



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	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.
Item #: P22-190	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Email: panthony@jacksonwy.gov	
Owner: Jackson Street Apartments, LLC PO Box 17527 Jackson, WY 83001 Applicant: Hoyt Architects PO Box 7364 Jackson WY 83002	
Please respond by: August 31, 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 - 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

Use Permit	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
<input checked="" type="checkbox"/> _____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ 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 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 and select the relevant application type for submittal requirements.

Have you attached the following?

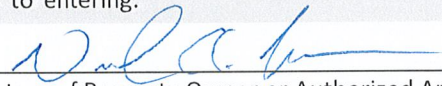
☒ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

☒ **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 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.



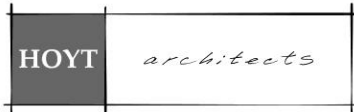
Signature of Property Owner or Authorized Applicant/Agent
Neal A. Zeren

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:

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

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
Name of property owner as listed on deed is the owner in fee of the premises located at:

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 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 ☐ 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.

Stacy A. Stoker
Property Owner Signature

Manager of Jackson 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)
) SS.
COUNTY OF Teton)

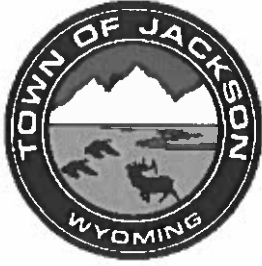
The foregoing instrument was acknowledged before me by Stacy A. Stoker this 9th
day of August 2022. WITNESS my hand and official seal.

Notary Public

Billi Jo Jennings

My commission expires:





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

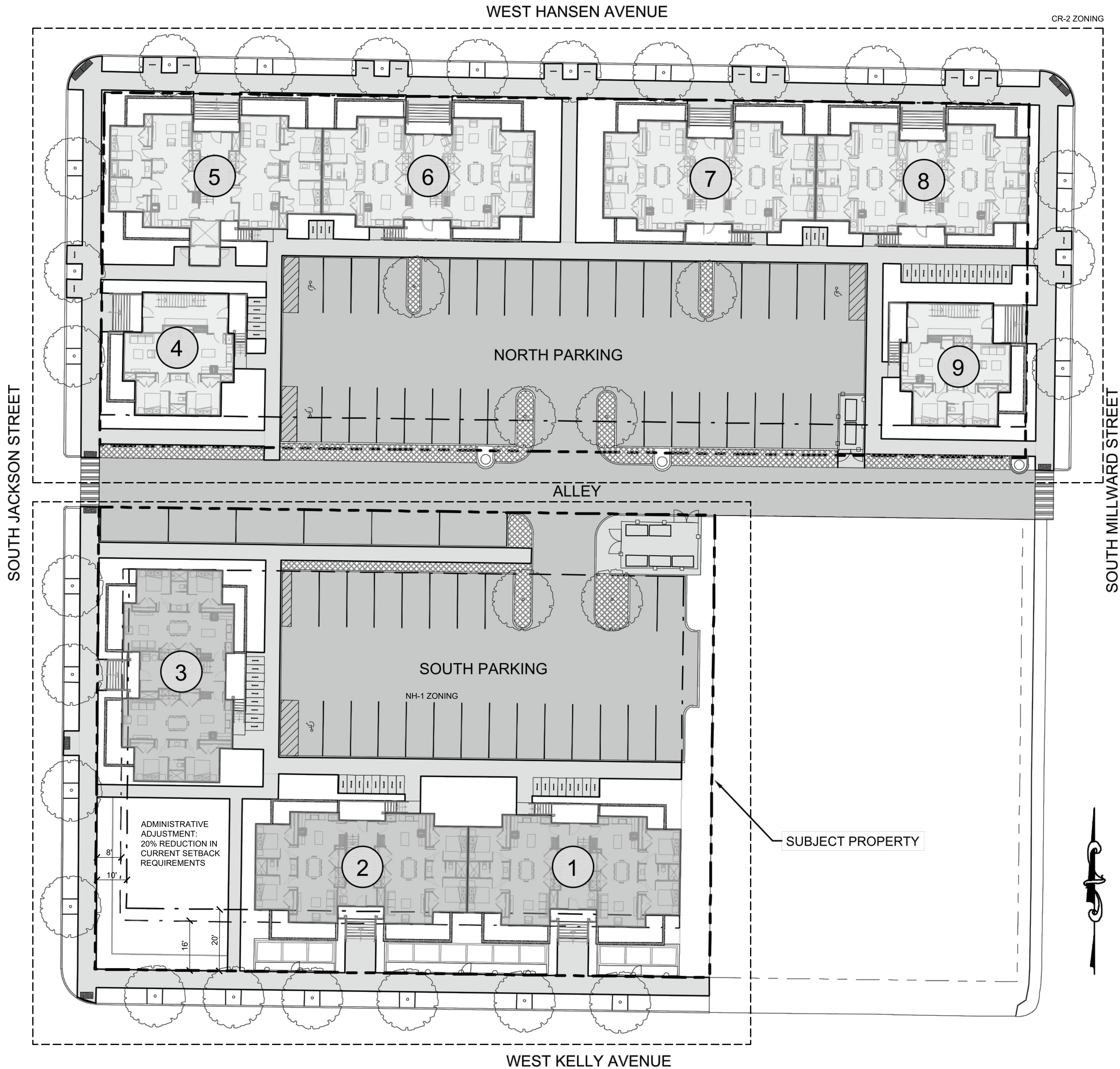
Parcel 3: The North Half of Lots 3 and 4 of Block 2 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 17, 1946 as Plat Number 130.

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	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'