



# 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: February 27, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for a Development Pre-Application Conference for the property located at 81 S King St.. LOT 9, BLK. 1, CACHE-1 PIDN: 22-41-16-34-2-05-009  For questions, please call Paul Anthony at 307-733-0440 x1303, or email to the address shown to the left. Thank you.
Item #: P23-044	
Planner: Paul Anthony	
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
<b>Owner:</b> Old Growth LLC PO Box 12801 Jackson, WY 83002  <b>Applicant:</b> HH Land Strategies PO Box 1902 Wilson, WY 83014	
<b>Please respond by: March 20, 2023 (with Comments)</b>	

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



**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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Old Growth Two Lot Subdivision

Physical Address: 81 S King Street

Lot, Subdivision: Lot 9, Elk 1, Cache Creek Addition

PIDN: 22-41-16-34-2-05-009

**PROPERTY OWNER.**

Name: Old Growth, LLC

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

Mailing Address: PO Box 12801, Jackson, WY

ZIP: 83002

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

**APPLICANT/AGENT.**

Name, Agency: HH Land Strategies, LLC, Hal Hutchinson

Phone: 307-699-0265

Mailing Address: PO Box 1902, Wilson, WY

ZIP: 83014

E-mail: hal@hhlandstrategies.com

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_ Property Owner

X 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: N/A 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.

<input checked="" type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

**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 herein 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 Ileton 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

Name-Printed

2/24/23  
Date

MANAGERIAL MANAGER  
Title

# HH LAND STRATEGIES, LLC

*PO Box 1902, Wilson, WY 83014*

*307-699-0265 – HAL@HHLANDSTRATEGIES.COM*

February 24, 2023

**To:** Town of Jackson Planning Department

**From:** Hal Hutchinson, HH Land Strategies, LLC

**RE:** Old Growth, LLC Property

## **Preapplication Conference Request for a 2-Lot Subdivision Development Plan**

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On behalf of Old Growth, LLC, owner of the property located at 81 S King Street. Lot 9, Block 1 of the Cache Creek Addition to the Town of Jackson (PIDN 22-41-16-34-2-05-009) (Subject Property) please accept this Pre-application Conference Request for a Development Plan Application. The purpose of this Preapplication Conference request is to begin the process to subdivide the subject property into two lots as more fully described below. As part of the subdivision process, a Development Plan describing the proposed subdivision and associated development/requirements is to be approved prior to submitting a subdivision application.

### **Background:**

The Subject Property is a typical Town of Jackson lot measuring 50' in width and 150' in depth with an overall area of .17 acres (7,500 s.f.). Located at the northwest corner of East Pearl Avenue and South King Street, the property is zoned Downtown Core – 2 (DC-2) and within the Lodging Overlay. There are three primary structures on the property. These include the "Coe House" located at the southern portion of the lot, "Ellen Walker's Smart Shoppe" building located at the interior portion of the lot and the "Coe Blacksmith Shop" located at the northern portion of the property adjacent to the alley.

The Coe House has been designated to the Jackson Historic Register under Town of Jackson application P21-236. A Wyoming Cultural properties survey has been completed for the Ellen Walker Smart Shoppe building and determined it to be eligible for the National Register of Historic Places under Criteria A – associated with events that have made a significant contribution to the broad patterns of our history within the period of significance 1948-1960. A Teton County Historic Site Survey has been completed for the Coe Blacksmith Shop and found it to be a "contributing" structure and eligible to the National Register of Historic Places under, also under Criteria A within the period of significance 1930-1955.

### **Town of Jackson "Preservation of Historic Properties" regulations:**

In February 2021, the Town of Jackson adopted certain regulations that seek to promote the preservation of historic properties that includes the establishment of the Jackson Historic Register and certain incentives for the preservation of historic properties. The Coe House has been designated to the Jackson Historic Register. The Ellen Walker Smart Shoppe building and the Coe Blacksmith shop has been determined to be eligible for the Jackson Historic Register. Properties containing structure(s) listed on the Jackson Historic Register are eligible for certain zoning incentives for preserving historic structures eligible for and listed on the Jackson Historic Register.

These incentives include an exemption to zoning FAR limitations for floor area within a "Registered Historic Resource" (LDR Section 5.9.6.C.3). These incentives for historic preservation also include the elimination of the minimum lot size limit on a property with a structure listed on the Jackson Historic Register for the

purpose of separating the historic property on an individual lot (LDR Section 5.9.6.C.4). In addition, incentives for historic preservation allow properties with a Registered Historic Resource may transfer or sell unused floor area to another eligible property (LDR Section 5.9.6.C.6). Town of Jackson preservation of historic properties regulations require historic preservation easements be placed on Registered Historic Resources to protect the historic property in perpetuity in certain circumstances where incentives are being utilized (LDR Section 5.9.6.B).

#### **Purpose of Pre-Application Conference Request:**

The owner of the subject property seeks to subdivide the subject property into 2 separate lots pursuant to the Town of Jackson historic preservation incentives, specifically LDR Section 5.9.6.C.4 – Minimum Lots Size, which states, in part: “The minimum lot size limit on a property with a structure listed on the Jackson Historic Register may be eliminated for the purpose of separating the historic property on an individual lot....” The incentive requires a historic preservation easement be placed on the historic recourse to utilize this incentive. Please see the attached **Exhibit A – Old Growth 2-Lot Subdivision Concept** for a graphic depiction of the proposed 2 lot subdivision.

It is the understanding of the applicant that the first step in this subdivision process is to request this preapplication conference for a Development Plan. The applicant also understands that, upon approval of the 2-Lot subdivision Development Plan, a separate Subdivision application is required to be submitted to and approved by the Town prior to recording a Subdivision Plat. During the course of these applications, the applicant will prepare a preservation easement for the Coe House as required by the Minimum Lot Size incentive. It is the intent of the applicant to transfer development rights from the Coe House Lot once the subdivision is complete.

The proposed 2-Lot subdivision will create a lot containing the existing Coe House (referred to herein as Lot 1) and a second lot that will contain the existing “Ellen Walker’s Smart Shoppe” building and the “Coe Blacksmith Shop” building. Lot 1 will measure approximately 50’ x 82’ and contain approximately 4,100 s.f. Lot 2 will measure approximately 50’ x 68’ and contain approximately 3,400 s.f. The location of the proposed lot line separating Lot 1 and Lot 2 is currently proposed to be located coincident with the North eave of the existing Coe House Building. This would result in a 0’ side yard setback for Lot 1, which is consistent with the side yard setbacks in the DC-2 Zone District, which requires either a 0’ or 5’ side yard setback.

At this time, the applicant is considering the functionality that this subdivision will have on both lots, and is considering requiring the south, side yard setback for Lot 2 to be 5’. The applicant is also considering restricting the rear (West) 5’ of the ground level of Lot 2 to be dedicated as a circulation corridor allowing for direct access from Lot 1 to the alley to the north.

Based on this conceptual 2-Lot subdivision configuration, the resulting lots are as follows:

#### **Lot 1:**

Proposed Dimensions:	50’ x 82’ = 4,100 s.f.
Resulting FAR:	<b>5,330 s.f.</b> (4,100 x 1.3)

#### **Lot 2:**

Proposed Dimensions:	50’ x 68’ = 3,400 s.f.
Resulting FAR:	<b>4,420 s.f.</b> (3,400 x 1.3)

No development is being proposed by this subdivision development plan. The Development Plan would only propose the 2-Lot subdivision.



**EXHIBIT A – Old Growth 2-Lot Subdivision Concept**

