



# 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: September 8, 2022	<b>REQUESTS:</b>  The applicant is submitting a request for an Administrative Adjustment for parking requirements for the property located at 175 S Glenwood St. legally known as LOTS 11-12, BLK 2, WORT-2, PIDN: 22-41-16-33-1-08-004  For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.
Item #: P22-228	
Planner: Paul Anthony  Phone: 733-0440 ext. 1303  Email: <a href="mailto:panthony@jacksonwy.gov">panthony@jacksonwy.gov</a>	
<b>Owner:</b> Arts District West, LLC PO Box 10483 Jackson, WY 83002  <b>Applicant:</b> Y2 Consultants PO Box 2870 Jackson WY 83002	
<b>Please respond by: September 22, 2022 (with Comments)</b>	

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

September 7, 2022

Town of Jackson  
Attn: Paul Anthony  
150 East Pearl Avenue  
Jackson, WY 83001

Dear Paul,

The applicant, Arts District West, is requesting an Administrative Adjustment from Section 6.2.2, Required Parking & Loading Standards of the Town of Jackson Land Development Regulations for the approved Glenwood + Simpson Final Development Plan (FDP). Per the parking requirement formula for the Glenwood + Simpson Planned Mixed-Use Development (PMD), uses within this FDP are required to provide 4.41 employee housing parking spaces and 7.14 commercial retail parking spaces. Per Section 9.4.3.C of the Town of Jackson Land Development Regulations (LDR)s, parking requirement minimums shall be rounded up to the next whole number. The applicant is requesting relief from this requirement and asks that in this case, the minimum required parking spaces be rounded down to 4 and 7, respectively.

The total parking requirement for the Glenwood + Simpson PMD is twenty-three (23) spaces. There are ten (10) existing parking credits under the LDRs provided by existing development as of 1988, as determined by the Town in 2005. The project, which is in the late stages of construction, provides twenty-five (25) spaces on-site in the underground parking garage. There are also seven (7) on-street parking spaces adjacent to the project frontage on Glenwood Street and Simpson Avenue that can serve as convenient, short-term spaces for visitors, guests and patrons of the development. These on-street spaces will also provide a buffer for high-season, peak parking needs.

There are many mitigating factors that support the applicant's request for the rounding down of parking & loading requirements. First, the LDRs require the applicant to provide a certain percentage of floor area within the development for affordable/employee housing. The applicant has provided three affordable units, and the combined square footage of these units is 21% more floor area than the LDRs require. This extra floor area gives downtown employees and others in need of affordable units greater living area.

Second, the FDP was approved mere months before a change in the regulations. Whereas the regulations this FDP was approved under required all off-street parking spaces be provided on-site, the updated regulations now allow required parking spaces to be provided off-street within 1,000 feet of the developed property.

Finally, a lesser standard is workable due to anticipated parking demand and alternative available parking locations. The proximity of the development to the Town's public parking structure, as well as the Center for the Art's public parking lot, ensures that parking will most likely be available for all the development's residential and commercial uses. Please also note that the parking requirement formula used in the approved PMD plan utilizes 100% of the yearly peak demand, with seasonal adjustments to the time/day ULI methodology. These adjustments produce a more conservative result, thus requiring more parking area than will actually be needed.

To summarize, the request is for minimal relief from the parking requirements of Section 6.2.2.A. By allowing the fractional minimum parking requirement produced by the formula to be rounded down instead of up, the applicant will be able to move forward with this downtown-enhancing development while still meeting the intent of the LDRs. The request otherwise fully complies with the applicability standards of Section 8.8.2.C. The rounding up of the required parking, combined with the proximity of other parking options, is causing unusual site development constraints not shared by other landowners. The request is consistent with the purpose of the zone and the desired future character of the area, as described in the Comprehensive Plan and the Glenwood + Simpson PMD. If approved, the request will not pose a danger to the public health or safety. Finally, the project site has not been subject to a series of incremental adjustments.

Please let me know if you have any questions or require any additional information.

Thank you.

Sincerely,



Brenda Younkin

Owner

brenda@y2consultants.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: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**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**

\_\_\_\_\_ Basic Use  
\_\_\_\_\_ Conditional Use  
\_\_\_\_\_ Special Use

**Relief from the LDRs**

\_\_\_\_\_ Administrative Adjustment  
\_\_\_\_\_ Variance  
\_\_\_\_\_ Beneficial Use Determination  
\_\_\_\_\_ Appeal of an Admin. Decision

**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

**Miscellaneous**

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

# LETTER OF AUTHORIZATION

Arts District Development LLC, "Owner" whose address is: \_\_\_\_\_

25 East Simpson, P.O. Box 1569, Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

John S. Varley Jr., as the owner of property

more specifically legally described as: \_\_\_\_\_

175 S. Glenwood Street, Lots 11-12, Blk 2, Wort-2

(If too lengthy, attach description)

HEREBY AUTHORIZES \_\_\_\_\_ Y2 Consultants, LLC \_\_\_\_\_ as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

John S. Varley, Jr.

John S. Varley Jr.

(SIGNATURE OF CO-OWNER)

Title: Manager and Sole Member, Arts District Development, LLC

(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 JOHN S. VARLEY this 7<sup>th</sup> day of

DECEMBER, 2007, 2017.

WITNESS my hand and official seal

[Signature]  
(Notary Public)

My commission expires:

(Seal)

