



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

Item #: P22-264

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner

Youk Yard, LLC
PO Box 2764
Jackson, WY 83001

Applicant

Youk Yard, LLC

REQUESTS:

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.

Please respond by: November 28, 2022 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
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 3rd 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 3rd 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 3rd 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 3rd 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 2nd 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
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process 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

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.

x _____ 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) of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to 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.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

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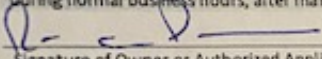
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_____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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

RP

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.

 _____ Signature of Owner or Authorized Applicant/Agent	<u>11.6.22</u> _____ Date
<u>Ruth Ann Petroff</u> _____ Name Printed	<u>Owner</u> _____ Title

3 of 3

Effective 06/01/2

Sent from my iPhone

LDR COMPLIANCE TABLE			
Requirement	NH-1 Zone Req.	Design	
Primary Building Setbacks: Primary Street (min) Secondary Street (min) Side Interior (min) Rear (min)	20 FT	19 FT	
	10 FT	n/a	
	10 FT	8 FT*	
	20 FT	n/a	
Site Development Setbacks: Primary Street (min) Secondary Street (min) Side Interior/Rear (min)	20 FT	20 FT	
	10 FT	n/a	
	3 FT	4 FT*	
	20FT	0 FT	
Access			
Driveway Setbacks: Primary Street Secondary Street Side Interior Rear Alley	20 FT	18 FT	
	10 FT	n/a	
	1 FT	1+ FT	
	0 FT	0 FT	
Parking	1,500 Required Spaces 9 x 20 FT Size (typical) Size (direct alley access)	3 DU = 5 9 x 20 FT 9 x 20 FT**	
Landscape Surface Ratio	.21 & 70% in front 1/3 of lot	.21x7500 = 1,575 SF 70% = 1,103 SF	
Floor Area Ratio Maximum	.40	2,060 SF (max addition)	
Minimum Density	3 or more units	3 Units	
Primary Building Height	2 stories not to exceed 28' (roof pitch ≤ 3/12) 2 stories not to exceed 28' (roof pitch 4/12, 5/12) 2 stories not to exceed 30' (roof pitch ≥ 6/12)		

* Per TOL LDR Sections 8.8.2.B.2 and 8.8.2.b.3, setbacks may be adjusted up to 25% of the property listed on the Jackson Historic Register by an administrative adjustment.
** Per TOL LDR Sections 8.8.2.C.2.b, 8.8.2.C.2.c and 6.2.2.A.1, an administrative adjustment to parking requirements may be granted to better protect a historical resource and support the purpose of the zone.

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 (from Imaginary Property Line)			
MINIMUM FIRE SEPARATION DISTANCE			
Construction	Existing Building	New Building	
	Fire Rating = 1-hour Sprinklers = no	Fire Rating = 1-hour Sprinklers = no	
	Walls	0 ft	
	Projections	≥ 2 ft to 5 ft	
Openings	area = 25%	3 ft	
	area unlimited	5 ft	
Penetrations		< 3 ft	

