



# 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: April 18, 2022

Item #: 22-089

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

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

**Owner**

Youk Yard, LLC  
PO Box 1729  
Jackson, WY 83001

**Applicant**

Peggy Gilday, GYDE Architects  
PO Box 4735  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting an Administrative Adjustment to allow a 19 ft front setback for the property located at 565 S Glenwood, legally known as N.1/2 OF LOTS 11 & 12, BLK. 5, KARNS 3RD ADDITION. PIDN: 22-41-16-33-1-34-006

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

**Please respond by: May 9, 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: Petroff Barron Addition  
Physical Address: 565 S Glenwood Street  
Lot, Subdivision: Lot 11-12, Karns 3rd Addition PIDN: 22-41-16-33-1-34-006

**PROPERTY OWNER.**

Name: Youk Yard, LLC Phone: \_\_\_\_\_  
Mailing Address: PO Box 1729; Jackson, WY ZIP: 83001-1729  
E-mail: rpetroff@wyoming.com, mark@highcountrylinen.com

**APPLICANT/AGENT.**

Name: Peggy Gilday, GYDE Architects Phone: 307.733.7303  
Mailing Address: PO Box 4735, Jackson, WY ZIP: 83001  
E-mail: pg@gydearchitects.com

**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)

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

**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

Peggy Gilday

Name Printed

04/18/2022

Date

Principal, GYDE Architects

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](http://www.jacksonwy.gov)**

Date:

**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 : Mark J Barron

Being duly sworn, deposes and says that Youk Yard, LLC is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 565 S Glenwood Street

Legal Description: Lot 11-12, Karns 3rd Addition, PIDN 22-41-16-33-1-34-006

**Please attach additional sheet for additional addresses and legal descriptions**

And, that the person named as follows: Name of Applicant/agent: Peggy Gilday

CYBER Architects, P.O. Box 4785, Jacksonville, FL 32231

And, that the person named as follows: Name of Applicant/agent: Peggy Gilday

---

cc@cudaarchitects.com

Email address of Applicant/agent: \_\_\_\_\_

Phone Number of Applicant/agent: 307.733.7303

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 in 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) Administrative Adjustment

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.

Mark Baum

Property Owner Signature

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

COUNTY OF TETON

The foregoing instrument was acknowledged before me by MARK BANON this 14<sup>th</sup> day of April, 2022. WITNESS my hand and official seal 

---

**Notary Public**

MAUREEN E. MURPHY  
NOTARY PUBLIC  
STATE OF WYOMING  
COMMISSION ID: 165725  
MY COMMISSION EXPIRES: 07/01/2027

7/1/2027

---

## REQUEST FOR ADMINISTRATIVE ADJUSTMENT

18 April 2022

150 E Pearl Avenue  
PO Box 1687  
Jackson, WY 83001  
via email: planning@jacksonwy.gov

Project: 21210-Petroff Barron Addition

Dear Planning & Building Department,

We request an administrative adjustment for the property located at 565 S Glenwood to allow for its development in alignment with the NH-1 Neighborhood Zone in the Town of Jackson Land Development Regulations (LDRs). Our project proposes to add an apartment to the existing duplex, creating a triplex that will better satisfy the density requirements of the NH-1 Neighborhood Zone.

The lot is considered a corner lot with a 20' front setback at Glenwood Street and 10' setbacks at all other sides. Please see the attached Preliminary Site Sketch for dimensional details of the proposal including parking, building setbacks, site development setbacks, and maximum building footprint.

We seek an administrative adjustment in the amount of 5%, or 1', to the 20' front setback. The existing home, through no action of the owner, extends 1' into the front setback for approximately 25 linear feet along the front facade. This non-conformity constrains future development to 20% of the existing floor area and does not allow us to meet the density requirements of the NH-1 Neighborhood Zone.

Please see the findings below in support of the administrative adjustment:

1. Complies with the applicability standards of this Section:
  - a. As set forth in section 8.8.2 of the LDRs, structure setbacks may be adjusted up to 20%. The adjustment of the setback to 19' from 20' is a 5% adjustment.
2. Either:
  - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally:
    - i. The main home was built in the 1920s, likely using surveying tools less accurate than the modern surveying equipment used today. The current survey shows the home was built to a 19' setback which encroaches into the required front setback at a depth of 1' for approximately 25 linear feet along the length of the facade. Division 1.9, Nonconformities, constrains any new attached addition to a non-conforming property to less than 20% of the existing floor area. For this property, 20% of the existing footprint is less than 200 sf, too small for a reasonably sized apartment that would meet the density requirement of the NH-1 Neighborhood Zone. A detached addition would be similarly limited in meeting the density intent of the zone due to the 10ft setback required along the perimeter of the existing building. The setback adjustment from 20' to 19' would allow for the owners to build an attached addition that meets both the density and parking requirements of the NH-1 Neighborhood Zone.

- b. Better protects a historical resource:
  - i. The administrative adjustment will allow for the preservation of the existing building without damage to the façade that could be incurred in moving the building 1' into conformance.
- c. Better supports the purpose of the zone:
  - i. The NH-1 zone requires a minimum density of three units per lots of 7,500 sf or larger. The lot is 100' x 75' and currently has (2) units. The addition will help the homeowner meet the intent of the LDRs and comply with the (3) unit minimum density requirement.

3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan:
  - a. As previously stated, an administrative adjustment would allow the homeowners to comply with the general intent of the NH-1 zone to provide for high density residential development at the (3) unit minimum for lots of 7,500 sf or more while preserving the existing character of the neighborhood.
4. Will not pose a danger to the public health or safety.
  - a. The planned addition is within all established setbacks, will not increase the non-conformity, and will meet all other conditions of the LDRs.
5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.
  - a. The site has not had previous, nor will we seek additional, administrative adjustments.

Thank you for your consideration. We look forward to your and the planning department's decision.

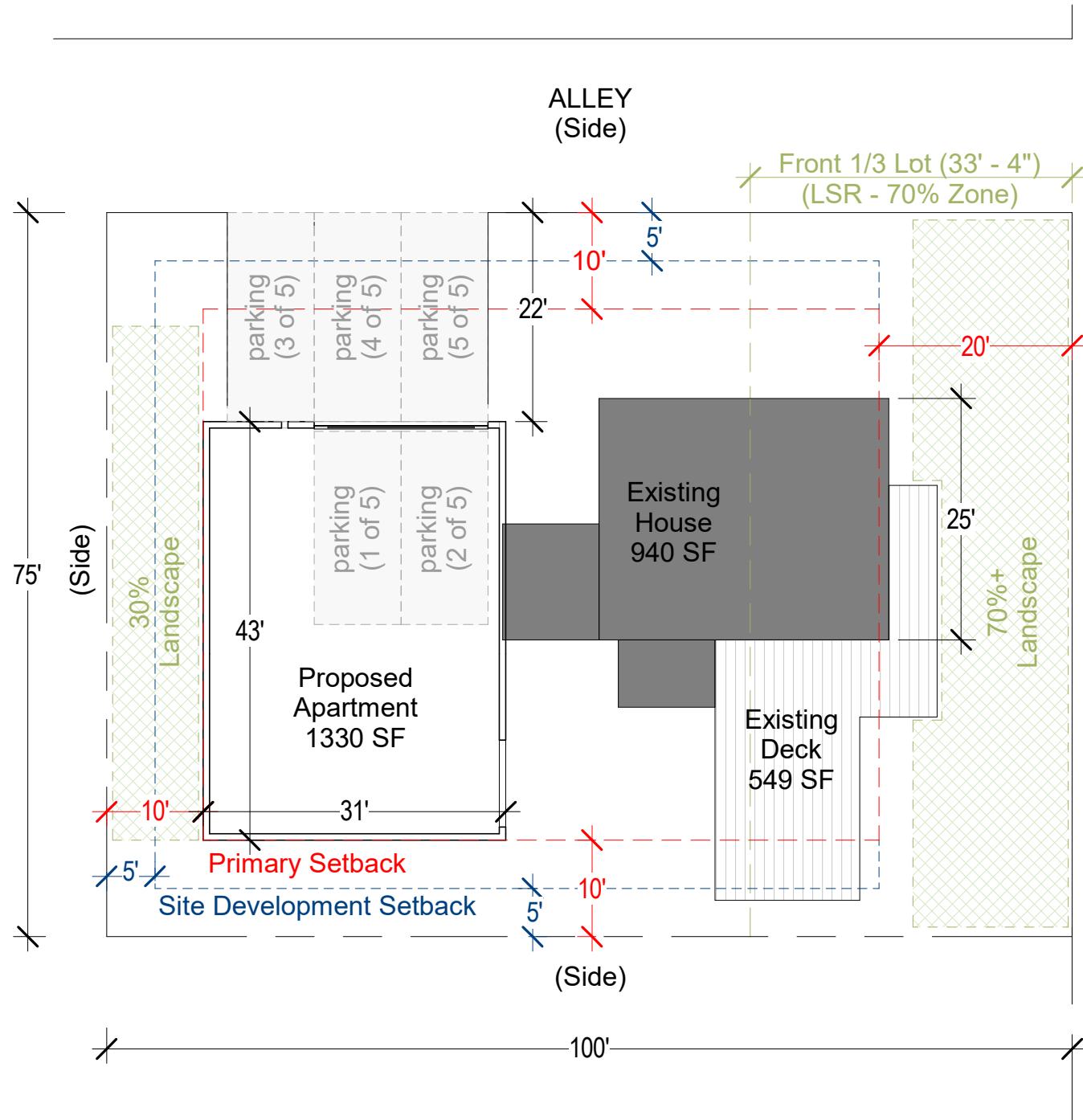
Thank you,



Peggy Gilday

Enclosure: Site Study





GLENWOOD STREET  
(Primary Street - Front)

LDR COMPLIANCE TABLE		
Requirement	NH-1 Zone Req.	Design
Primary Building Setbacks: Primary Street (min) Secondary Street (min) Side Interior (min) Rear (min)	20 FT 10 FT 10 FT 20 FT	19 FT n/a 10 FT n/a
Site Development Setbacks: Primary Street (min) Secondary Street (min) Side Interior/Rear (min)	20 FT 10 FT 5 FT	20 FT 10 FT 5 FT
Access Curb-cut width (max)	20FT	0 FT
Driveway Setbacks Primary Street Secondary Street Side Interior Rear Alley	20 FT 10 FT 1 FT 0 FT	18 FT n/a 1+ FT 0 FT
Parking Required Spaces Size (typical) Size (direct alley access)	1.5/DU 9 x 20 FT 9 x 22 FT	3 DU = 5 9 x 20 FT 9 x 22 FT
Landscape Surface Ratio Apartment/Single-Family Attached	.21 & 70% in front 1/3 of lot	.21x7500 = 1575 70% = 1103 SF
Floor Area Ratio Maximum	.40	2,060 (max addition)
Minimum Density Lots 7,500 or greater	3 or more units	3 Units
Primary Building Height 3 stories not to exceed 35' (roof pitch < or = 3/12)		



PD-001	Project Petroff Barron Residence 565 S Glenwood	Date 04/07/2022	Drawing Title SITE STUDY	Architect GYDE Architects P.O. Box 4735 Jackson, Wyoming 83001
--------	---	--------------------	-----------------------------	---