



# 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

<p>Date: March 24, 2023</p> <p>Item #: P23-063</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <hr/> <p><b>Owner:</b> One Hundred Seven, LLC &amp; Stage Stop, Inc. PO Box 991 &amp; 1677 Jackson, WY 83001</p> <p><b>Applicant:</b> HH Land Strategies, LLC PO Box 1902 Wilson, WY 83014</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a Zoning Compliance Verification for a transfer of development rights from the property located at 155 W Pearl Ave., legally known as Lots 9 &amp; 10, Block 2, Wort Addition to the Town of Jackson PIDN: 22-41-16-33-1-02-006 to the property located at 125 N Glenwood St., legally known as Lot 1, Homer Richards Addition to the Town of Jackson, PIDN 22-41-16-28-4-10-016</p> <p>For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.</p>
<p><b>Please respond by: April 14, 2023 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [planning@jacksonwy.gov](mailto:planning@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: 155 W Pearl & 125 N Glenwood Transfer of Development Rights  
Physical Address: 155 W Pearl Avenue & 125 N Glenwood Street  
Lot, Subdivision: Lot 9 & 10, Blk 2, Wort Add. & Lot 1, Homer Add. PIDN: 22-41-16-33-1-02-006 & 22-41-16-28-4-10-016

**PROPERTY OWNER.**

Name: One Hundred Seven, LLC & Stage Stop, Inc Phone: \_\_\_\_\_  
Mailing Address: PO Box 991, Jackson, WY & PO Box 1677, Jackson, WY ZIP: 83001 & 83001  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: HH Land Strategies, LLC, Hal Hutchinson Phone: 307-699-0265  
Mailing Address: PO Box 1902, Wilson, WY ZIP: 83014  
E-mail: hal@hhlandstartegies.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](http://www.townofjackson/200/Planning)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
____ Basic Use	____ Sketch Plan	____ Formal Interpretation
____ Conditional Use	____ Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
____ Special Use	____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	____ LDR Text Amendment
____ Administrative Adjustment	____ Subdivision Plat	____ Map Amendment
____ Variance	____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
____ Beneficial Use Determination	____ Boundary Adjustment (no plat)	____ Other: _____
____ Appeal of an Admin. Decision	____ Development Option Plan	____ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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 #: n/a Environmental Analysis #: n/a  
Original Permit #: n/a 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](http://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](http://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](http://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

Name Printed

Date

Title



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
www.jacksonwy.gov

Date: March 23, 2023

## LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual  
Stage Stop Inc., Sadek Darwiche

Being duly sworn, deposes and says that Stage Stop, Inc. is the owner in fee of the premises located at:  
Name of property owner as listed on deed  
Address of Premises: 125 N Glenwood St.

Legal Description: Lot 1, Homer Richards Addition  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: HH Land Strategies, LLC, Hal Hutchinson

Mailing address of Applicant/agent: PO Box 1902, Wilson, WY 83014

Email address of Applicant/agent: hal@hhlandstrategies.com

Phone Number of Applicant/agent: 307-699-0265

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

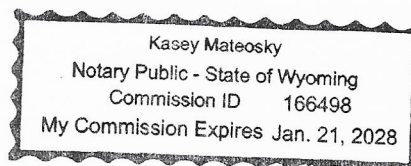
- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application  
☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application  
☐ Demolition Permit    ☐ Home Occupation    ☒ Other (describe) Historic Preservation - Transfer of Development Rights

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

[Signature]  
Property Owner Signature  
President

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF WYOMING )  
 ) SS.  
COUNTY OF TETON )



The foregoing instrument was acknowledged before me by Kasey Mateosky this 23  
day of MARCH 2023. WITNESS my hand and official seal.

[Signature]  
Notary Public

JAN 21, 2028  
My commission expires:



LETTER OF AUTHORIZATION

One Hundred Seven, LLC, "Owner" whose address is:

155 W Pearl Avenue

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property more specifically legally described as: Lots 9-10, BLK 2, Wort 1

(If too lengthy, attach description)

HEREBY AUTHORIZES HH Land Strategies, LLC, Hal Hutchinson

as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Manager

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming )  
COUNTY OF Teton )SS.

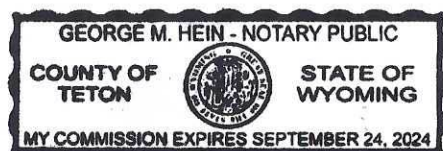
The foregoing instrument was acknowledged before me by George M Hein this 5 day of March, 2021.

WITNESS my hand and official seal.

(Seal)

George M Hein  
(Notary Public)

My commission expires: 9/24/2024



# HH LAND STRATEGIES, LLC

PO Box 1902, Wilson, WY 83014

307-699-0265 – HAL@HHLANDSTRATEGIES.COM

**March 23, 2023**

**To:** Town of Jackson Planning Department

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

**RE:** Zoning Compliance Verification for Gladys and John Wort House, 155 W Pearl Avenue Transfer of Development Rights to 125 N Glenwood Street

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On behalf of One Hundred Seven, LLC, owner of the property located at 155 West Pearl Avenue (Lots 9 & 10, Block 2, Wort Addition to the Town of Jackson, PIDN 22-41-16-33-1-02-006) and Stage Stop, Inc., owner of the property located at 125 N Glenwood Street (Lot 1, Homer Richards Addition to the Town of Jackson, PIDN 22-41-16-28-4-10-016) I am submitting this Zoning Compliance Verification (ZCV) application pursuant to Town LDR Section 5.9.6.C.6.c.i. to verify that the transfer of development rights from 155 West Pearl Avenue to 125 N Glenwood Street described herein is permitted by the Town Land Development Regulations.

The property at 155 West Pearl Avenue, otherwise known as the Gladys and John Wort House property ("**Sending Property**") contains a building that is designated to the Jackson Historic Register pursuant to Town LDR Section 8.5.7. (See attached Designation to Jackson Historic Register P21-058 letter dated 5/12/2021) Furthermore, there is a significant amount of unused floor area on the Sending Property as described below.

**Sending Property: Amount and Type of Floor Area:**

Zoning:	Downtown Core 2 (DC-2)
Property Size:	.34 Acres (14,810 s.f.)
Allowable FAR:	1.3 FAR = 19,254 s.f.
Existing Floor Area:	1,766 s.f. (House: 1082, outbld: 360, garage: 324)
Available Floor Area:	17,488 s.f. (FAR – Existing Floor Area)
Floor Area Dedicated to Historic Buildings:	1,082 s.f.
<b>Total Floor Area Available for TDR:</b>	<b>18,570 *</b>

\* The resulting "Total Floor Area Available for TDR" exempts the floor area of the historic building (Wort House) and assumes that all existing floor area on the Sending Property is retained.

**Note:** There is currently an application to transfer 550 s.f. of non-residential floor area from 155 West Pearl Avenue to 265 S Millward Street. That transfer of development rights has not been finalized as of the writing of this application. Therefore, anticipating that the transfer of this 550 s.f. occurs prior to the transfer of development rights proposed by this application, a decrease in the "Total Available Floor Area" listed above from 18,570 s.f. to 18,020 s.f. would result.

The property located at 125 N Glenwood Street, ("**Receiving Property**"), is zoned Downtown Commercial (DC-2). Pursuant to LDR Section 5.9.6.C.6.b.i. properties zoned DC 2 are eligible as "Receiving Properties" for Transfer of Development Rights for Historic Properties. Furthermore, the Receiving Property has no significant environmental or developmental constraints and is adequately served by public infrastructure.

The owner of the Sending Property desires to transfer a total of five thousand (5,000) s.f. of non-residential floor area to the Receiving Property. The owner of the Receiving Property desires to acquire five thousand (5,000) s.f. of non-residential floor area from the Sending Property.

Once the Transfer of Development Rights amounting to five thousand (5,000) s.f. of Floor Area is complete, the Sending Property will retain a total of thirteen thousand five hundred seventy (13,570) s.f. of Floor Area.

It is important to note that the owner of the Sending Property has applied for, and has received approval from the Town of Jackson, to transfer five hundred fifty (550) s.f. of non-residential floor area to 265 S Millward Street and that the owner of the Sending Property intends to complete this transfer of development rights but that this transfer of development rights has not formally occurred. The owner of the Sending Property anticipates that this transfer of five hundred and fifty (550) s.f. from the Sending Property to 256 S Millward Street will occur prior to the transfer of five thousand (5,000) s.f. of development rights proposed by this application. Anticipating that the transfer of five hundred fifty (550) s.f. from the Sending Property to 256 S Millward Street occurs prior to the transfer of five thousand (5,000) s.f. from the Sending Property proposed by this application, the "Total Available Floor Area" eligible for transfer will be eighteen thousand twenty (18,020) s.f. and once the transfer of the five thousand (5,000) s.f. proposed by this application occurs, the Sending Property will retain thirteen thousand twenty (13,020) s.f. of floor area.

Once the Transfer of Development rights is complete, the Receiving Property will enjoy the right to add or otherwise construct five thousand (5,000) s.f. of Floor Area above the maximum amount of FAR that is permitted on the Receiving Property under DC-2 zoning, subject to LDR Section 5.9.7.C.6.d. – Vesting of Transferred Floor Area. Furthermore, the owner of the Receiving Property may transfer all or a part of the transferred floor area to another eligible "receiving site" subject to LDR Section 5.9.6 – Incentives for Historic Preservation.

No transfer of unused housing mitigation credits, as described in LDR Section 5.9.6.C.5 – Workforce Housing Mitigation is proposed or will occur as a result of the transfer of non-residential floor area from the Sending Property to the Receiving Property proposed by this application.

Based on the statements made within this application, please verify the following:

1. Both the Sending Property and the Receiving Property are eligible to both send and receive Transfer of Development Rights for Historic Preservation in the amounts proposed by this application.
2. The "Total Available Floor Area" and the decrease in floor area on the Sending Property resulting from the transfer of development rights proposed by this application is correct (given the anticipated prior transfer of five hundred fifty (550) s.f.)
3. The owner of the Receiving Property may transfer all or a portion of the transferred floor area to another eligible receiving site subject to the requirements of LDR Section 5.9.6 – Incentives for Historic Preservation.
4. No transfer of unused housing credits available on the Sending Property, as permitted by LDR Section 5.9.6.C.5 – Workforce Housing Mitigation will occur as a result of the transfer of non-residential floor area proposed by this application.



## PLANNING & BUILDING DEPARTMENT

May 12, 2021

Mr. Hal Hutchinson  
HH Land Strategies LLC  
P.O. Box 1902  
Wilson, WY 83014

**RE: Designation to Jackson Historic Register**  
**Item: P21-058**  
**155 West Pearl Avenue (Gladys and John Wort House)**

Dear Mr. Hutchinson,

This letter is to confirm that on May 12, 2021, the Town of Jackson Planning Director **approved** your request to designate the Gladys and John Wort House, located at 155 West Pearl Avenue, to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (LDRs). This approval is based on the historical survey and other the information provided in the applicant's submittal (on file), as well as the recommendation of approval from the Teton County Historic Preservation Board provided at its Board meeting on April 13, 2021.

The referenced property is now eligible for and subject to the provisions in the Town's historic preservation program, including: Div. 5.9 (Preservation of Historic Properties); Sec. 5.8.1.B (Historic Preservation Design Guidelines); Sec. 8.5.8 (Certificate of Appropriateness - Exterior Alterations); and Sec. 8.5.9 (Certificate of Appropriateness - Repositioning and Relocation) in the LDRs.

Should you have any questions or need additional information, please contact me by email at [panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov) or by phone at 307-733-0440, ext. 1303.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Anthony".

Paul Anthony  
Planning Director