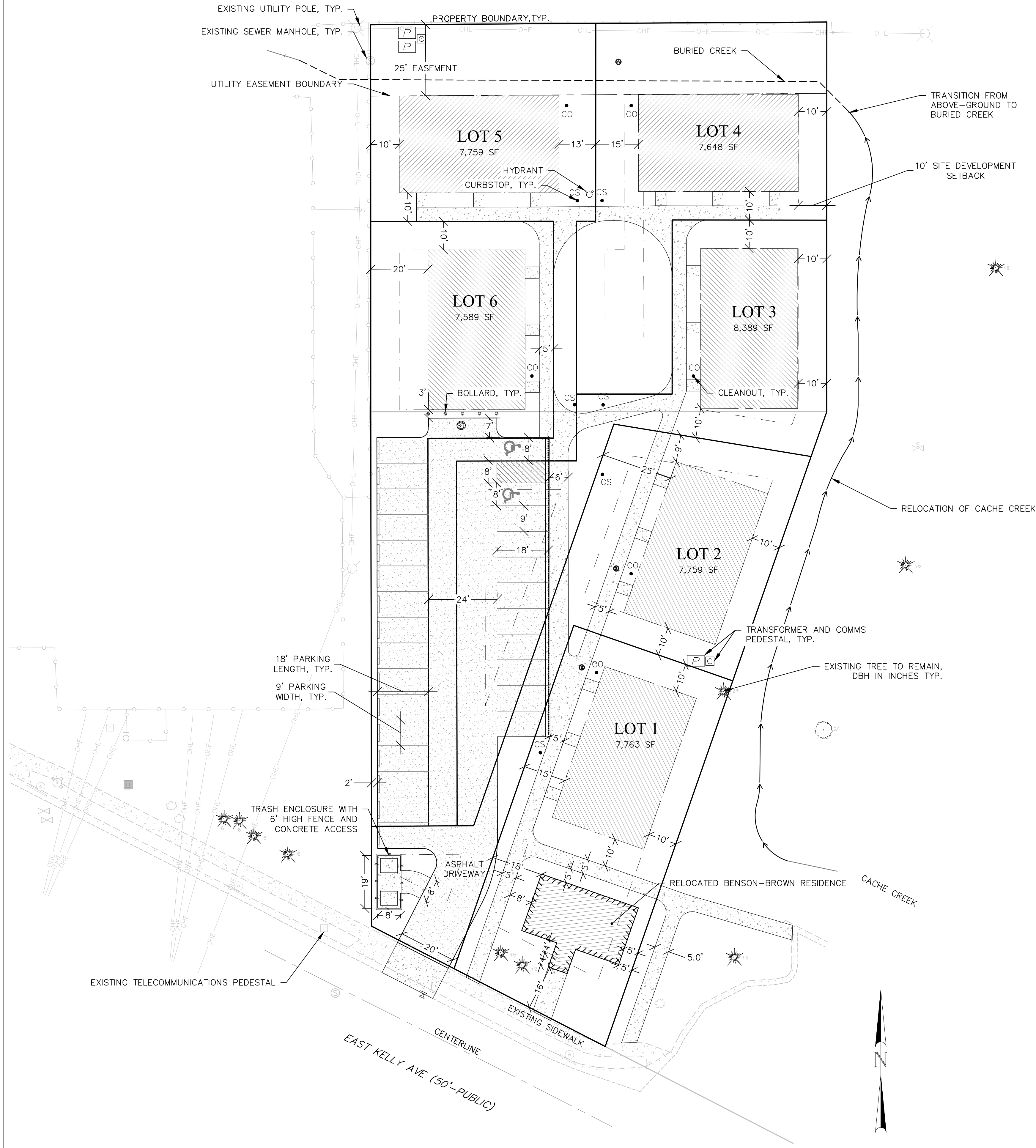
Findings:

1. Complies with the applicability standards of this Section;
Complies. An application may be made for administrative adjustment of: Structure setbacks, not including setbacks from natural resources, may be adjusted up to 20%, or for a property listed on the Jackson Historic Register structure setbacks may be adjusted as provided in 5.9.6.C.1.6.
2. Either:
 - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
 - b. Better protects natural, scenic, or historic resources, or
Complies. This adjustment allows for protection of a historic structure.

- c. Better supports the purpose of the zone;
- 3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;
Complies. Relocation and preservation of an existing structure is consistent with Complete Neighborhood zoning in the Stable East Jackson Subarea, where structures are encouraged to be pulled toward the street. Closer proximity of the structure to Yokel Park to the east also support contiguous Parks and Rec use of the structure and the adjacent Park zoned land.
- 4. Will not pose a danger to the public health or safety; and
Complies. The proposed reduced setbacks still allow for pedestrian circulation along the existing sidewalk and do not interfere with line of sight for vehicles entering or exiting the site.
- 5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.
Complies. This request is consistent with the purpose of Administrative Adjustments to provide relief when application of a standard, in this case building setbacks, creates practical difficulties in advancement of Comp Plan/zoning district goals, in this case historic preservation and adaptive reuse.

Associated Documents:
Proposed Site Plan

LAST SAVED: 9/20/2021 2:45 PM BY: TYLER KLOS
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SITE PLAN

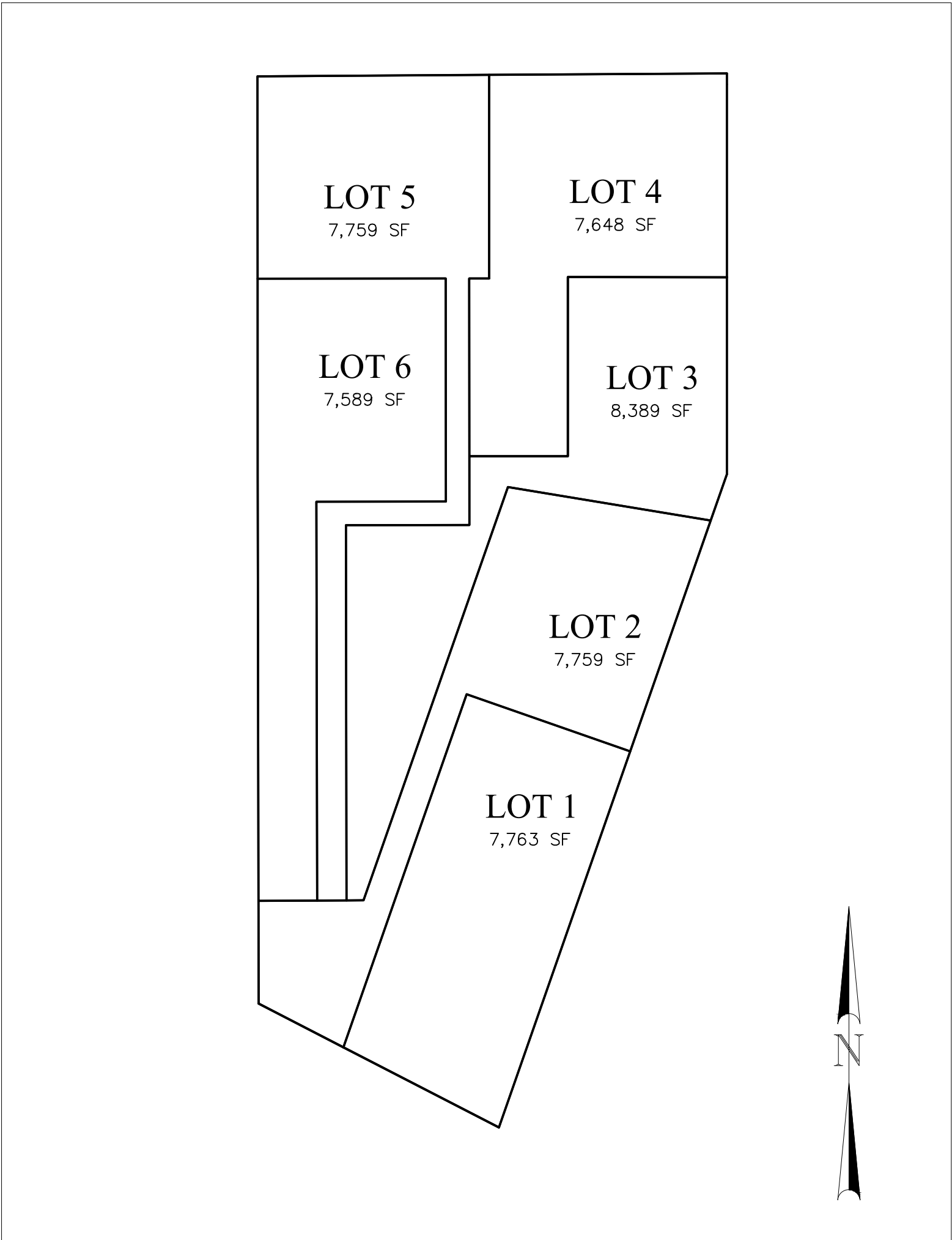


LEGEND	
(E) - EXISTING	(P) - PROPOSED
	PROPERTY BOUNDARY
	BUILDING SETBACK
	EASEMENT
	(E) STRUCTURE
	(P) BUILDING ENVELOPE
	(E) FENCE
	(E) DITCH FLOWLINE
	(P) DITCH FLOWLINE
	(E) EDGE OF CONCRETE
	(P) EDGE OF CONCRETE
	(E) EDGE OF ASPHALT
	(P) EDGE OF ASPHALT
	(E) CONCRETE
	(P) CONCRETE
	(E) ASPHALT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

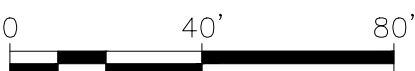
PARKING NOTES

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