



# 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

<p>Date: April 11, 2023</p> <p>Item #: P23-076</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <hr/> <p><b>Owner</b> Hoke &amp; Co., Elizabeth S 201 Trust PO Box 130 Wilson, WY 83014</p> <p><b>Applicant</b> Cornelius Kinsey, Kinsey LLC PO Box 12258 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for heavy retail/service use for the property located at 1675 Berger Lane. known as LOT 4, M-B SUBDIVISION LEASED BY MOUNTAIN BELL PIDN: 22-40-16-06-1-02-003</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:</b>    <b>April 25, 2023 (Sufficiency)</b>  <b>May 2, 2023 (with Comments)</b></p>	

**RESPONSE:** For Departments not using SmartGov, 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](http://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: Roadhouse Warehouse  
Physical Address: 1675 Berger Lane  
Lot, Subdivision: Lot 4, M-B Subdivision leased by Mountain Bell PIDN: 22-40-16-06-1-02-003

**PROPERTY OWNER.**

Name: Hoke & Co., LLC & Elizabeth S. 201 Trust Phone: 690.6026  
Mailing Address: P.O. Box 130, Wilson, WY ZIP: 83014-0130  
E-mail: hoke@wyoming.com

**APPLICANT/AGENT.**

Name: Cornelius Kinsey - Kinsey, LLC Phone: 413.2485  
Mailing Address: P.O. Box 12258, Jackson, WY ZIP: 83002  
E-mail: kinseycornelius@yahoo.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)

**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](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 #: \_\_\_\_\_ 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](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

Cornelius Kinsey - Kinsey, LLC

\_\_\_\_\_  
Name Printed

10 April 2023

\_\_\_\_\_  
Date

Agent

\_\_\_\_\_  
Title



KINSEY ARCHITECT

Paul Anthony  
Town of Jackson Planning and Building  
150 East Pearl Avenue  
Jackson, WY 83001

10 April 2023

Dear Paul,

The applicant, Hoke & Co, LLC & Elizabeth S. 201 Trust is requesting a Basic Use Permit (BUP) for 1675 Berger Lane. A BUP has not been issued for this property.

**BACKGROUND:**

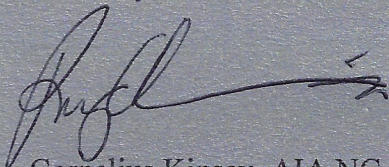
The metal storage building with ancillary office space was built in 1977 for Mountain Bell. An addition was added in the 1980's for the rear building. The building is currently 12,013 sq. ft, with 3,140 sq. ft. of that total as ancillary office space. The building will remain as Heavy Retail/Service which is a Basic Use allowed in the BP zoning. All of the parking and Affordable Workforce Housing requirements should be grandfathered since the building was built before the LDR's

**REQUEST:**

The applicant respectfully requests the BUP for the Heavy Retail/Service and the 3,140 sq. ft. of ancillary office space.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request.

Sincerely,



Cornelius Kinsey, AIA NCARB

Enc.

Executed Planning Application

Exhibits A0.3, A1.1, & A2.1 (site and floor plans)

Letter of Authorization

Summary Table of LDR compliance





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:

# **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

Hoke & co., LLC & Hoke, Elizabeth S. 201 Trust

Being duly sworn, deposes and says that Elizabeth S. Hoke is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 1675 Berger Lane

Legal Description: Lot 4, M-B Subdivision leased by Mountain Bell

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Kinsey, LLC - Cornelius Kinsey

Mailing address of Applicant/agent: P.O. Box 12258, Jackson, WY 83002

Email address of Applicant/agent: kinseycornelius@yahoo.com

Phone Number of Applicant/agent: 413.2485

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) BUP

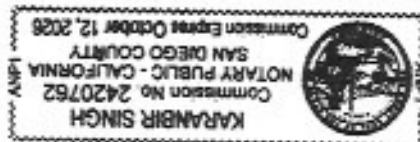
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

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

STATE OF California )  
 ) SS.  
COUNTY OF San Diego )

The foregoing instrument was acknowledged before me by Elizabeth Hoke this 5th day of April 2023. WITNESS my hand and official seal.



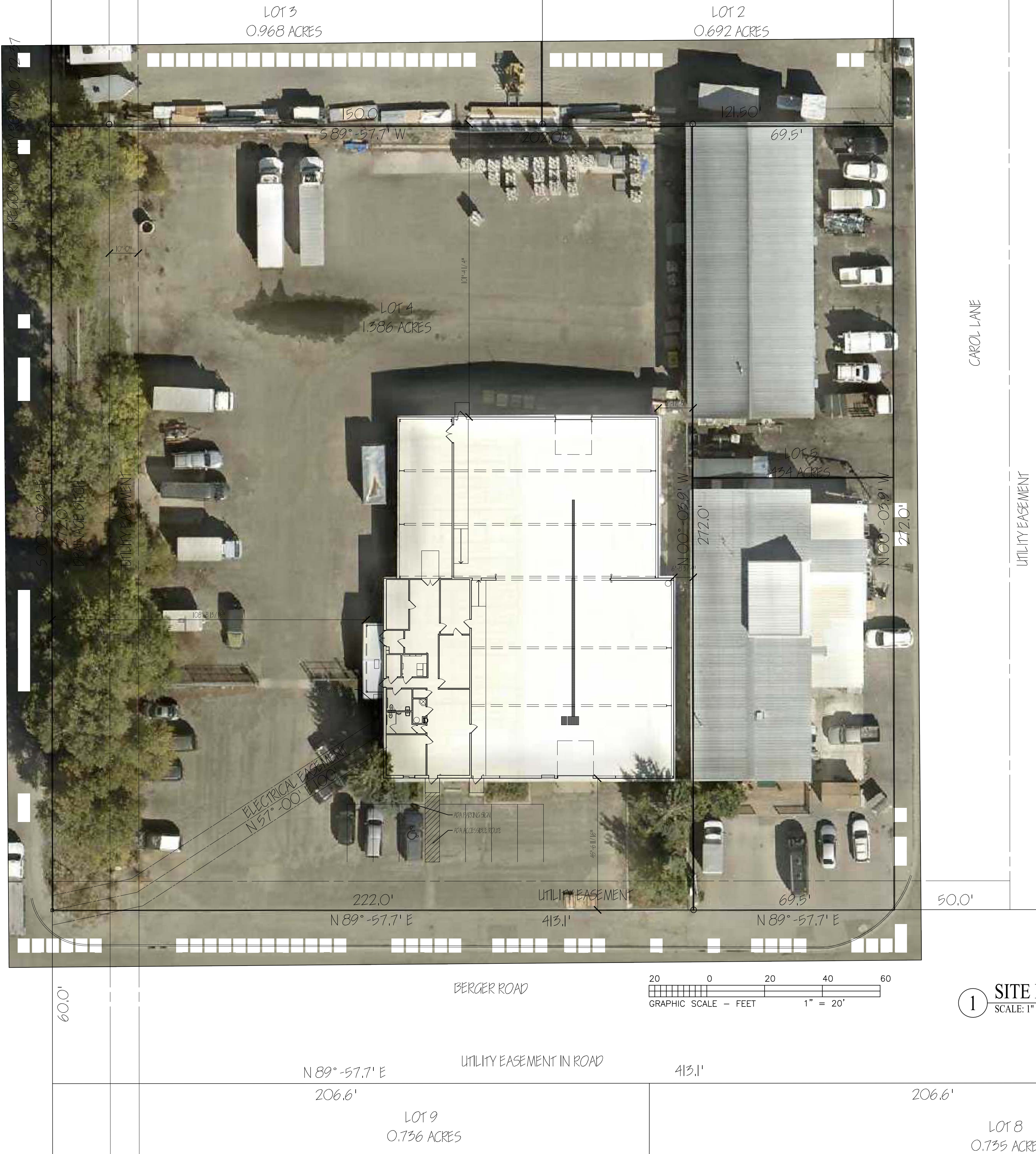
Notary Public

My commission expires: 10/12/2026



Table of LDR Compliance			
General Standard	LDR Standard	Existing	Proposed
Floor Area Ratio (FAR)			
Landscape Surface Ratio (LSR)			
Height (<5/12 Pitch)			
Front Setback			
Side Setback			
Side Setback			
Rear Setback			
Parking Spaces			
Other?			
Comments:			





- LOT LINE
- ADJACENT LOT LINE
- EASEMENT LINE
- SETBACK LINE
- SECTION LINE OR SIXTEENTH LINE
- IRRIGATION DITCH

### SITE PLAN NOTES

1. THE CONTRACTOR AND INSPECTOR WILL FIELD VERIFY THE EXISTING ACCESSIBLE ROUTE BETWEEN THE EXISTING ACCESSIBLE PARKING AND BUILDING ENTRANCE DOES NOT EXCEED A 5% RUNNING SLOPE AND 2% CROSS SLOPE AS REQUIRED BY 110.41 AND ICC A117.1-7 SECTION 403.3. IF THE EXISTING ACCESSIBLE ROUTE IS NOT COMPLIANT, THE CONTRACTOR WILL UPDATE AS REQUIRED.

### FAR AND LSR RATIO INFORMATION

ZONING: RP  
MIN. LSR = 15  
FLOOR AREA RATIO = .41  
LOT COVERAGE = N/A  
MIN. STREET SETBACK = 20'-0"  
MIN. SIDE YARD = 10'-0"  
MIN. REAR YARD = 20'-0"  
MAX. HEIGHT = 35'-0"  
MAX. STORES = 2

MIN. LSR  
1.39 ACRES \* 43,560 \* 15 = 9,082.26 SQ. FT.  
CURRENT LANDSCAPED AREA = 9,125.62 SQ. FT.  
PROPOSED RECLAIMED AREA = 0 SQ. FT.  
TOTAL LANDSCAPE AREA = 9,125.62 SQ. FT.

FAR  
1.39 ACRES \* 43,560 \* .41 = 24,824.84 SQ. FT.  
CURRENT SQ. FT. = 12,013.89 SQ. FT.  
PROPOSED SQ. FT. = 0 SQ. FT.  
TOTAL SQ. FT. = 12,013.89 SQ. FT.

### SITE NOTES

- GENERAL CONTRACTOR TO REMOVE ONLY TREES AND VEGETATION VERIFIED BY THE OWNER. ALL REMAINING TREES MUST BE PROTECTED AGAINST ALL PHASES OF CONSTRUCTION.
- GENERAL CONTRACTOR TO MAINTAIN SITE THROUGHOUT THE COURSE OF THE PROJECT BY:
  - REPAIRING ALL RUINS CAUSED BY EQUIPMENT, SPILLS, OR OTHER EARTH-RELATED SCARRING.
  - REPAIRING OR REPLACEMENT OF ALL SCARRED, BROKEN, OR OTHERWISE DAMAGED TREES DUE TO CONSTRUCTION.
  - EXERCISE ROUTINE PERIODIC REMOVAL OF ALL REFUSE.
- THE CONTRACTOR SHALL MINIMIZE THE DISTURBANCE OF THE EXISTING GRADE. THE CONTRACTOR SHALL VERIFY WITH THE OWNER ALL STAGING AREAS AND METHODS OF STORAGE.
- GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION TAPPING/IN, INSTALLATION AND VERIFYING LOCATION OF ALL NECESSARY SITE UTILITIES INCLUDING POWER, WATER, SANITARY, CABLE, PHONE ETC. GENERAL CONTRACTOR TO COORDINATE ALL UTILITY FEES AND SERVICES WITH THE OWNER.
- ANY DISTURBED SOIL TO BE FINISH GRADED & RAKED TO ACHIEVE A UNIFORM SURFACE. ALL FINISH GRADE TO BE FREE OF ROCKS AND SOLID DEBRIS GREATER THAN 3/4" DIAMETER AND CONSISTING OF NATIVE SOIL CHARACTERISTICS. NO TWIGS, STICKS, OR NON-SOIL MATERIAL SHALL BE INCLUDED IN THE FINAL BEING PREPARED FOR LANDSCAPING.
- ALL EXCESS EXCAVATED MATERIAL TO BE TRUCKED OFF SITE WITH THE EXCEPTION OF ANY NECESSARY BACKFILL MATERIAL OR POTENTIAL LANDSCAPING MATERIAL FOR THE BURNS. CONTRACTOR TO PROVIDE LOCATION TO LIMIT AMOUNT OF LAWN DAMAGE. STOCKPILE LOCATION TO BE DETERMINED BY GENERAL CONTRACTOR WITH APPROVAL FROM OWNER AND SHALL INCORPORATE ALL EROSION CONTROL METHODS AND TECHNIQUES AS PRESCRIBED BY TETON COUNTY, WY.
- SITE PLAN IS BASED SOLELY UPON THE SUTTON PARK SUBDIVISION PLAT AND LANDS LYING WITHIN SECTION 26, 142N, 101W IN ACCORDANCE WITH THE APPROVED DEVELOPMENT PLAN.
- DURING CONSTRUCTION CONTRACTOR SHALL OBSERVE THE PROJECT SITE FOR THE GROWTH OF NOXIOUS WEEDS. THE GROWTH OF NOXIOUS WEEDS SHALL BE REPORTED TO THE TETON COUNTY WEED AND PEST DISTRICT OFFICE. CONTRACTOR AND OWNER SHALL IMPLEMENT WEED CONTROL PROGRAM TO CONTROL NOXIOUS WEEDS.
- DURING THE COURSE OF CONSTRUCTION MAKE PERIODIC INSPECTIONS OF EROSION CONTROL STRUCTURES. MAKE NECESSARY REPAIRS TO INSURE PROPER SEDIMENT CONTAINMENT AND EROSION CONTROL.

KINSEY, LLC.  
P.O. BOX 12258 • 1070 ELK RUN UNIT 60  
JACKSON, WY 83002 PH # 307.413.2485

OWNERSHIP & USE OF DOCUMENTS  
DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.

PROJECT NUMBER  
HOKE & CO - THE FINE DINING GROUP  
1675 BERGER LANE  
JACKSON, WY

### REVISIONS

BASIC USE PERMIT

SHEET NAME

SITE PLAN

SCALE

1" = 20'-0"

DATE

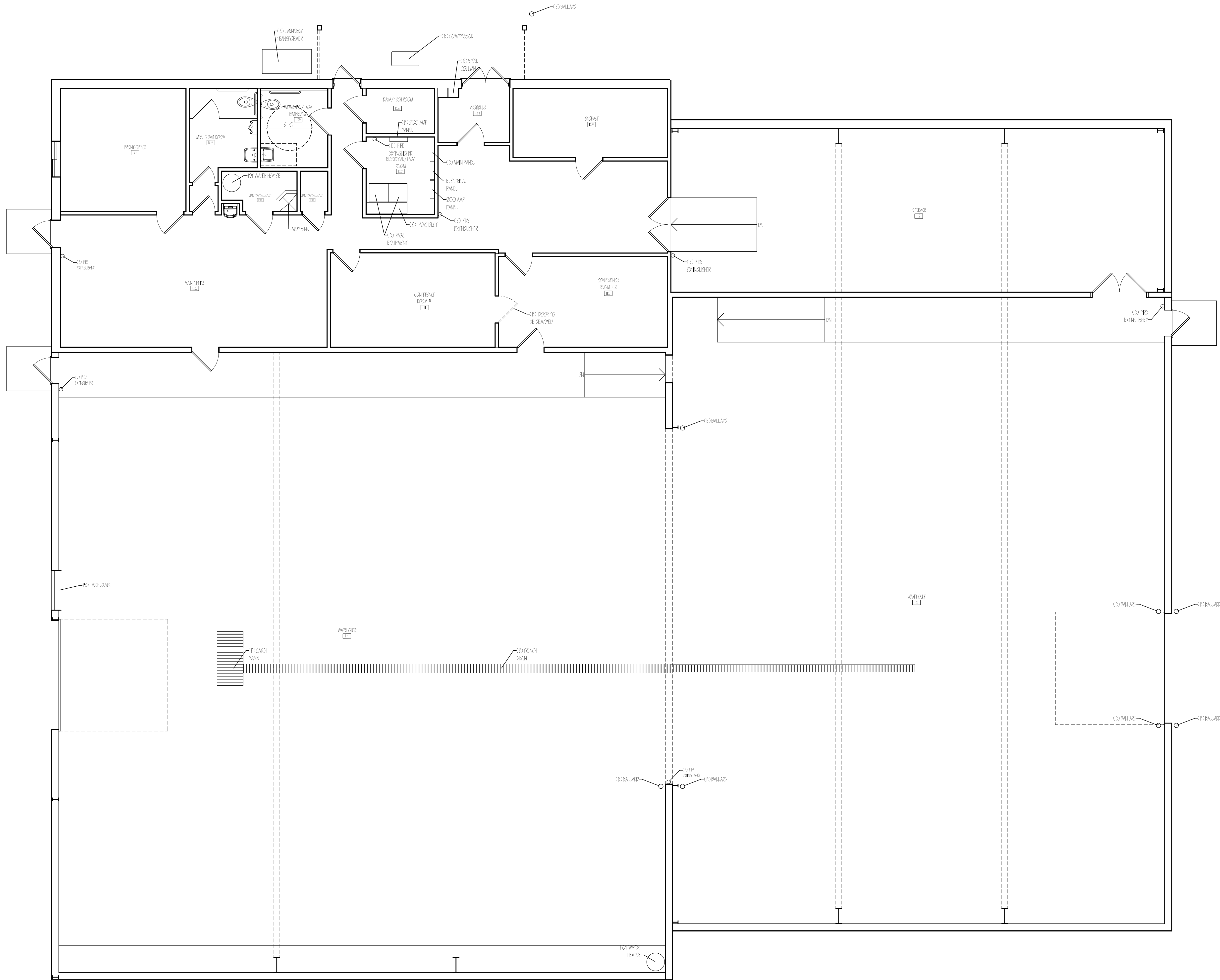
9 APRIL 2023

SHEET

A0.3



- (E) DOOR  
(E) ENTRY WALL TO EXISTING  
(E) CEILING HEIGHT  
DOOR NUMBER  
WINDOW TYPE  
PLAN NOTES

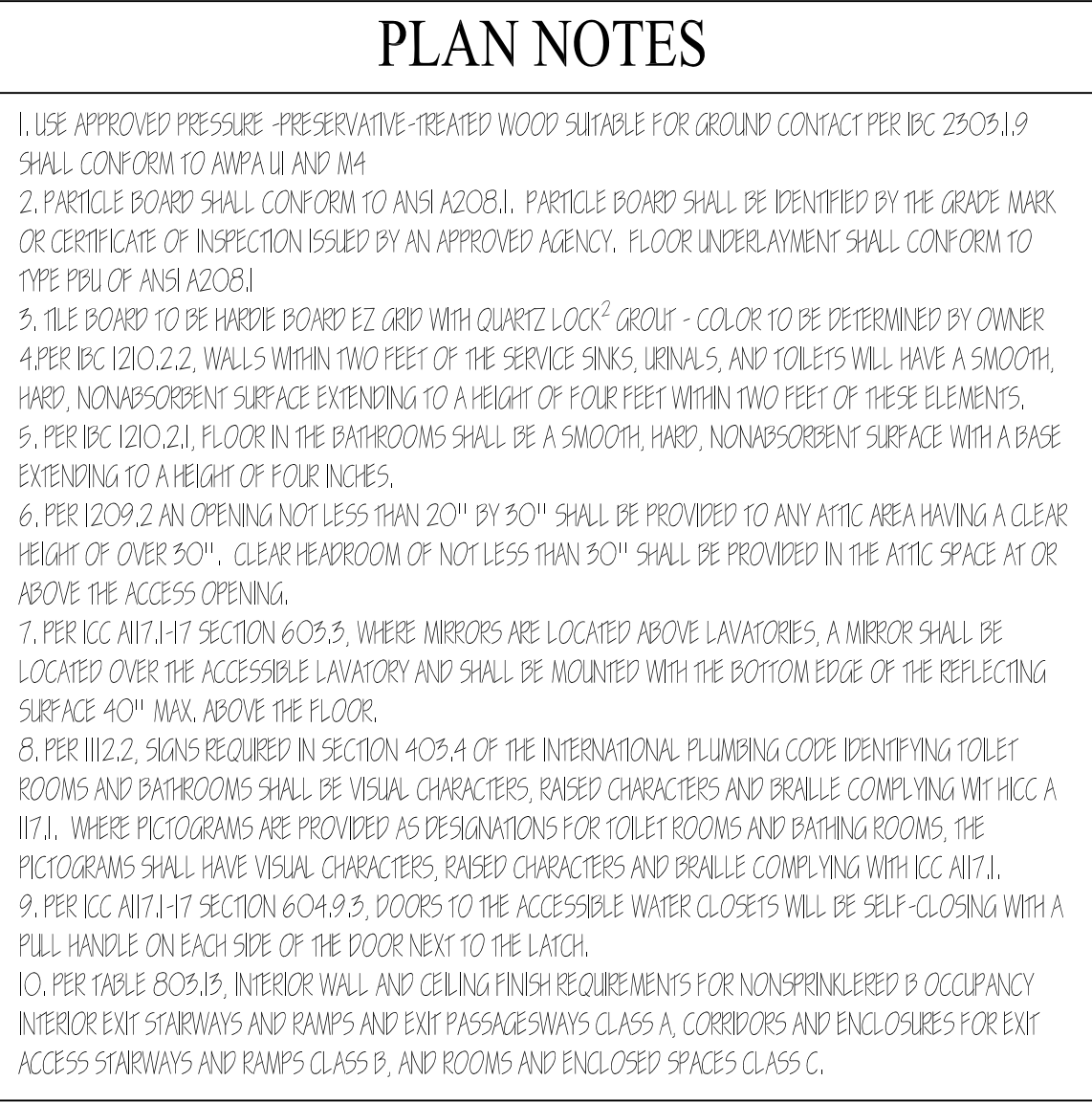


SQUARE FOOTAGE INFORMATION					
FLOOR AREA FOR PROPERTY	HABITABLE	HABITABLE BASEMENT	UNHABITABLE	UNHABITABLE BASEMENT	TOTAL
OFFICE (ANCILLARY) B OCC	3,140.22 SQ. FT.				3,140.22 SQ. FT.
STORAGE SH OCC	8,873.63 SQ. FT.				8,873.63 SQ. FT.
TOTAL	12,013.85 SQ. FT.				12,013.85 SQ. FT.

1 EXISTING PLAN  
SCALE: 3/16" = 1'-0"

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER HOKE & CO - THE FINE DINING GROUP 1675 BERGER LANE JACKSON, WY	
REVISIONS	
BASIC USE PERMIT	
SHEET NAME EXISTING FLOOR PLAN	SHEET A1.1
SCALE 3/16"=1'-0"	
DATE 9 APRIL 2023	





2 PROPOSED FIRST FLOOR PLAN  
SCALE: 1/4" = 1' - 0"

KINSEY, LLC.	
P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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PROJECT NUMBER	
HOKE & CO - THE FINE DINING GROUP 1675 BERGER LANE JACKSON, WY	
REVISIONS	
BASIC USE PERMIT	
SHEET NAME	SHEET
PROPOSED FIRST FLOOR PLAN	A2.1
SCALE	
1/4"=1'-0"	
DATE	
9 APRIL 2023	