



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 16, 2022

Item #: P22-234

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

Email: panthony@jacksonwy.gov

Owner:

Base Camp LLC
2120 Carey Ave.
Cheyenne, WY 82001

Applicant:

New West Building Company/Erika
Nash
PO Box 13308
Jackson WY 83002

REQUESTS:

The applicant is submitting a request for an Administrative Adjustment to adjust the required number of previously approved plant units for the property located at 650 S Glenwood St. legally known as LOT 7A, BLK. 4, KARNS 2ND ADDITION, PIDN: 22-41-16-33-1-72-001

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

Please respond by: October 10, 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: South Glenwood Apartments
 Physical Address: 640-650 South Glenwood, Jackson 83001
 Lot, Subdivision: Lots 4,5,6 & 7 Block 4, Plat 128 PIDN: 22-41-16-33-1-38-006 / 22-41-16-33-1-38-011

PROPERTY OWNER.

Name: Base Camp, LLC c/o Frontier Registered Agency Services LLC Phone: (203) 227-2390
 Mailing Address: 2120 Carey Ave, Cheyenne, WY ZIP: 82001
 E-mail: plockitt@cohenandassociates.com

APPLICANT/AGENT.

Name: New West Building Company Phone: (307) 734-1908
 Mailing Address: PO Box 13308, Jackson, WY ZIP: 83002
 E-mail: haley@newwestbc.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

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	Amendments to the LDRs
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)	Miscellaneous
<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 and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #:

Environmental Analysis #:

Original Permit #:

P-17 200 & 201

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.

DocuSigned by:

Erika M. Nash

Signature of Property Owner or Authorized Applicant/Agent

Erika M. Nash

Name Printed

September 12, 2022

Date

Special Limited Member Agent

Title

South Glenwood Apartments**Narrative to Accompany Administrative Adjustment**

September 12, 2022

This narrative is intended to accompany the drawings and Planning Application related to a request for an Administrative Adjustment to B20-0154, as allowed by Town of Jackson LDR Section 8.8.1. The Application specifically seeks the ability to adjust the required number of previously approved Plant Units, per Town of Jackson LDRs Section 8.8.1.B.9: Standard plant units may be adjusted as allowed by 5.5.3.E.3, which states:

3. Alternative to Standard Plant Units. The Planning Director may relieve an applicant from the standard plant units pursuant to Sec. 8.8.1. if it can be demonstrated that:
 - a. The design intent of the proposed project is compromised by the use of the standard plant units; and
 - b. The alternative proposed meets the objectives of softening and integrating the project into the existing landscape.

Following are the Findings per Section 8.8.1.C with applicable responses for each.

1. *Complies with the applicability standards of this Section.*

Complies – per Section 5.5.3.E.3.

2. *Either: a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or b. Better protects natural and scenic resources, or c. Better supports the purpose of the zone.*

Complies with 2.a – Even though the required LSR for the site is being met, the physical space is simply not large enough to accommodate the aggregate total of trees and shrubs associated with the required number of plant units. The current approved plan shows a landscape that will be crowded and busy at installation, which goes far beyond what will reasonably screen and soften the residential structure.

3. *Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan.*

Complies – Proposed relief still results in an appropriate and viable landscape plan associated with the approved development and desired character of the area per the Comprehensive Plan.

4. *Will not pose a danger to the public health or safety*

Complies – No part of the proposed landscape installation presents a risk to the health or safety of the public.

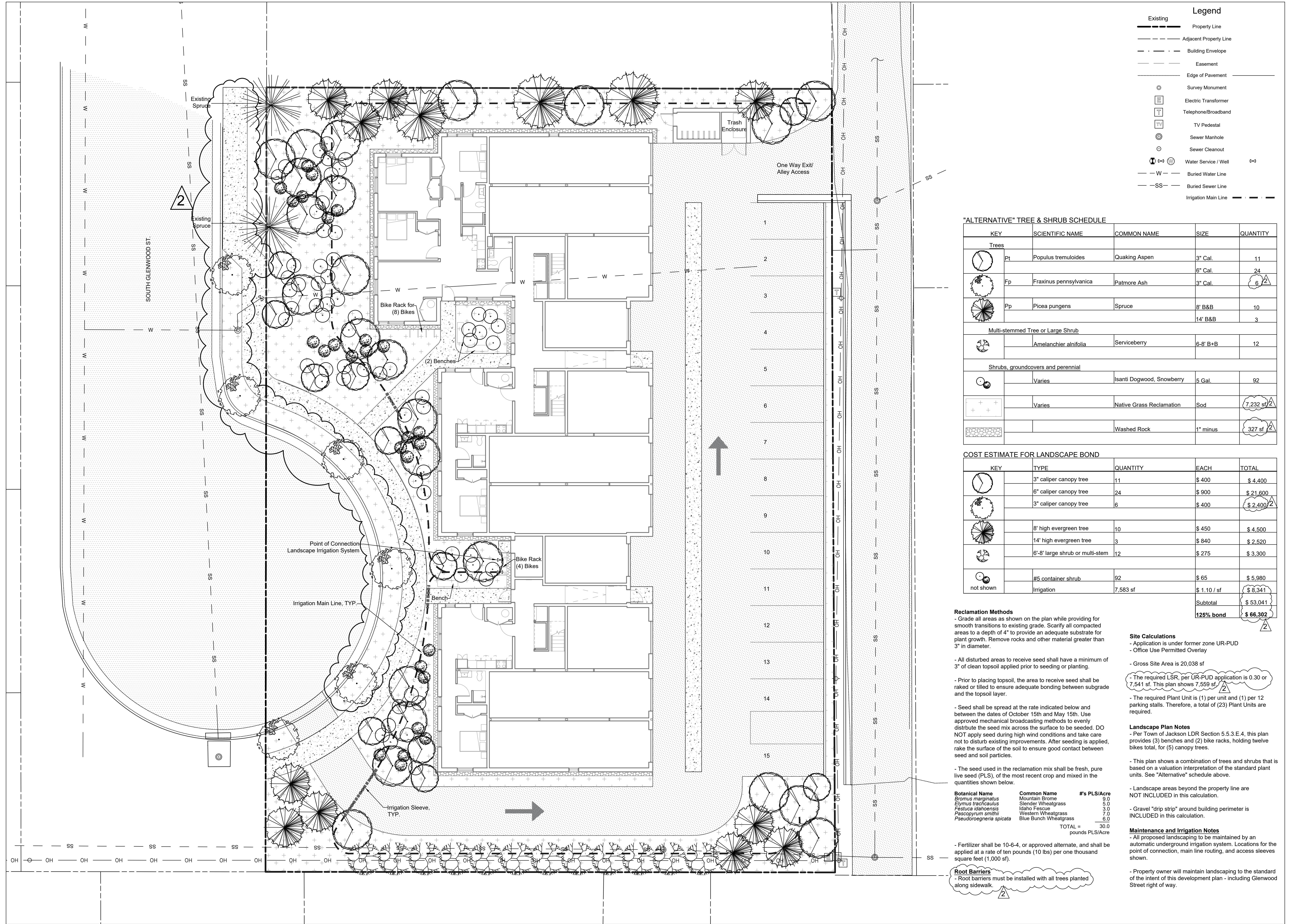
5. *The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.*

Complies – This application seeks a one-time request for relief from the required number of plant units.

Additional attachments to this application includes the following:

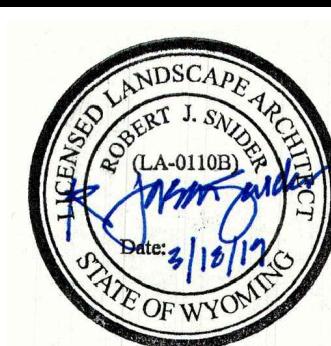
L1.1 Final Development Permit – Landscape Plan – Revised as of 08.04.20 – shows the currently approved Landscape Plan, including the tree and shrub schedule which shows the size and quantity of each species. As previously discussed under Finding 2, fitting the required plant units into a relatively small LSR area has resulted in a plan that is busy, overcrowded and goes well beyond a reasonable amount of softening and screening of the structure.

L1.1 Final Development Permit – Landscape Plan – Revised as of 8.31.22 – shows the proposed reductions in plant units, per discussion with the Town of Jackson Planning Department, along with the revised tree and shrub schedule, clouded to show changes to each species. It also reflects the approved removal of the south spruce tree that was existing in the northwest corner of the property. We believe, through careful consideration of the landscape composition, we are proposing a reasonable reduction to the species used in specific areas, while still providing adequate screening and softening of the architecture. The landscape will be a very pleasing and appropriate aesthetic complement to the structure and the overall character of South Glenwood.



1130 maple way #2C
po box 3074
jackson, wy 83001
info@agrostisinc.com

S. Glenwood Apts.
640-650 S. Glenwood Street
Lots 5-6-7, Block 4, Kams-2
Town of Jackson, Wyoming
Project # 1818



Revisions

#	Date	Description
3.18.19		original
1	9.6.19	ex. spruces removed; street tree rev.
2	8.4.20	ex. spruce remain; street tree rev.
-	-	-
-	-	-
-	-	-

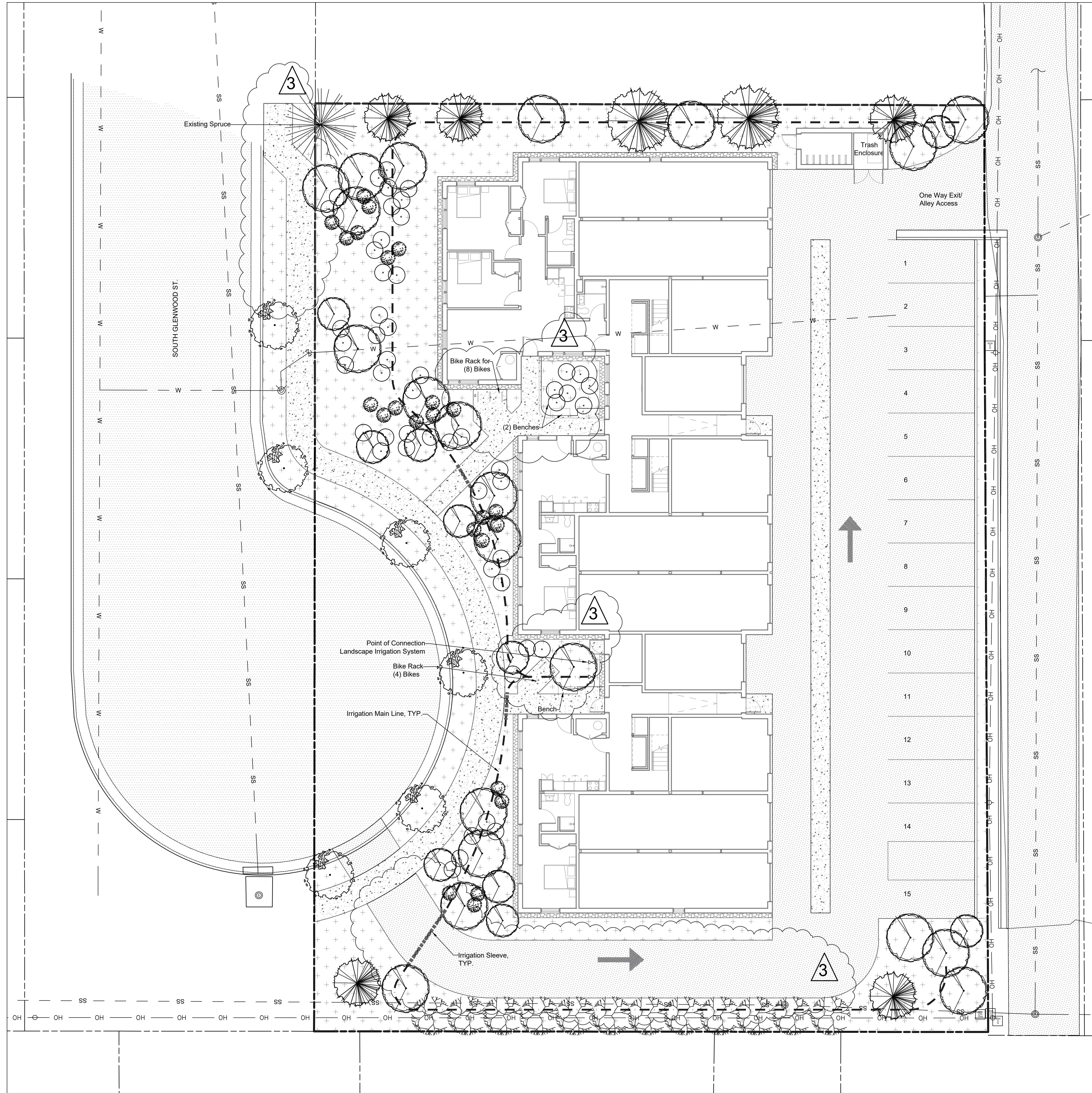
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Final Development Permit

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Landscape Plan

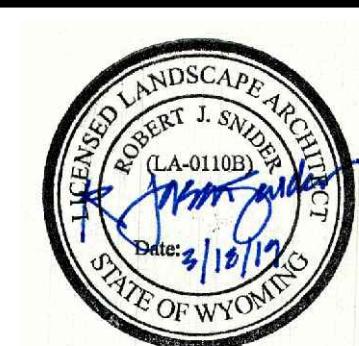
L 1.1



Existing	Property Line
	Adjacent Property Line
	Building Envelope
	Easement
	Edge of Pavement
	Survey Monument
	Electric Transformer
	Telephone/Broadband
	TV Pedestal
	Sewer Manhole
	Sewer Cleanout
	Water Service / Well
	Buried Water Line
	Buried Sewer Line
	Irrigation Main Line

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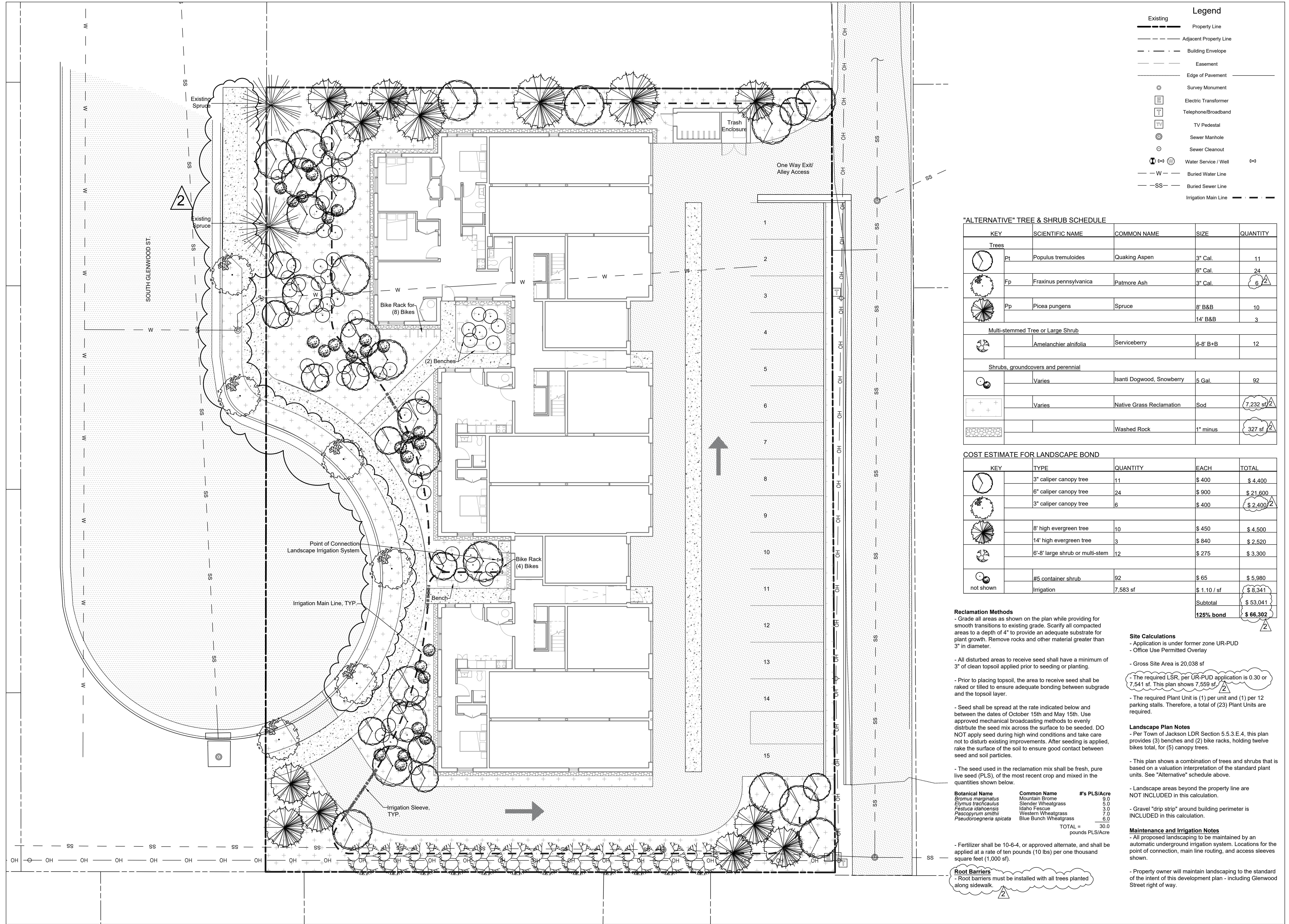
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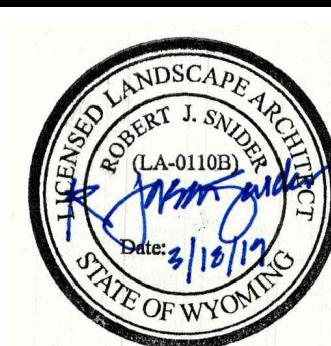
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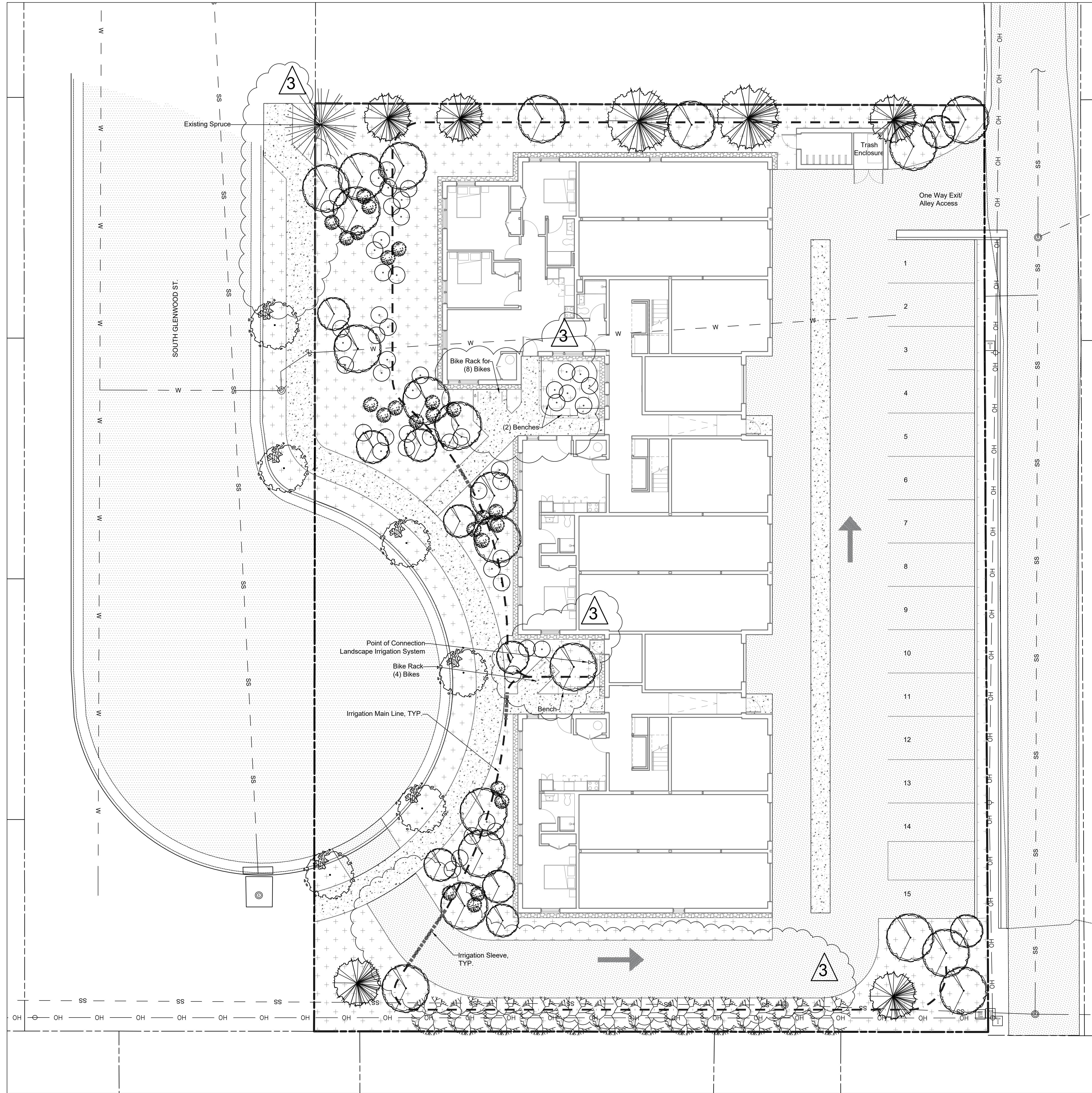
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Final Development Permit

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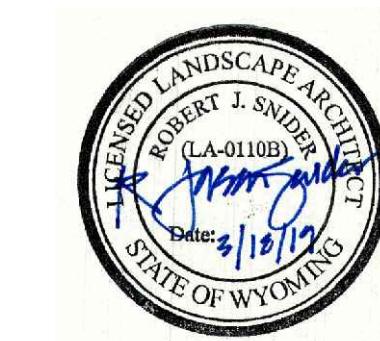
Landscape Plan

L 1.1



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0 10 20
scale: 1" = 10'

Final Development Permit

Landscape Plan

L 1.1

MARISA N. WATAGABANG
Molishy Public - Site of Mourning
Commission ID: 160825
My Commission Expires Sep. 15, 2015

**WRITTEN CONSENT OF THE MANAGER
OF
BASE CAMP, LLC**
IN LIEU OF MEETING

The sole and only Manager of Base Camp, LLC a Wyoming limited liability company (the "Company"), acting pursuant to the applicable provisions of the statutes of the State of Wyoming and to the applicable provisions of the operating agreement of the Company, hereby takes the following actions by consent upon waiver of notice, such actions to have the effect of a vote at a duly constituted meeting.

RESOLVED, that per Section 4.3 of the Operating Agreement the Manager of the Company shall, and hereby does, appoint attorney Erika M. Nash, of Long Reimer Winegar LLP, to be a Special Limited Manager Agent of the Company for the purposes set forth herein.

RESOLVED, that as a Special Limited Manager Agent, Erika M. Nash is hereby, authorized and directed to take such action as may be necessary to cause the Company to fully perform all of its obligations related to the execution of any and all documents required in connection with the Company's application for development of real property located at 640 & 650 South Glenwood Street, Jackson, Wyoming, 83001, which property is comprised of the following:

AS TO PARCEL 1:

Lot 4 of Block 4 of the Second Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on March 13, 1939 as Plat Number 128.

Street Address: 640 South Glenwood Street, Jackson WY 83001

Teton County PIDN Number: 22-41-16-33-1-38-006

Teton County Tax ID Number: OJ-001188

AS TO PARCEL 2:

Lots 5, 6 and 7 of Block 4 of the Second Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on March 13, 1939 as Plat Number 128.

Street Address: 650 South Glenwood Street, Jackson WY 83001

Teton County PIDN Number: 22-41-16-33-1-38-011

Teton County Tax ID Number: OJ-005665

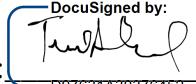
(collectively the "Property"),

FURTHER RESOLVED, that as Special Limited Manager Agent, Erika M. Nash, is hereby, fully authorized and directed to sign, seal and deliver on behalf of the Company any and all documents necessary for the development of same, including but not limited to the Pre-Application Conference Request or documents required in connection with the development of the Property. This appointment will automatically expire on September 14, 2023. Base Camp, LLC as the Manager, and by Erika M. Nash as Special Limited Manager Agent, on behalf and in the interest of the Company, in connection with the transactions contemplated by the foregoing resolutions, are hereby ratified, approved and authorized.

The undersigned has executed this Consent Action of Manager in Lieu of Meeting as of September 14, 2022.

MANAGER

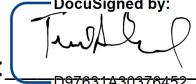
BASE CAMP, LLC
a Wyoming limited liability company

By: 
Trent A. Carmichael, Manager

CERTIFICATION

The undersigned, being the sole and only Manager of Base Camp, LLC certifies that the foregoing is a true and correct copy of the consent action by Manager taken on September 14, 2022

MANAGER
BASE CAMP, LLC
a Wyoming limited liability company

By: 
Trent A. Carmichael, Manager