



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

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- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
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- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
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- ☐ Bresnan Communications

Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: February 13, 2023	REQUESTS: The applicant is submitting a request for an Administrative Adjustment of 20% of the south and west setbacks for the property located at 565 S Glenwood St. legally known as N.1/2 OF LOTS 11 & 12, BLK. 5, KARNs 3RD ADDITION, PIDN: 22-41-16-33-1-34-006 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P23-032	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpape@jacksonwy.gov	
Owner: Youk Yard, LLC PO Box 2764 Jackson, WY 83001 Applicant: same	
Please respond by: March 6, 2023 (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: Clissold House Addition
Physical Address: 565 S Glenwood St
Lot, Subdivision: N. 1/2 of Lots 11 & 12, Blk. 5, Karns 3rd Addition PIDN: 22-41163313400600

PROPERTY OWNER.

Name: Youk Yard, LLC (Mark Barron, Ruth Ann Petroff) Phone: 307-690-3392
Mailing Address: PO Box 2764 ZIP: 83001
E-mail: rpetroff@wyoming.com

APPLICANT/AGENT.

Name: Ruth Ann Petroff, Mark Barron Phone: 307-690-3392
Mailing Address: PO Box 2764 ZIP: 83001
E-mail: rpetroff@wyoming.com

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 #: P22-264 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
Ruth Ann Petroff

Name Printed

2/13/2023

Date
Property Owner

Title

Please find attached our application for an administrative adjustment of 20% of the south and west setbacks on our residential lot based on Town of Jackson LDR 8.8.2.B 2 (Historic Preservation 5.9.6.C.1.6).

We appreciate the thoughtful help we've received from the Town Planning Department and the Historic Preservation Board as we've worked through challenges related to planning an addition to a home that was placed in a rather central location on the property.

Our plan would keep two residential units on the property. We would reconfigure the layout to include returning the current structure to a single-family home, removing the stove/oven from the current basement unit. We would attach an additional single family unit.

In order to maximize parking opportunities both inside and outside of the garage, the ground floor would sit 22' off of the alley to the north.

The current setback from the west and south sides of the lot are 10'. We are requesting a 20% relief from that for a setback of 8' off those two sides.

Please find attached our application for an administrative adjustment of 20% on the south and west setbacks of our residential lot. Our lot is in the NH-1 zone and the current setback on the west and south sides of the lot are 10'. We request an 8' setback on the west and south sides.

We appreciate the thoughtful help we've received from the Town Planning Department and the Historic Preservation Board as we've worked through challenges related to planning an addition to a home that was placed in a rather central location on the property.

Our development plan will result in two residential dwelling units. The historic resource will be 3 bedroom/2 bath with the removal of the stove/oven in the basement and elimination of the basement apartment. The attached addition will be a 2 bedroom, 2 bath apartment over a garage with vehicle access off the alley.

In order to maximize parking opportunities both inside and outside of the garage, the ground floor would sit 22' off of the alley to the north.

Please find our justifications for administrative adjustment below:

C. Findings An administrative adjustment shall be approved upon finding the application:

1. *Complies with the applicability standards of this Section;* (8.8.2.B.2. – Historic Preservation) Structure setbacks, not including setbacks from natural resources, may be adjusted up to 20%, or for a property listed on the Jackson Historic Register structure setbacks may be adjusted as provided in 5.9.6.C.1.6.

(5.9.6.C.2.B) The protection of a Registered Historic Resource is one justification for approving an Administrative Adjustment to provide additional flexibility for parking, LSR, setbacks, and other important standards (see 8.8.2.C.2.b. for full text).

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, scenic, or historic resources,*** or c. Better supports the purpose of the zone;

The most cost-effective and zone-compliant option for development of the property is to raze the historic structure and maximize the buildout potential and number of units.

The option of a *detached* 3rd unit is constrained in size/footprint because of the central location of the historic resource on the property.

In pursuing our original plan of an attached 3rd dwelling unit, we discovered the historic structure would need to meet IBC building regulations and would not be grandfathered. The IBC standards include a fire sprinkler system for the historic structure and go far beyond that to include all IBC standards of stairway sizes, electrical, etc. In addition to disturbing the remaining historic features, cost prohibits this option.

By providing only 2 attached units, we are limited to 2 stories instead of the 3 stories allowed in NH-1 zoning if 3 attached units are provided.

The above constraints limit the ability to develop the property and preserve the historic structure. The request is to provide a modest adjustment in the setbacks to accommodate the historic structure.

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

The general intent of NH-1 zone is “...high density residential development and to promote workforce housing types using a broad range of attached residential types in a pedestrian-oriented environment.” (2.2.9.A.1.)

Although our application and request would not add to the number of residential units, nor meet the NH-1 minimum of 3 units, we would be increasing the residential density by adding bedrooms. (“increased residential density” 2.2.9.A.1.) Rather than the current 2 units being a 1 bed/1 bath and a 2 bed/1 bath, the 2 units would be a 3 bed/2 bath and a 2 bed/2 bath.

The lot to the south of our lot has a 2-story office building, the lot to the west has two 2-story residential units. Across Glenwood Street to the east is a mixed-use 2-story building. Across the alley and to the north is a single-story residential home and one more lot to the north is a 2-story apartment complex. The size, scale and character of the proposed project is in line with neighborhood and the intended goals of the neighborhood.

The location lends itself to pedestrian activity with it’s proximity to Snow King Mountain, downtown Jackson, and the fair and rodeo grounds.

We will be required to obtain a ‘certificate of appropriateness’ from the Planning Director after a review and recommendation from the Historic Preservation Board, which will give additional oversight to the character of the project.

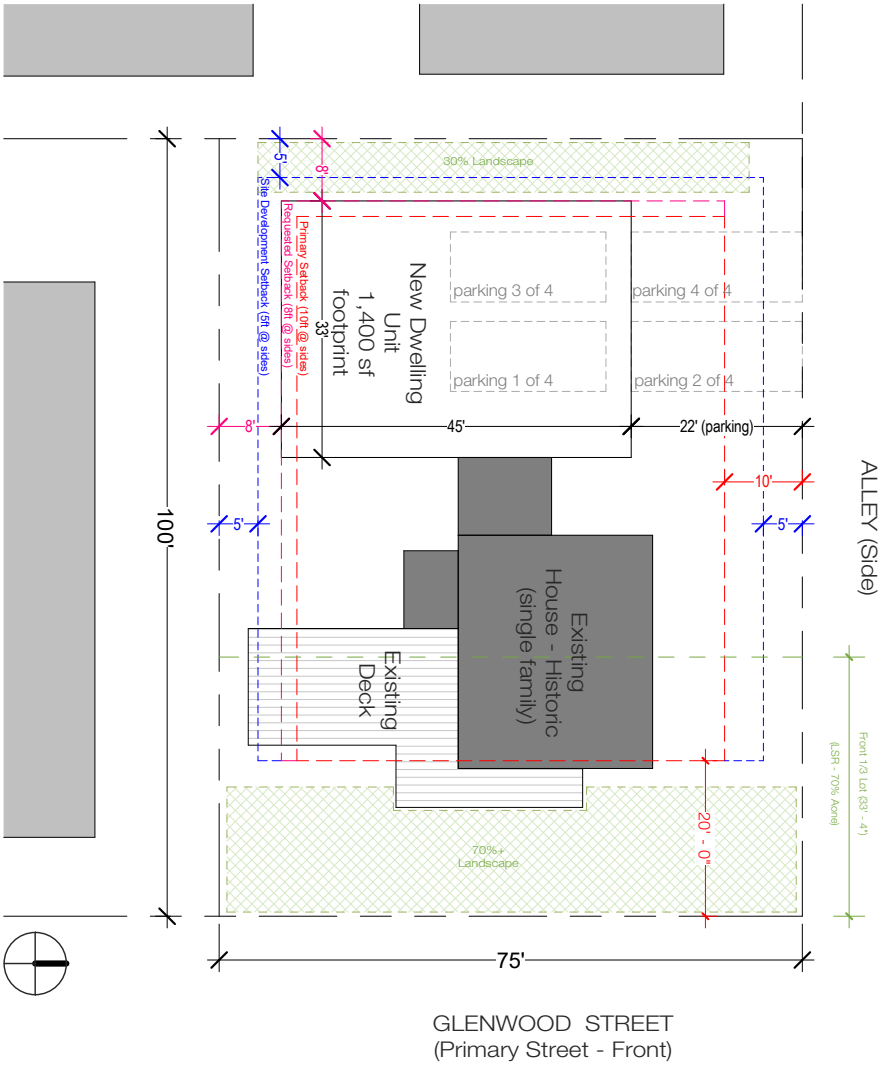
4. Will not pose a danger to the public health or safety; and

The structure to the south of our property is a 2-story, 26’ tall commercial building. The lot bordering our western property line contains two 2-story residential structures. There are currently 9’ tall hedges between both properties. Parking and pedestrian access and circulation for both remain unaffected by approval of this request. There will continue to be adequate separation for emergency access and fire separation.

Unobstructed alley access for parking and pedestrian access enhances public safety. Our residential unit, with adjusted setbacks, poses no health or safety concern for the occupants of those units or for the general public.

5. The site is not subject to a series of incremental administrative adjustments

The 1’ front yard setback administrative adjustment that was previously granted in 2022 is alleviated by the historic preservation designation that was also granted in 2022. We anticipate no further administrative adjustment requests.



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

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 10 FT 10 FT 20 FT	19 FT* n/a 8 FT** n/a	
Site Development Setbacks: Primary Street (min) Secondary Street (min) Side Interior/Rear (min)	20 FT 10 FT 5 FT	20 FT 10 FT 5 FT	
Access Curb-cut width (max)	20 FT	0 FT	
Driveway Setbacks Primary Street Secondary Street Side Interior 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)	1.5/DU 9 x 20 FT 9 x 22 FT	4 Spaces 9 x 20 FT 9 x 22 FT	
Landscape Surface Ratio Apartment/Single-Family Attached	.21 & 70% in front 1/3 of lot	.21x7500 = 1,575 SF 70% = 1,103 SF	
Floor Area Ratio (habitable) Maximum (less historic)	.40	2,930 SF	
Minimum Density Lots 7,500 or greater	3 or more units	2 Units	
Building Height of Addition 2 stories not to exceed:	26' if roof pitch ≤ 3/12 30' if roof pitch ≥ 6/12		

* Per TOJ LDR Sections 1.9.2.B.3.b. and 5.9.6.C.1.b, the existing nonconformity at the does not limit expansion of a property listed on the Jackson Historical Register.

**Per TOJ LDR Sections 5.9.6.C.2 and 8.8.2.B.2, an application may be made for an administrative adjustment up to 20% or the planning director may establish a lesser structure setback greater than 20% for a Registered Historic Property.