



# 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: August 10, 2022

Item #: P22-190

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

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

**Owner:**

Jackson Street Apartments, LLC  
PO Box 17527  
Jackson, WY 83001

**Applicant:**

Hoyt Architects  
PO Box 7364  
Jackson WY 83002

**REQUESTS:**

The applicant is submitting a request for an Administrative Adjustment for a street setback from 10' to 8' for the property located at 380 S Jackson St. Buildings 1,2,3 legally known as S1/2 LOTS 4, 5, 6, BLK. 3, KARNS 4TH ADDITION (RESIDENCE), PIDN: 22-41-16-33-1-24-004  
For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

**Please respond by: August 31, 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  
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 - Building 3  
Physical Address: 380 South Jackson Street  
Lot, Subdivision: 4 PIDN: 22-41-16-33-1-24-003

**PROPERTY OWNER.**

Name: Red House, 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](http://www.townofjackson/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?

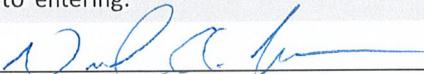
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

Neal A. Zeren

Name Printed

7/22/2022

Date

Architect

Title



July 29, 2022

## **Jackson Street Apartments Affordable Housing**

### Administrative Adjustment

#### **Narrative**

The following narrative describes requested Administrative Adjustments to 380 South Jackson Street. See sheet G004 for description.

#### Administrative Adjustment 1:

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Applicant requests reduction in setbacks for NH-1 lot, by allowed 20%. From South Jackson Street, reduction from 10' to 8'. From West Kelly Avenue, reduction from 20' to 16'.

#### Findings:

- 1) Presents more of a uniform front between the shared CR-2 Zone of a similar building type.
- 2) Allows for the required parking off of the alley.
- 3) Allows for more bike parking.



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: 8/8/2022

## 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 Jackson Street Apartments LLC is the owner in fee of the premises located at: Name of property owner as listed on deed

Address of Premises: See Attached

Legal Description: See Attached

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 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  Home Occupation  Other (describe) D.R.C Submittals

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.

Dave D. Stoker

Property Owner Signature

Manager of Hekson Street Apartments, LLC

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

STATE OF Wyoming )

COUNTY OF Teton ) 33. )

The foregoing instrument was acknowledged before me by Jacy,  
day of August 2022. WITNESS my hand and official seal.

Notary Public

My commission expires:

A circular notary seal featuring a central figure, possibly a Native American, surrounded by the text "NOTARY PUBLIC", "BILLI JO JENNINGS", "COUNTY OF LINCOLN", "STATE OF WYOMING", and "COMMISSION EXPIRES SEPTEMBER 3, 2023".



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PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://www.jacksonwy.gov)

**Parcel 1: The North Half of Lots 4, 5, and 6 of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat Number 143.**

**Parcel 2: The South Half of Lots 4, 5, and 6 of Block 3 of the Fourth Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 7, 1955 as Plat Number 143.**

**Parcel 3: The North Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat Number 130.**

**Parcel 4: The South Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat Number 130.**

**State Parcel Identification Number:** 22-41-16-33-1-24-003 (parcel 1)  
22-41-16-33-1-24-002 (parcel 2)  
22-41-16-33-1-24-005 (parcel 3)  
22-41-16-33-1-24-004 (parcel 4)

## 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	4	3	1050 FEET	
BUILDING 6	7	10.5	8	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	13	1100 FEET		
TOTAL	36	54	41	20	28	48		

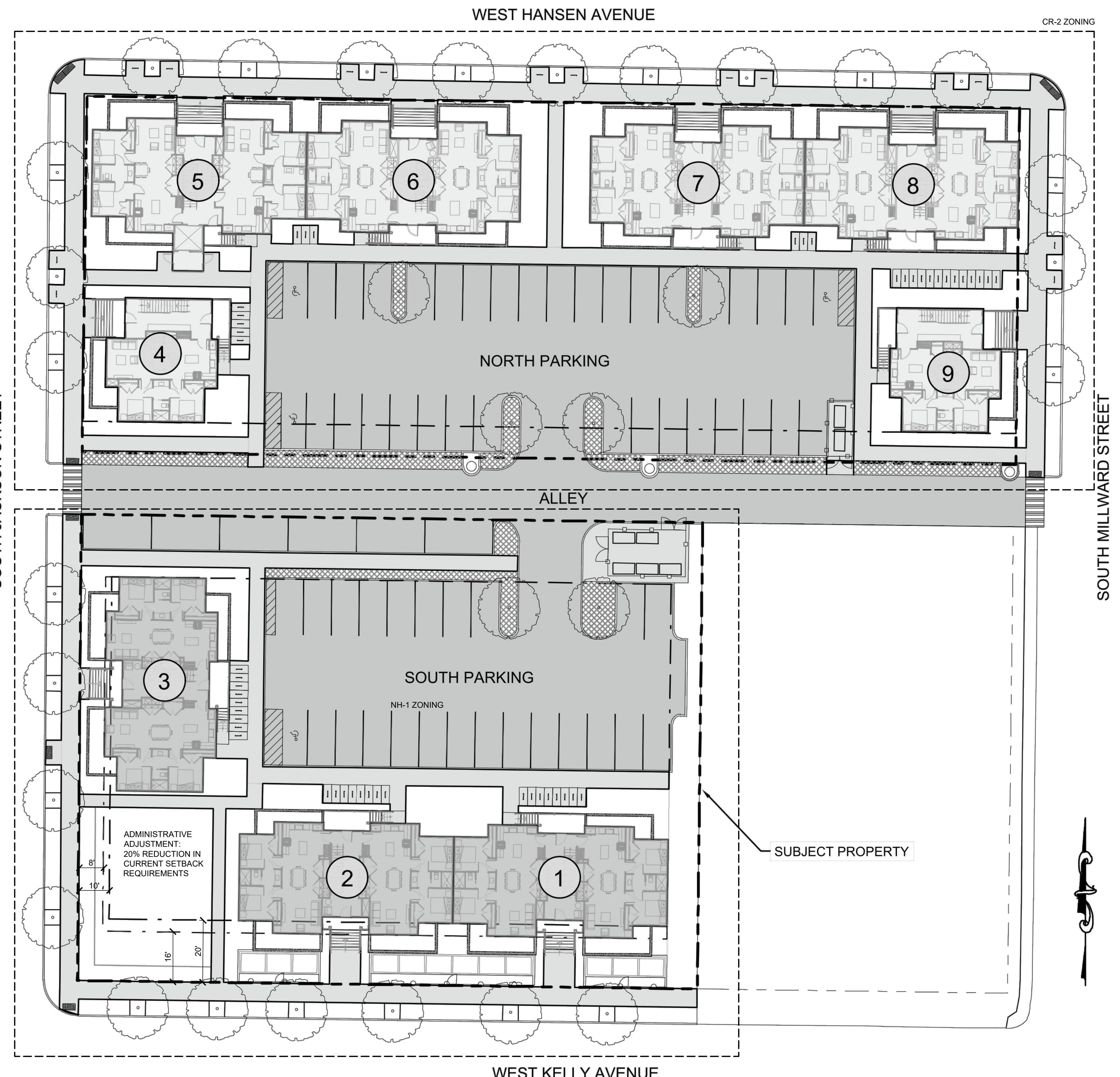
\* As required per 2.2.12.C.2 - 1.5 Parking Spaces per Dwelling Unit  
\*\* Not allowed to fulfill required parking for residential use.

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	8	0	16	1150 FEET	
BUILDING 2	7	10.5	8	0	0	16	1100 FEET	
BUILDING 3	7	10.5	8	5	0	18	1100 FEET	
TOTAL	21	31.5	24	13	0	50		

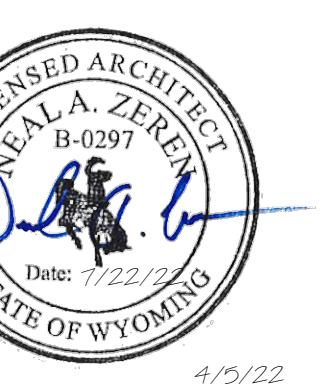
\* As required per 2.2.9.C.2 - 1.5 Parking Spaces per Dwelling Unit  
\*\* Not allowed to fulfill required parking for residential use.



## PROJECT OVERVIEW

SCALE: 1" = 20'

## JACKSON STREET APARTMENTS



PERMIT SET

7.22.2022  
DRAWN BY | ZEREN  
CHECKED BY | HOYT  
REVISIONSADMINISTRATIVE  
ADJUSTMENT

G004

HOYT

Jackson Wyoming  
hoytarchitects.design  
307.733.9955