



# 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

<p>Date: February 15, 2022</p> <p>Item #: P22-026</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <p><b>Owner</b> Jorgensen Properties LLC 635 S Park Centre Ave #2213 Green Valley, AZ 85614</p> <p><b>Applicant</b> William E Wecker Associates, Inc. PO Box 1010 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit to change use from Lab/Storage space to an Accessory Residential Unit for the property located at 270 E Simpson Ave, legally known as LOTS 7,8,9, BLK. 9, CACHE 2 PIDN: 22-41-16-34-2-16-014</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: March 1, 2022 (Sufficiency)</b> <b>March 8, 2022 (with Comments)</b></p>	

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

WILLIAM E. WECKER ASSOCIATES, INC.

February 15, 2022

270 E Simpson Ave  
PO Box 1010  
Jackson WY 83001-1010

tel 307 732 6850

Town of Jackson  
Planning & Building Department  
150 E. Pearl Avenue  
Jackson, WY 83001

Dear Sir or Madam:

Considering the workforce housing shortage in Teton County, we are proposing a change of use within an auxiliary building at the rear of our main office structure, from Lab/Storage space to an Accessory Residential Unit to provide workforce housing.

We understand that licensed contractors with the Town of Jackson will be needed to preform the following scope of work:

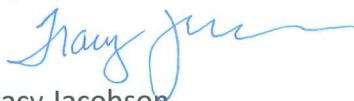
- Moving an existing interior wall to increase the size of the current room to meet the required bedroom square footage
- Adding a closet in the new bedroom space
- Installing a new egress window in the new bedroom to comply with current building codes
- Install additional electrical outlets to comply with current building codes
- Replace heating unit to comply with current building codes

In the application packet, please find the following requested forms:

- Planning Permit Application – Change of Use
- Floor Plans prepared by Hawtin Jorgensen Architects
- Narrative Description of Use
- Housing Mitigation Plan
- Notarized Letter of Authorization Naming Applicant as Owner's Agent
- Site Plan prepared by Hawtin Jorgensen Architects

Thank you in advance for your assistance. Should you require any additional information from us, please don't hesitate to reach out.

Regards,



Tracy Jacobson

307-732-6839

[jacobson@wecker.com](mailto:jacobson@wecker.com)



**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: Convert Office/Lab to Employee Studio  
Physical Address: 270 E Simpson Ave, Jackson WY 83001  
Lot, Subdivision: 7,8,9, Block 9 2nd Cache Creek Addition PIDN: 22-41-16-34-2-16-014

**PROPERTY OWNER.**

Name: Jorgensen Properties LLC Phone: 307-413-6500  
Mailing Address: 635 S. Park Centre Ave. #2213, Green Valley A ZIP: 85614  
E-mail: jorgensenp9@gmail.com

**APPLICANT/AGENT.**

Name: William E. Wecker Associates, Inc. Phone: 307-732-6850  
Mailing Address: PO Box 1010, Jackson WY ZIP: 83001  
E-mail: jacobson@wecker.com

**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](http://www.townofjackson/200/Planning)

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

\$601.00 **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.

Signature of Property Owner or Authorized Applicant/Agent

Tracy Jacobson

Name Printed

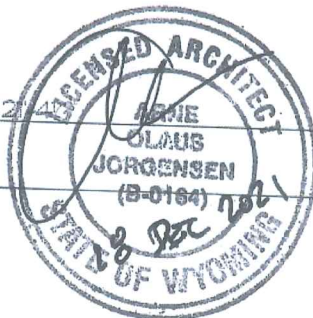
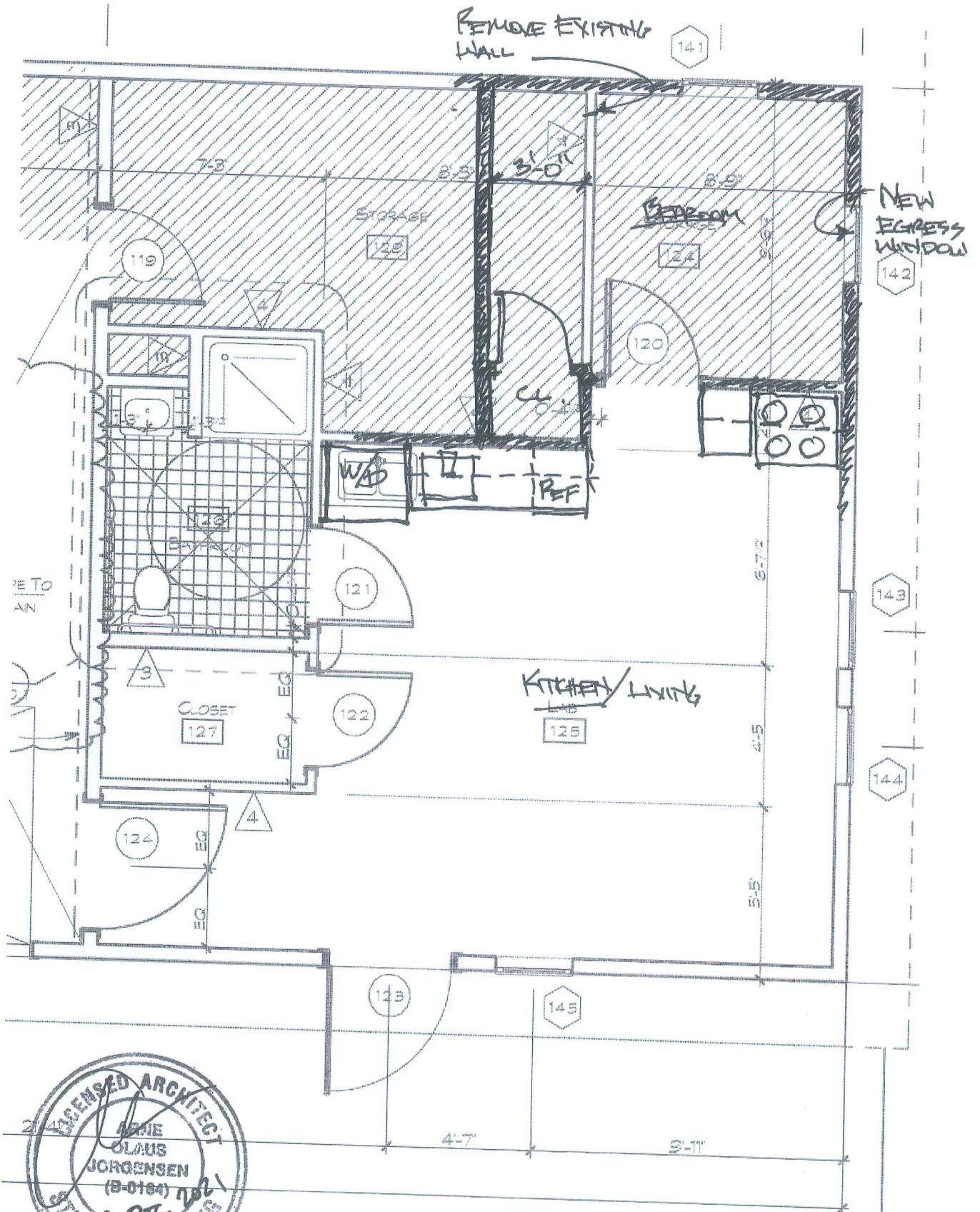
Feb. 10, 2017

Date

Administrative Manager

Title





WECKER CHANGE OF USE  
 HANNAH JORGENSEN ARCHITECTS  
 18 DEC 2021

### Narrative Description of Use

To convert the lab/storage area in auxiliary building into an Accessory Residential Unit to provide workforce housing.

# Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates.

These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

## Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

### Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

### Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000247*sف		554	1	0.137

Existing Workforce Housing Credit 0.137

### Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Apartment (Unrestricted)	$0.000017 * \text{sf} + (\text{Exp}(-14.17 + 1.59 * \text{Ln}(\text{sf}))) / 2.176$	1	554	1	0.017

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).





## Town of Jackson Planning and Building Department

### 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 Jorgensen Properties, LLC is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 270 E. Simpson Avenue, Jackson, WY 83001

Legal Description: Lots 7,8,9, Blk. 9, 2nd Cache Creek Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Tracy Jacobson of William E. Wecker Associates, Inc.

Mailing address of Applicant/agent: PO Box 1010

Email address of Applicant/agent: jacobson@wecker.com

Phone Number of Applicant/agent: (307) 732-6850

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

☐ Demolition Permit ☒ Other (describe) Change of Use Permit

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 [Signature]

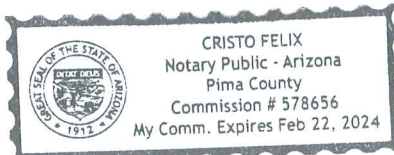
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner MANAGING PARTNER

STATE OF Arizona )  
) SS.

COUNTY OF Pima )

The foregoing instrument was acknowledged before me by Peter M. Jorgensen this 20th day of December, 2021.

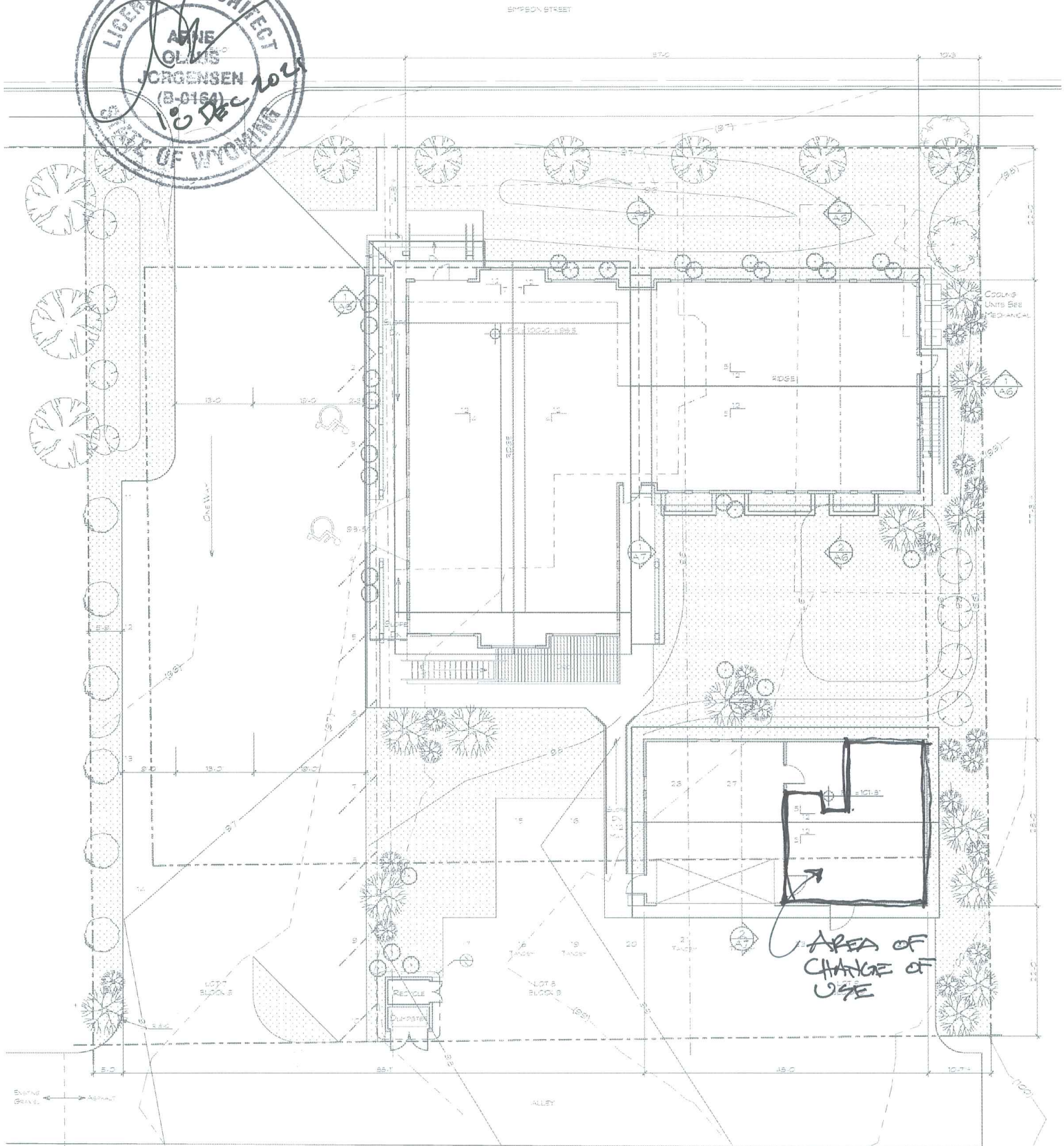
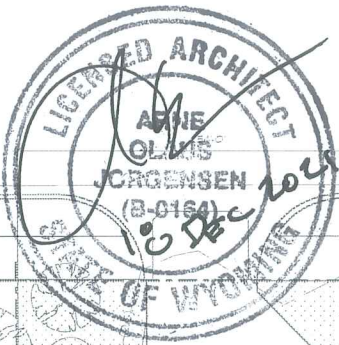
WITNESS my hand and official seal.



Notary Public [Signature]

My commission expires: 2/22/24





270 E. SIMPSON  
EXISTING SITE PLAN

N  
SITE PLAN  
SCALE: 1/8" = 1'-0"

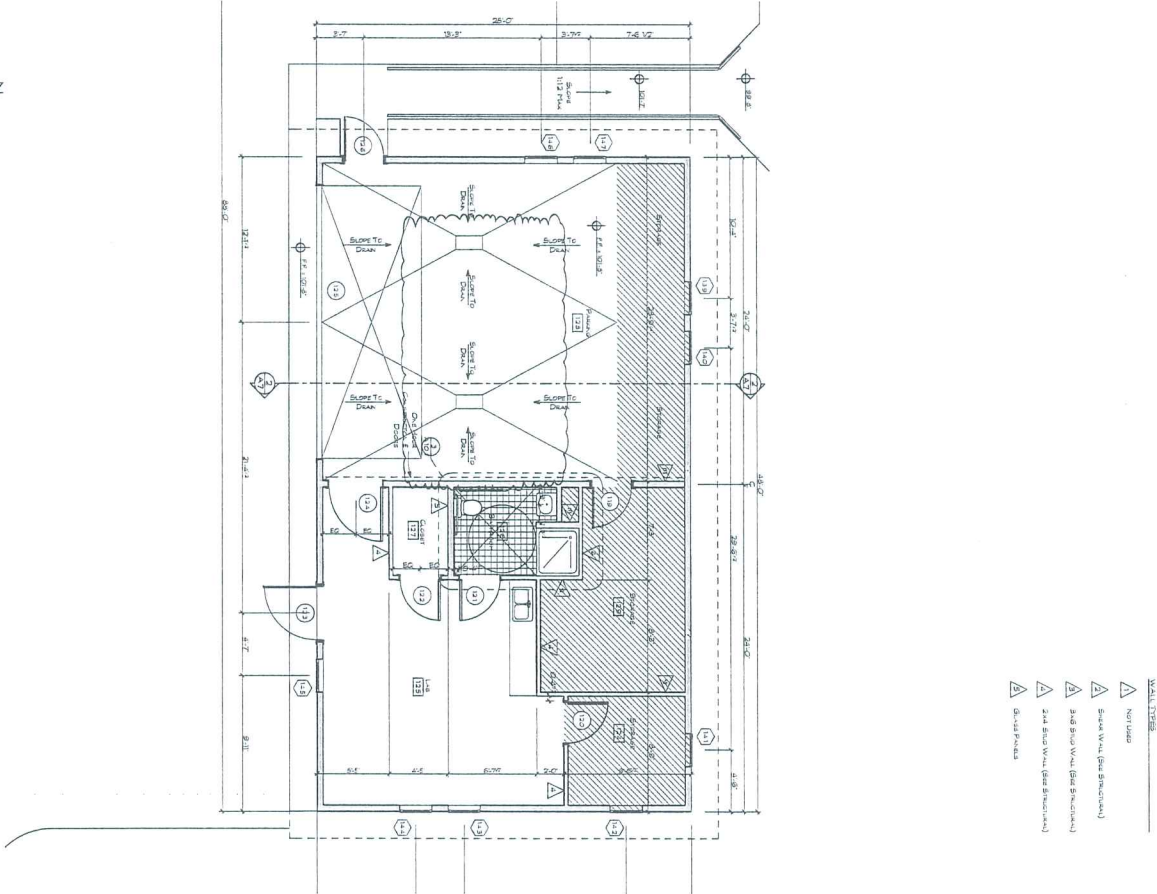
WICKER CHANGE OF USE

HANNAH JORGENSEN ARCHITECTS  
12 DEC 2021

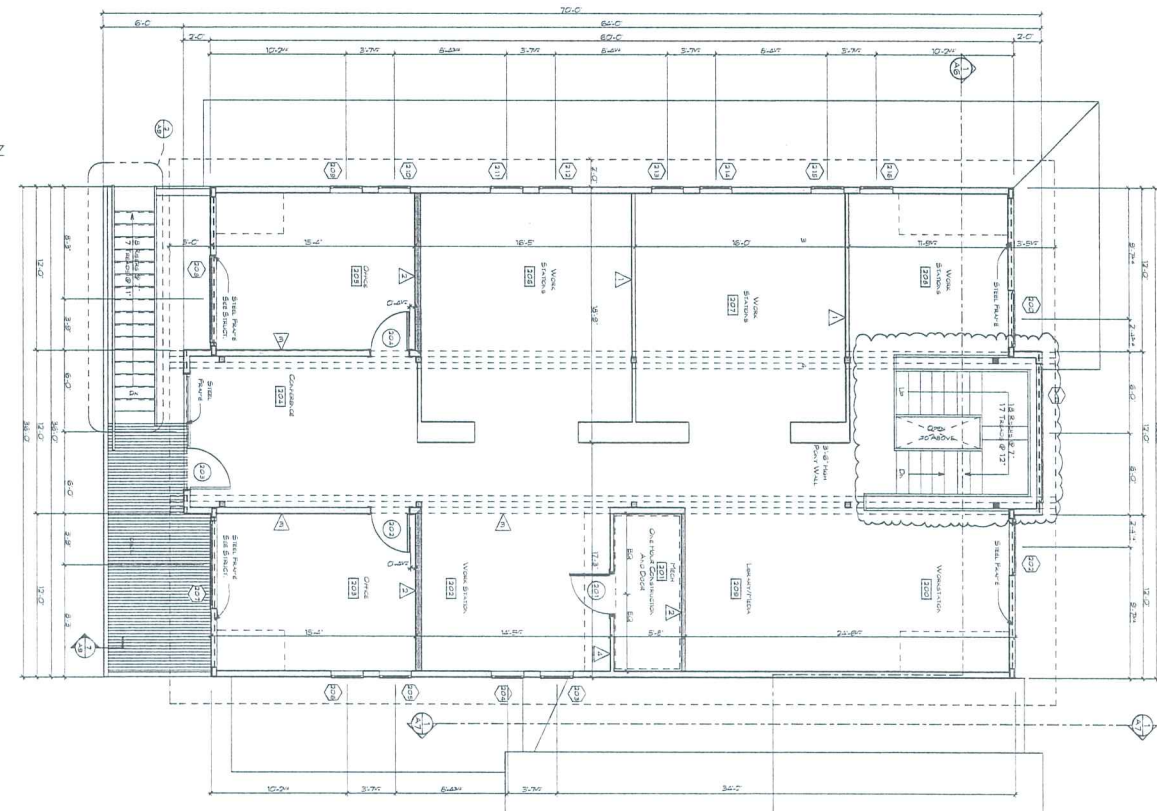




1. MAIN LEVEL GARAGE PLAN



2. SECOND LEVEL FLOOR PLAN



A2

PROJECT TITLE  
FLOOR PLAN  
DATE: 27 OCT 2001  
REVISED: 27 OCT 2001  
20 DEC 2002

# JORGENSEN ASSOCIATES NEW OFFICE BUILDING

LOTS 7,8,&9 BLOCK 9  
270 EAST SIMPSON AVENUE

SECOND CACHE CREEK ADDITION  
JACKSON, WYOMING

HAWTIN JORGENSEN ARCHITECTS, PC  
POST OFFICE BOX 1249 265 EAST KELLY STREET JACKSON, WYOMING 83001  
PHONE: 307-733-4364 FAX: 307-733-4365  
DRAWN BY: CHECKED BY: