



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: December 2, 2022	REQUESTS: The applicant is submitting a request for a Basic Use Permit for change of use at the property located at 105 N Glenwood St., legally known as E 80' OF LOT 9 & E 60' OF LOT 10 BLK 6, JACKSON ORIGINAL TOWNSITE PIDN 22-41-16-28-4-10-010 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P22-285	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner Live Oak Springs, LLC PO Box 1849 Jackson, WY 83001	
Applicant Same	
Please respond by: December 16, 2022 (Sufficiency) December 23, 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: Use Change from Museum to Retail

Physical Address: 105 N Glenwood St, Jackson, Wy 83001

Lot, Subdivision: E 80' Lot 9 & E 60' Lot 10 Blk 6 Original Townsite

PIDN: 22-41-16-28-4-10-010

PROPERTY OWNER.

Name: David Knapp, Owner, Live Oak Springs LLC

Phone: 512-565-8335

Mailing Address: 125 W Deloney Ave, Box 1849, Jackson, Wy

ZIP: 83001

E-mail: daveknapptx@gmail.com

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

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 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
David Knapp, Live Oak Springs LLC

Name Printed

11/29/22

Date

Owner

Title

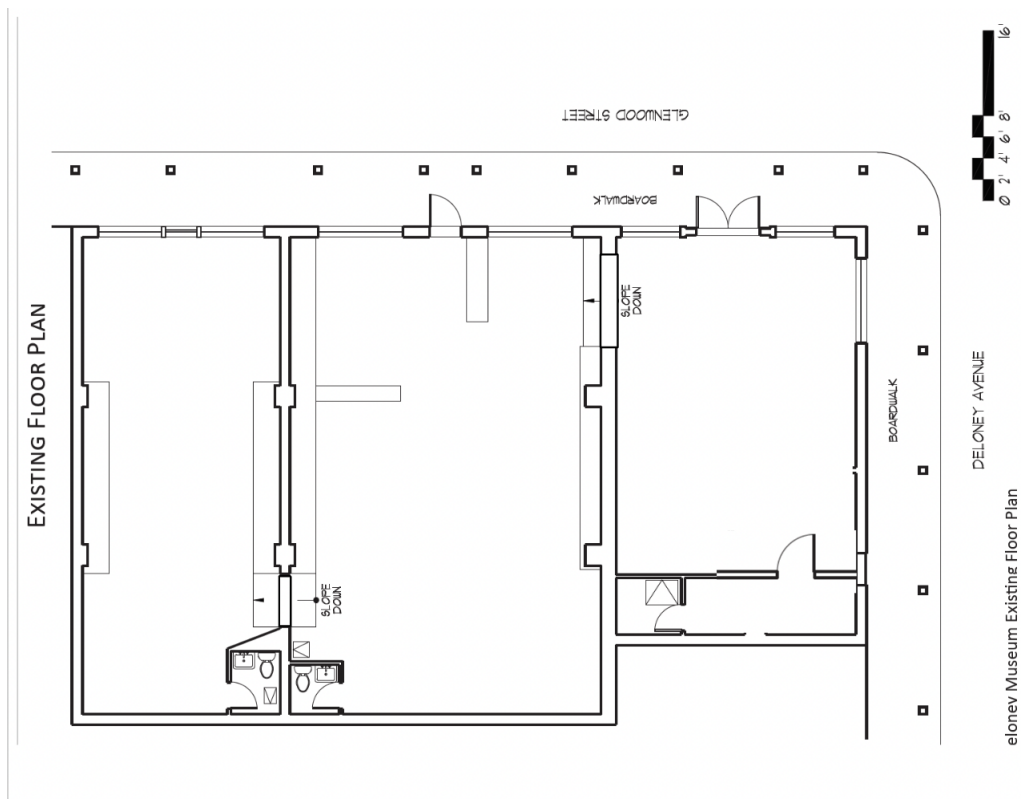
Supplemental Information - Basic Use Permit

1. Narrative - I own the building at 105 N Glenwood St in Jackson and would like the use to be retail. In December 1995, the Jackson Hole Historical Society was leasing the building for use as a museum and store. The town considers its current use to be Institutional/Assembly/Museum. I would like it changed to Commercial/Retail.

The part of the building on the corner of Deloney and Glenwood was built in about 1906 and housed Deloney's General Merchandise store. Subsequently and prior to 1950 per the tax records, additional space was built adjacent to the original building's north wall. The Jackson Hole Historical Society leased the entire building in 1977 for 100 years for a nominal amount. Last year the Historical Society moved to a new location and I purchased the property through my Live Oak Springs LLC. I want to house my wife's store, Oden Watches & Jewelry, in the old building and lease at least the middle 1300SF to a retail tenant.

The buildings' age, construction, and location make it of interest to the Teton County Historic Preservation Board for designation on the Jackson Historic Register. Since I would like to be exempt from any affordable workforce mitigation requirements (section 6.3.2.C.3), I am pursuing such designation in parallel with this Basic Use Permit.

2. Floorplan - tax records show 3000SF total (800SF, 1300SF and 900SF sections)



3. Housing Mitigation - Pursuing a Historic Registration exemption section 6.3.2.C.3.
Please see attached Historic Register Nomination Form
4. Parking detail – the address has a historical credit of 10 spaces and on-street spaces may also count toward fulfillment. Required parking is 7 spaces for 3,000 sf retail.
5. As no sf additions or exterior alterations are currently planned, LDR compliance info as far as Height, setbacks, FAR is not needed.



TOWN OF JACKSON HISTORIC REGISTER NOMINATION FORM

DATE _____ DATE RECEIVED _____

This form is required to nominate properties to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations. Type all entries and complete all applicable sections. Contact Town of Jackson Planning with any questions at (307) 733-0440.

PART 1: PROPERTY INFORMATION

Property Name			
Historic		Common	
Location			
Street Address		Zip	
PIDN(s): _____ _____		Legal Description and Plat or Addition: 	
Nominated Elements			
Please indicate below significant elements of the property that are included in the nomination by checking the appropriate box(es) below. Describe these elements specifically in the narrative section of this form.			
<input type="checkbox"/> Principal Structure		<input type="checkbox"/> Site	
<input type="checkbox"/> Historic Additions		<input type="checkbox"/> Historic Landscaping, Fencing, Walkways, etc.	
<input type="checkbox"/> Ancillary Buildings/Outbuildings			
Owner of Property			
Name			
Address		City	State Zip
Is the owner the sponsor of this nomination?		Yes	No
Form Preparer			
Name/Title		Company/Organization	
Address		City	State Zip
Email		Phone	
Nomination Checklist — Attachments			
<input type="checkbox"/> Site Map (REQUIRED)		<input type="checkbox"/> Historic Survey	
<input type="checkbox"/> Photographs (REQUIRED):		<input type="checkbox"/> Other (please indicate):	
<input type="checkbox"/> Development Permit Application (REQUIRED):			
		<div>FOR OFFICE USE Date Received _____</div>	

Nominations to the Jackson Historic Register are processed according to the procedures and standards described in Sec.8.5.7 of the Town of Jackson Land Development Regulations. Submittal of a nomination form does not obligate the Town to place a property on the Register or to extend financial incentives to a property owner. Documents submitted become public record. Additional requirements may be imposed by other Town, state or federal regulations.

PART 2: PHYSICAL DESCRIPTION, FUNCTIONS, USES and MATERIALS

Summarize the changes to plan, original cladding, windows, interior, and other significant elements by selecting the choices below. These changes should be described specifically in the narrative section of this form.

	Original Materials Intact?			Original Materials Intact?	
Plan (i.e.: no additions to footprint, relocation of walls or roof plan)	Yes	No	Interior (woodwork, finishes, flooring, fixtures)	Yes	No
Original cladding	Yes	No	Other elements	Yes	No
Windows (no replacement windows or replacement sashes)	Yes	No			

Physical Description/Integrity Narrative

Describe in detail the present and original (if known) integrity of the structure, including exterior appearance, setting, and architectural characteristics (use continuation sheets if necessary).

PART 3: HISTORICAL OR CULTURAL SIGNIFICANCE

Criteria for Designation

Jackson Land Development Regulations recognize five criteria of historical significance in Sec. 5.9.4. Please select any that apply to this property for which there is **documentary evidence** included in this nomination form.

- A Association with events that have made a significant contribution to history;
- B Connection with persons significant in history;
- C Distinctive characteristics of a type, period, method of construction, or artisan;
- D Geographic Importance; and/or
- E Possibility to yield important information related to prehistory of history

Historical Data (if known)

Date(s) of Construction	Other Date(s) of Significance	
Architect (s)	Builder	Engineer

Statement of Significance

Describe in detail the chronological history of the property and how it meets the criteria for the Jackson Historic Register. Please provide a summary in the first paragraph (use continuation sheets if necessary). Please provide a bibliography for books and other materials accessed.

105 N Glenwood St

Contemporary



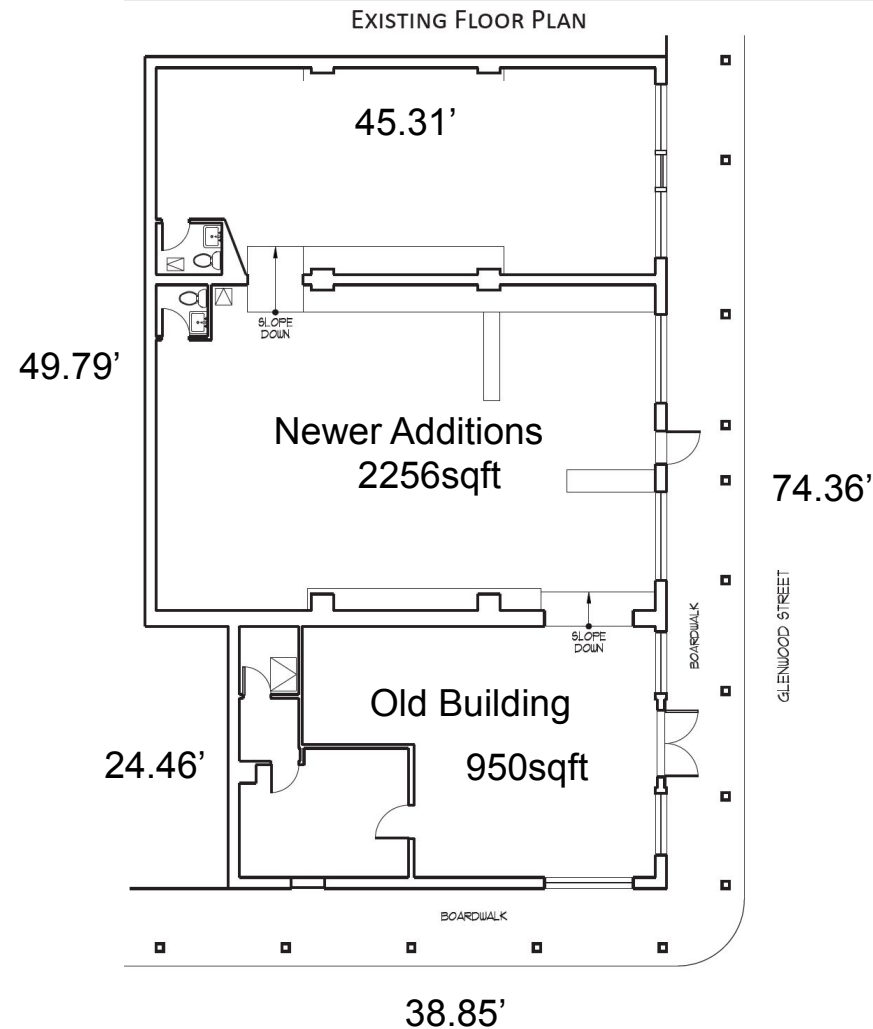
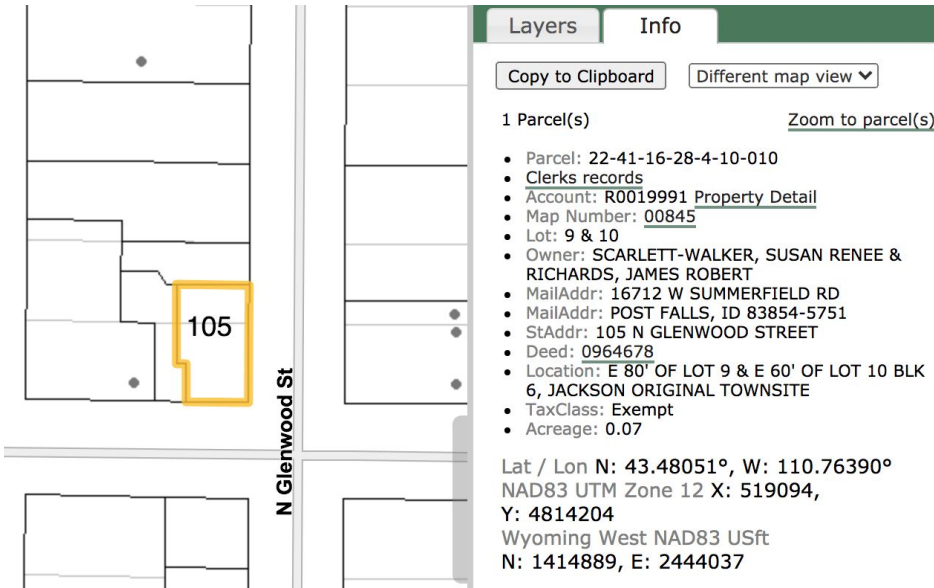
Original



Lot size = 3206sqft

Old Merchantile Building - 950sqft

Newer Additions - 2256sqft



Current



Location

