



# 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

Item #: 22-014

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto: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 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.

**Please respond by: February 15, 2022 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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 X Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

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

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://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](http://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](http://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

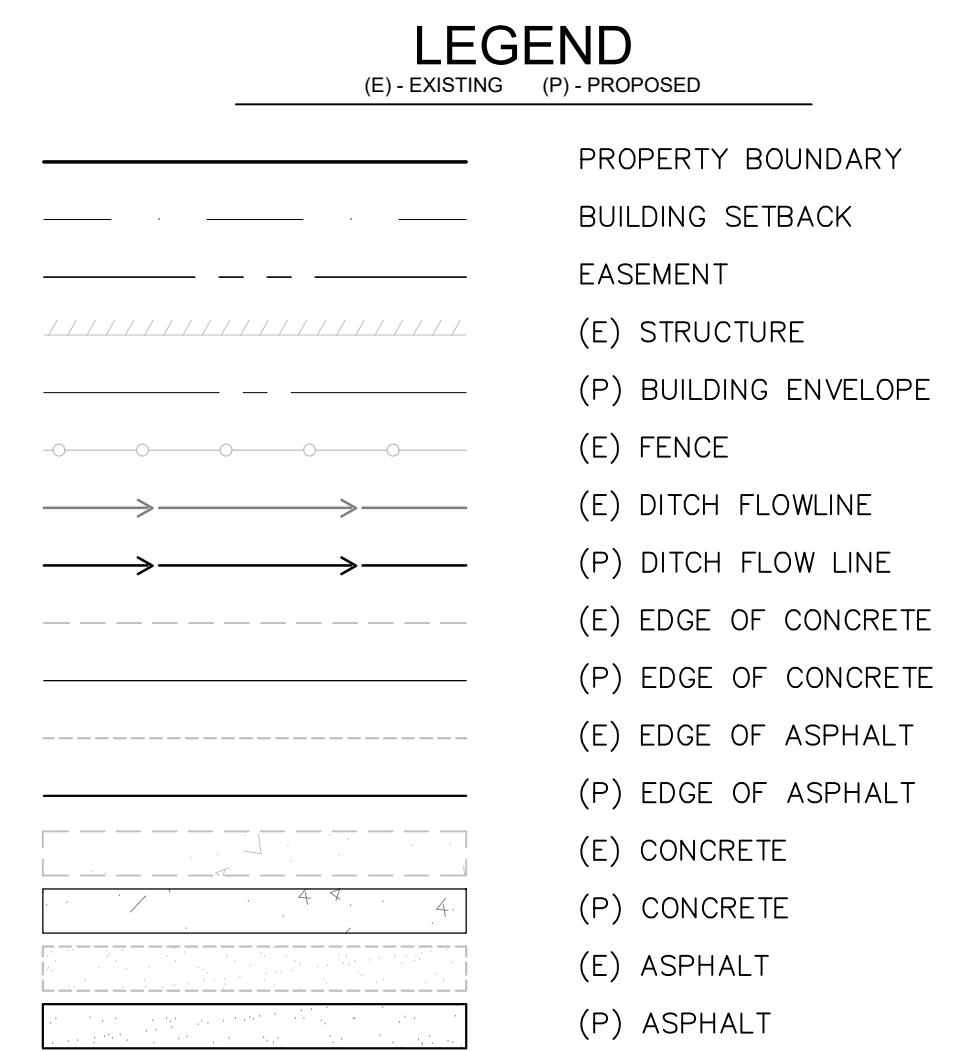
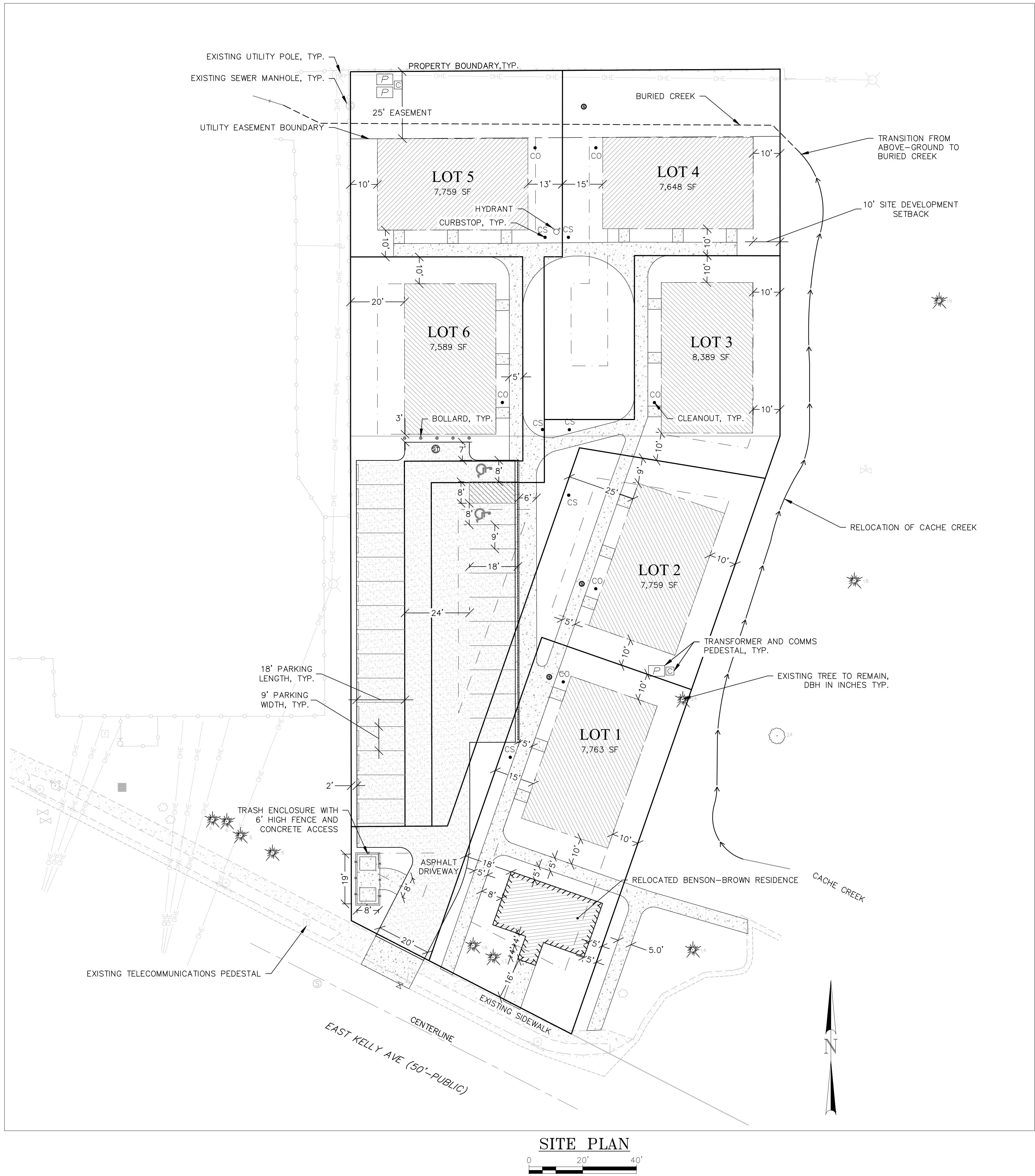
- b. Better protects natural, scenic, or historic resources, or

**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:**

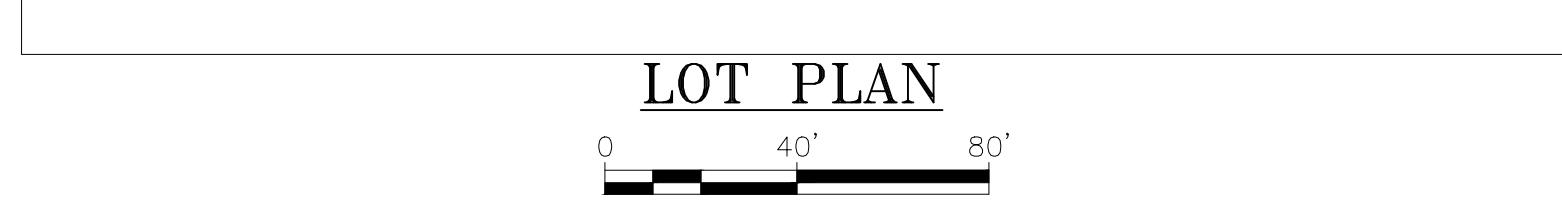
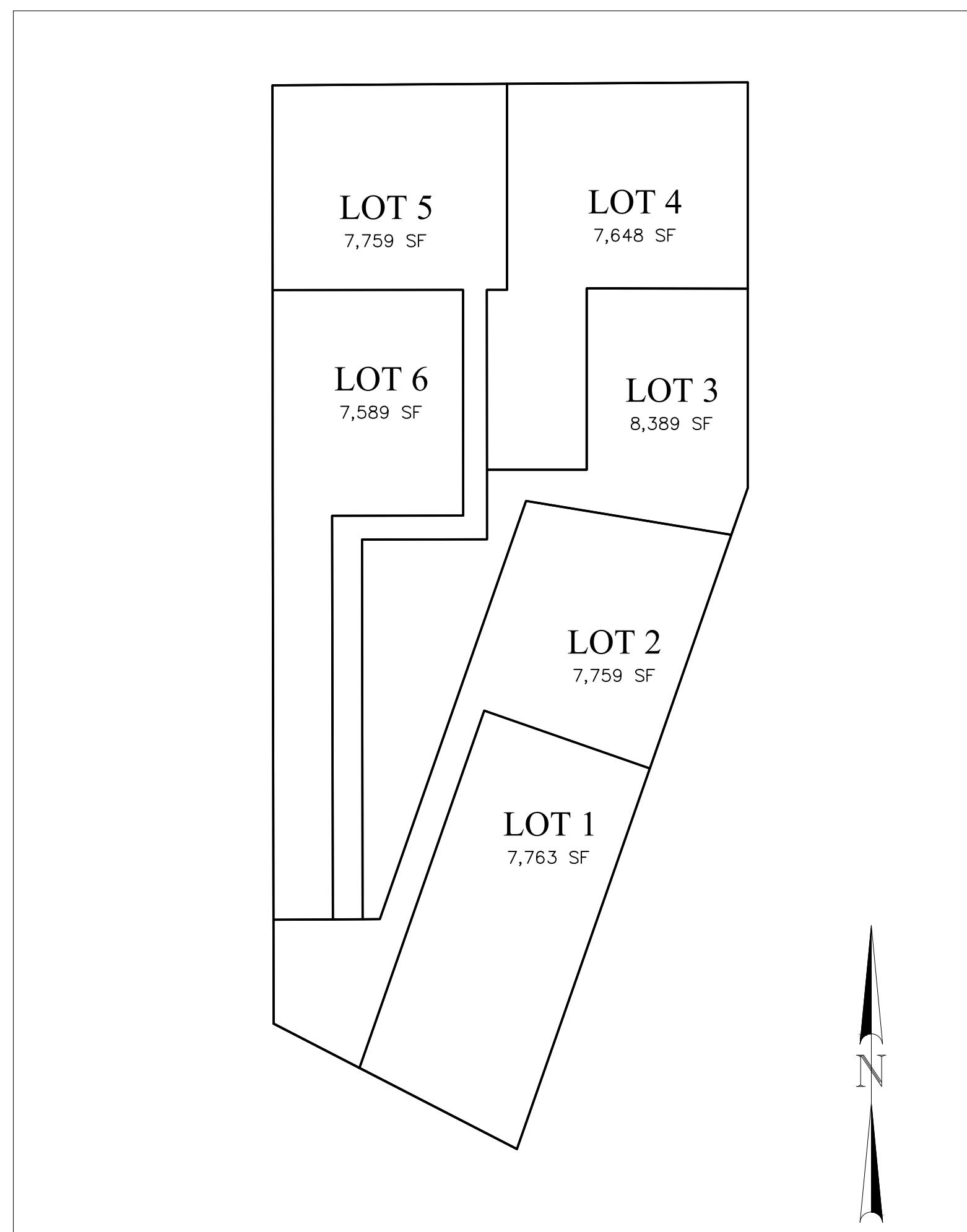
Proposed Site Plan



**PARKING NOTES**

**PARKING COUNT**

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



BROWN PROPERTY AFFORDABLE HOUSING DEV	
TETON COUNTY	
445 EAST KELLY AVENUE	
JACKSON, WYOMING 83001	
SITE PLAN	
LOT PLAN	
C0.2	

**Y2 CONSULTANTS**  
ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES



**Y2**  
Y2consultants.com  
307.733.2588

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