



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: April 6, 2022	REQUESTS: The applicant is submitting a request for an Administrative Adjustment for parking for Jackson Street Apartments, legally known as 335 S Millward St : PIDN's :22-41-16-33-1-20-001, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, 22-41-16-33-1-20-006, 22-41-16-33-1-24-002, 22-41-16-33-1-24-003, 22-41-16-33-1-24-004, and 22-41-16-33-1-24-005. For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.
Item #: P22-075	
Planner: Paul Anthony	
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
Owner: Red House, LLC PO Box 4902 Jackson, WY 83001 Applicant: Hoyt Architects PO Box 7364 Jackson WY 83002	
Please respond by: April 27, 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: Jackson Street Apartments
Physical Address: See Attached
Lot, Subdivision: See Attached PIDN: See Attached

PROPERTY OWNER.

Name: Jackson Street Apartments, LLC Phone: _____
Mailing Address: P.O. Box 4902, Jackson, WY ZIP: 83001
E-mail: patrick@aicpvt.com

APPLICANT/AGENT.

Name: Hoyt Architects - Neal Zeren Phone: 307-733-9955 x1005
Mailing Address: P.O. Box 7364, Jackson, WY ZIP: 83002
E-mail: nealz@hoytarchitects.design

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

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

Relief from the LDRs

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

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 #: B22-0256 & B22-0258 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?


X **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **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>.

X **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.



Signature of Property Owner or Authorized Applicant/Agent

Neal Zeren

Name Printed

4/5/2022

Date

Architect

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

PLANNING PERMIT APPLICATION

Planning & Building Department

PROPERTY DESCRIPTION

Parcel: 22-41-16-33-1-20-001
Address: 335 S. Millward Street, Jackson, WY 83001
Location: Lot 1, BLK. 9, Wort-2 (Map T-60A)

Parcel: 22-41-16-33-1-20-004
Location: Lot 2, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-005
Location: Lot 3, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-006
Location: Lot 4, BLK. 9, 2nd Wort Addition

Parcel: 22-41-16-33-1-20-002
Address: 270 W. Hansen Avenue, Jackson, WY 83001
Location: Lot 5, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-003
Address: 320 S. Jackson St., Jackson, WY 83001
Location: Lot 6, BLK. 9, Wort-2



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: 11/23/2021

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 Red House, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: See attached description.

Legal Description: See attached description.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hoyt Architects

Mailing address of Applicant/agent: P.O. Box 7364, Jackson, WY 83002

Email address of Applicant/agent: NealZ@HoytArchitects.Design

Phone Number of Applicant/agent: 307-733-9955 x 1005

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 ☐ Business License Application
- ☒ Demolition Permit ☒ Other (describe) DRC Submittal, Pre-Applications

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.

[Signature]

Property Owner Signature

Manager

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

STATE OF Utah)

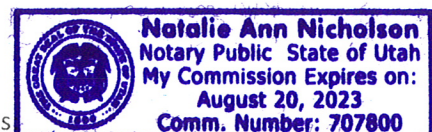
) SS.

COUNTY OF Salt Lake)

The foregoing instrument was acknowledged before me by Colby Rollins this 23rd day of November, 2021. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires
August 20, 2023





Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

LETTER OF AUTHORIZATION
PROPERTY DESCRIPTION

Parcel: 22-41-16-33-1-20-001
Address: 335 S. Millward Street, Jackson, WY 83001
Location: Lot 1, BLK. 9, Wort-2 (Map T-60A)

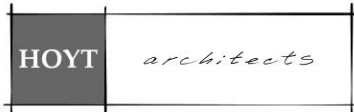
Parcel: 22-41-16-33-1-20-004
Location: Lot 2, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-005
Location: Lot 3, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-006
Location: Lot 4, BLK. 9, 2nd Wort Addition

Parcel: 22-41-16-33-1-20-002
Address: 270 W. Hansen Avenue, Jackson, WY 83001
Location: Lot 5, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-003
Address: 320 S. Jackson St., Jackson, WY 83001
Location: Lot 6, BLK. 9, Wort-2



April 5, 2022

Jackson Street Apartments Affordable Housing

Administrative Adjustment

Narrative

The following narrative describes requested Administrative Adjustment to permit B22-0256 & B22-0258.

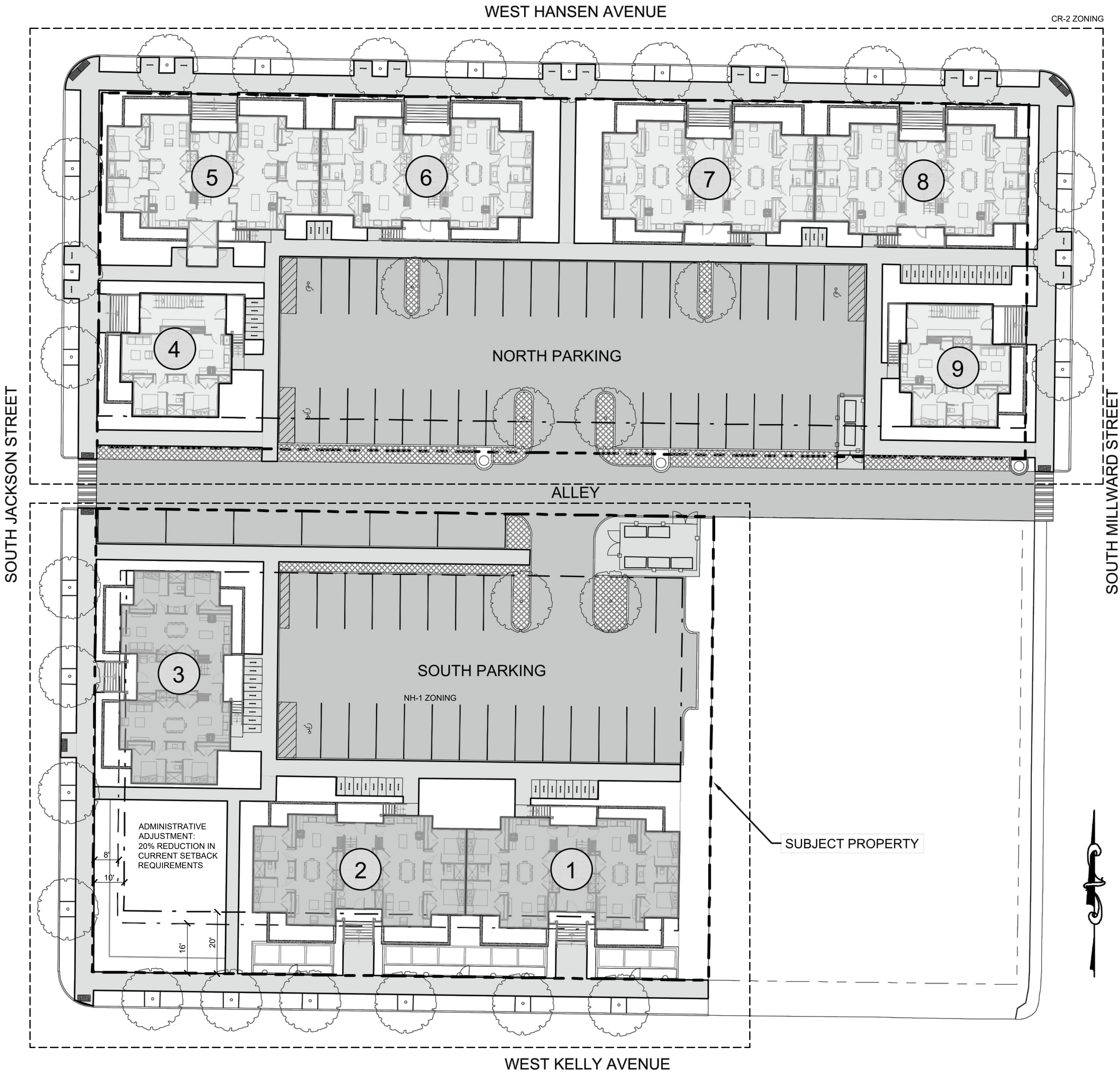
Administrative Adjustment:

Applicant requests reduction in required 1.5 parking spaces per dwelling unit, as required by 2.2.12.C.2 and 2.2.9.C.2, to a 1.14 parking space ratio for the following findings:

- 1) Close proximity to Jackson Town amenities.
- 2) Close proximity to alternate transportation. All buildings are within 1200 feet of Start Bus Stop. With 2 alternate stops within 1500 feet.
- 3) Alternative transportation options have been accommodated. 126 bike parking spots have been allowed for on the site. See G004 for break down.
- 4) On-street parking, though not allowed by LDRs for meeting required parking, has been provided at 33 spots.

PARKING

JACKSON STREET APARTMENTS							
PROJECT TOTALS							
	DWELLING UNITS	REQ'D PARKING*	PROVIDED VEHICLE PARKING		PROVIDED BIKE PARKING		
			SURFACE PARKING	ON-STREET	OFF STREET	ON STREET	
NORTH LOT	36	54	41	20	28	48	
SOUTH LOT	21	31.5	24	13	0	50	
TOTAL	57	85.5	65	33	28	98	
NORTH LOT							
CR-2 ZONING							
	DWELLING UNITS	REQ'D PARKING*	PROVIDED VEHICLE PARKING		PROVIDED BIKE PARKING		DISTANCE TO START BUS STOP
			SURFACE PARKING	ON-STREET**	OFF STREET	ON STREET	
BUILDING 4	4	6	4.5	4	4	10	1100 FEET
BUILDING 5	7	10.5	8		4	3	1050 FEET
BUILDING 6	7	10.5	8	12	6	3	1125 FEET
BUILDING 7	7	10.5	8		6	6	1125 FEET
BUILDING 8	7	10.5	8		4	13	1050 FEET
BUILDING 9	4	6	4.5	4	4	13	1100 FEET
TOTAL	36	54	41	20	28	48	
* As required per 2.2.12.C.2 - 1.5 Parking Spaces per Dwelling Unit							
** Not allowed to fulfill required parking for residential use.							
SOUTH LOT							
NH-1 ZONING							
	DWELLING UNITS	REQ'D PARKING*	PROVIDED VEHICLE PARKING		PROVIDED BIKE PARKING		DISTANCE TO START BUS STOP
			SURFACE PARKING	ON-STREET**	OFF STREET	ON STREET	
BUILDING 1	7	10.5	8		0	16	1150 FEET
BUILDING 2	7	10.5	8	8	0	16	1100 FEET
BUILDING 3	7	10.5	8	5	0	18	1100 FEET
TOTAL	21	31.5	24	13	0	50	
* As required per 2.2.9.C.2 - 1.5 Parking Spaces per Dwelling Unit							
** Not allowed to fulfill required parking for residential use.							



PROJECT OVERVIEW

SCALE: 1" = 20'