



# 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: November 7 2022	REQUESTS:
Item #: P22-264	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
Owner Youk Yard, LLC PO Box 2764 Jackson, WY 83001	
Applicant Youk Yard, LLC	
<b>Please respond by: November 28, 2022 (with Comments)</b>	

**Owner**

Youk Yard, LLC  
PO Box 2764  
Jackson, WY 83001

**Applicant**

Youk Yard, LLC

The applicant is submitting a request for an optional Pre-Application Conference for 565 S Glenwood, legally known as N.1/2 OF LOTS 11 & 12, BLK. 5, KARNS 3RD ADDITION. TRACT B PIDN: 22-41-16-33-1-34-006

For questions, please call Katelyn Page at 307-733-0440 x1302 or email to the address shown below. Thank you.

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

## Narrative for Youk Yard, LLC Home Addition **Pre-Application Conference Request** 10/27/22

We're requesting a pre-application conference in order to better understand the LDRs related to historic preservation to make decisions prior to design by our architecture firm, GYDE Architects, and prior to applying for a "Certificate of Appropriateness".

We have a small home, now on the Town of Jackson historic register, which has a separate basement rental, called an 'apartment' per our NH1 zoning. The structure is non-conforming because the home sits 1' into the front yard setback.

Initially, we planned to add a 3<sup>rd</sup> attached apartment unit to the home and were kindly granted an administrative adjustment for the non-conformity by the TOJ Planning Director, based on the 3<sup>rd</sup> unit meeting the intention of the NH1 zone. The building department communicated that 3 attached units would take us out of the IRC and into the IBC, including retrofitting the current units with a fire sprinkler system. The way the current home is built, the only way to reasonably retrofit is to have the exposed plumbing lines visibly attached to the ceilings throughout our historic home and basement apartment. Additionally, the IBC required a larger size water line, specialty water pump and large storage tank with a total estimated price exceeding \$120,000. plus higher water and sewer charges due to larger service.

We pivoted to a request for historic designation in order to do the addition as simply an 'addition' to the current upstairs unit instead of a separate apartment, leaving us in the IRC and, through 1.9.2.B.3.b, giving an exemption to the 20% floor area expansion limitation for a front yard setback non-conformity. Our understanding is an addition would also not be subject to affordable housing mitigation, per 6.3.2.C.3.

Our preference is still to do a 3<sup>rd</sup> unit, which we could do as a detached unit to stay within the IRC. This option likely also best meets the intentions of the zoning, as opposed to an attached addition to a current unit. The historic structure's central location on the lot, however, limits the footprint flexibility and a detached unit further reduces the possible size of the footprint.

We want to clarify some of the historic preservation incentives before we move forward with a 3<sup>rd</sup> unit design and request review from all town departments, including building and fire officials:

- Per the International Residential Code (IRC) Sections R202, the setback between the current home and the new apartment can be 6' if there is a 1-hr fire rated wall on both structures and limiting openings to 25% of perpendicular wall between the two. Please see the attached diagram. All code requirements will be met.
- Structure setback on south and west lot lines could be reduced 20%, from 10' to 8' (8.8.2.B.2.)
- Three of the five required parking spaces are off of the alley and could be 20' instead of 22' long (8.8.2.C.2.b.) (8.8.2.C.2.c) (The current parking spaces off the alley were approved at 20' in 2018.)
- The addition, a detached garage with 2<sup>nd</sup> story apartment, although not attached to the historic structure, would not be subject to affordable housing mitigation (6.3.2.C.3.)
- Confirmation and clarification about building height for the zone and (9.4.9.C.) building height exceptions with regard to roof deck railing.



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

***Please note:*** Applications received after 3 PM will be processed the next business day.

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: **Youk Yard, LLC Home Addition**

Physical Address: **565 S Glenwood St; Jackson, WY 83001**

Lot, Subdivision: **N 1/2 Lots 11&12, Blk 5, Karns 3rd Addition**

PIDN: **22-4116331340060**

**PROPERTY OWNER.**

Name: **Youk Yard, LLC (Mark Barron, Ruth Ann Petroff)**

Phone: **307-690-3392**

Mailing Address: **PO Box 2764; Jackson, WY**

ZIP: **83001**

E-mail: **rpetroff@wyoming.com**

**APPLICANT/AGENT.**

Name, Agency: **Property Owner**

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

**Property Owner**

**Applicant/Agent**

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

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

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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>.

**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (if applicable)  
 Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:  
 Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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.

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Signature of Owner or Authorized Applicant/Agent

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Date

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Name Printed

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Title

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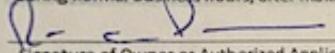
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**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

From: **Ruth Ann Petroff** ruthannpetroff@gmail.com   
Subject:   
Date: November 6, 2022 at 10:20 PM  
To: Ruth Ann Petroff rpetroff@wyoming.com

RP

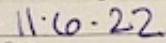
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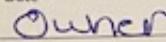
Signature of Owner or Authorized Applicant/Agent

**Ruth Ann Petroff**

Name Printed



Date



Title

Effective 06/01/21

3 of 3

PA Request

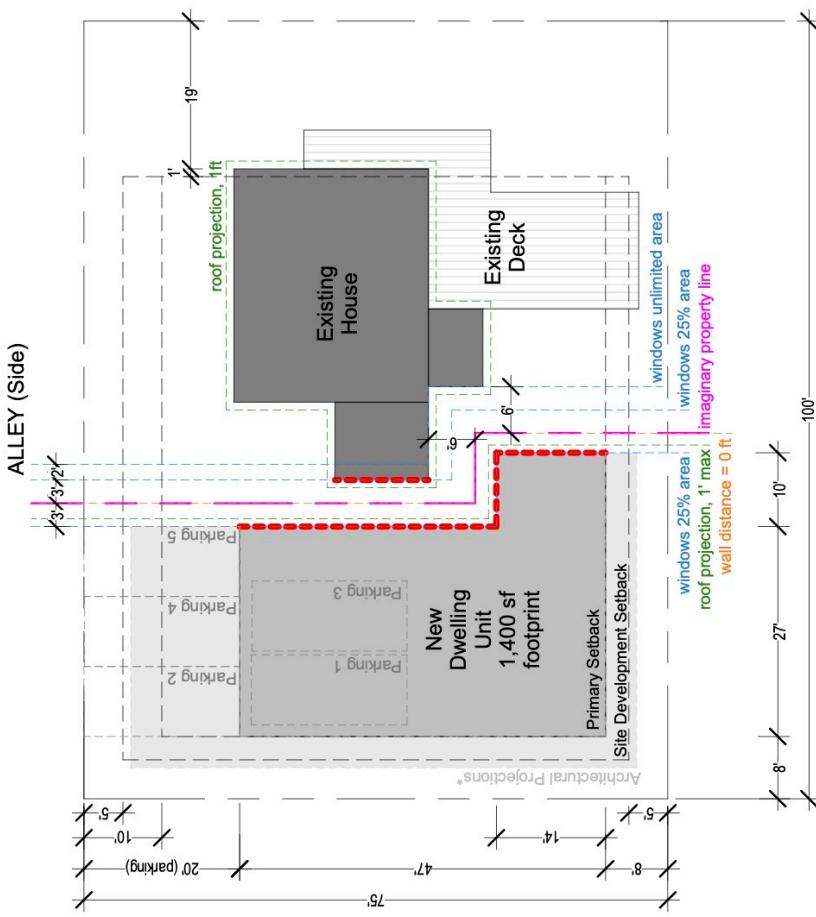
Sent from my iPhone

PD-001	Project Petrot Barron Residence	Date 11/03/2022	Drawing Title SITE STUDY - 1/16th scale	Architect GYDE Architectics P.O. Box 4735 565 S Glenwood	Location Jackson, Wyoming 83001
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LDR COMPLIANCE TABLE			
Requirement	NH-1 Zone Req.	Design	
<b>Primary Building Setbacks:</b> Primary Street (min) Secondary Street (min) Side (min) Rear (min)	20 FT 10 FT 10 FT 20 FT	19 FT n/a 8 FT* n/a	
<b>Site Development Setbacks:</b> Primary Street (min) Secondary Street (min) Side Interior/Rear (min)	20 FT 10 FT 5 FT	20 FT n/a 4 FT*	
Access	Curb-cut width (max)	20FT	0 FT
Driveway Setbacks Primary Street Secondary Street Side 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)	1.5DU 9 x 20 FT 9 x 22 FT	3 DU = 5 9 x 20 FT 9 x 20 FT**
Landscape Surface Ratio Apartment/Single-Apartment/Single-Family Attached		21 & 70% in front 1/3 of lot	21 x 7500 = 1,575 SF 70% = 1,103 SF
Floor Area Ratio Maximum		.40	2,960 SF (max addition)
Minimum Density Lots	7,500 or greater	3 or more units	3 Units
Primary Building Height			
	2 stories not to exceed 26' (roof pitch ≤ 5/12)		
	2 stories not to exceed 28' (roof pitch 4 1/2, 5/12)		
	2 stories not to exceed 30' (roof pitch 4 1/2, 5/12)		

FIRE SEPARATION TABLE: 1-hour Fire Separation at Existing and New Building with Imaginary Property Line	
IRC Sections: R202 - Fire Separation Distance, R302 - Fire-Resistant Construction	
MINIMUM FIRE SEPARATION DISTANCE (from Imaginary Property Line)	
Existing Building	New Building
Construction	Fire Rating = 1-hour Sprinklers = no
Walls	0 ft
Projections	≥ 21 to 5 ft
Openings, area = 25%	3 ft
Openings, area unlimited	5 ft
Penetrations	< 3 ft

## GLENWOOD STREET (Primary Street - Front)



**1 SITE DIAGRAM**  
1/16" = 1'-0"