



# 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: August 8, 2023

Item #: P23-148

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

**Owner:**

Chris & MaryLou Peters  
PO Box 9433  
Jackson, WY 83002

**Applicant:**

Bryan Gleason Architects  
PO Box 12271  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a request for setback Variance for the property located at 555 Scott Lane, legally known as LOT 10, SOUTHGATE ADDITION, PIDN: 22-41-16-32-4-09-008

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

**Please respond by: August 29, 2023 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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: 555 Scott Lane - Residence (Variance Application)

Physical Address: 555 Scott Lane

Lot, Subdivision: Lot 10 - South Gate Addition

PIDN: 22-41-16-32-4-09-008

**PROPERTY OWNER.**

Name: Chris & MaryLou Peters Phone: Call Agent  
Mailing Address: P.O. Box 9433, Jackson WY ZIP: 83002  
E-mail: Email Agent

**APPLICANT/AGENT.**

Name: Bryan Gleason Architects Phone: 307-413-2949  
Mailing Address: P.O. Box 12271, Jackson WY ZIP: 83002  
E-mail: bryan.gleason@bryangleasonarchitects.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/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

Bryan Gleason  
\_\_\_\_\_  
Name Printed

August 7, 2023

\_\_\_\_\_  
Date

Agent/Architect  
\_\_\_\_\_  
Title



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

Christopher & Marylou Peters

Being duly sworn, deposes and says that Christopher & MaryLou Peters is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 555 Scott Lane

Legal Description: See Attached Warranty Deed

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Bryan Gleason Architects

Mailing address of Applicant/agent: P.O. Box 12271, Jackson WY 83002

Email address of Applicant/agent: bryan.bleason@bryangleasonarchitects.com

Phone Number of Applicant/agent: 307-413-2949

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 in 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  Demolition Permit

Other (describe) Variance

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

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

STATE OF Wyoming )  
 ) SS.

COUNTY OF Teton )

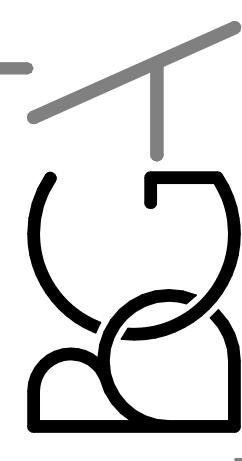
The foregoing instrument was acknowledged before me by Christopher Peters this 3<sup>rd</sup> day of August 2023. WITNESS my hand and official seal.

Caribou

Notary Public

My commission expires: 07/14/2028

CANDICE KNEZOVICH  
NOTARY PUBLIC  
STATE OF WYOMING  
COMMISSION ID: 167270  
MY COMMISSION EXPIRES: 07/14/2028



**555 SCOTT LN**

JACKSON WY, 83001

SET TITLE:

PREVIOUS SETS:

DRAWING:  
3D

SCALE:

DRAWN  
BY:

CHECKED  
BY:

DATE: September 18 2023

SHEET NUMBER:

A1.1



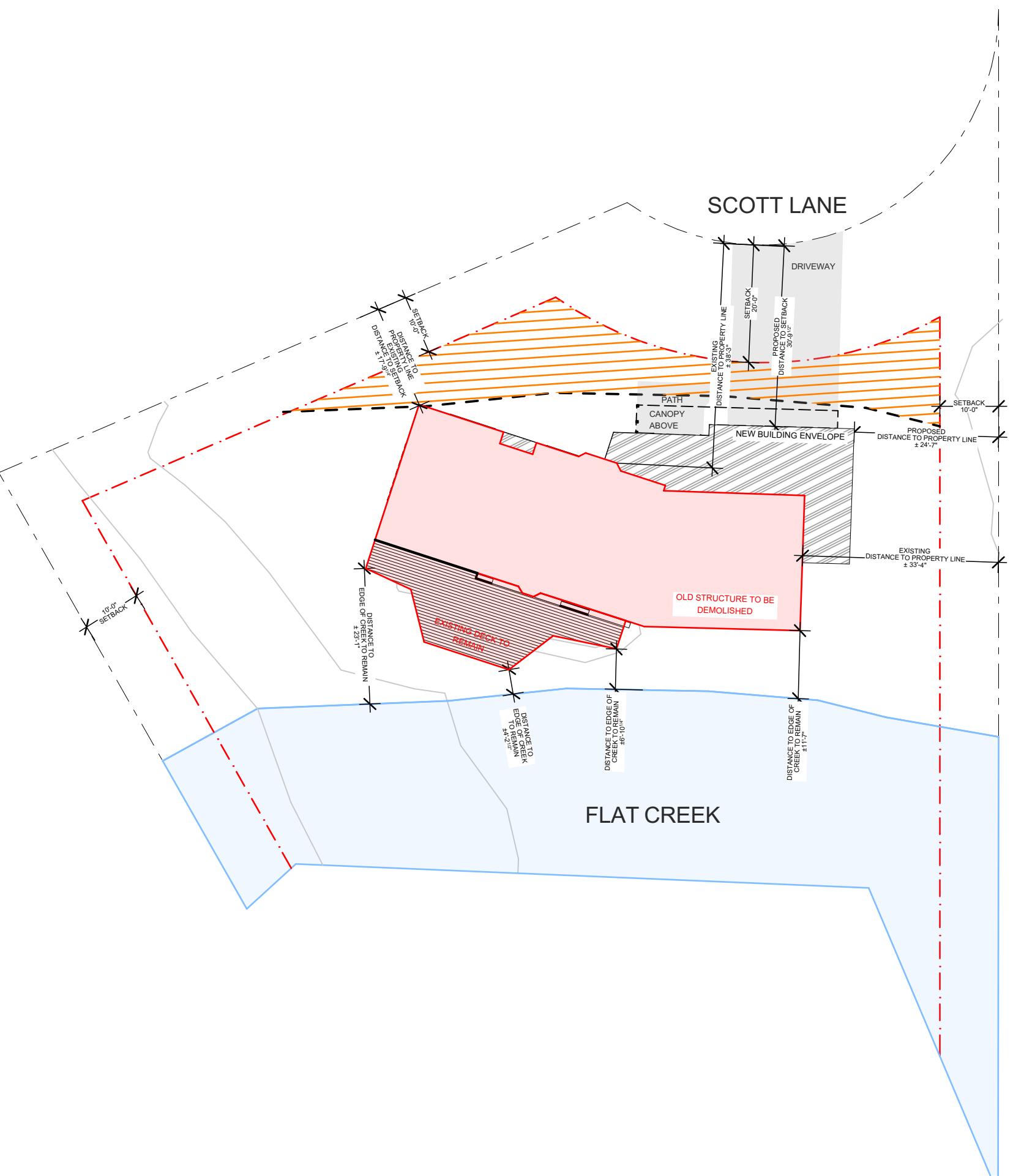
# BRYAN GLEASON

## ARCHITECTS

P.O. BOX 12271, JACKSON, WY 83002  
307-413-2949  
WWW.BRYANGLEASONARCHITECTS.COM



- Existing structure to be demolished & preserving existing foundation
- Existing deck to remain
- Proposed addition
- LDR compliant building envelope



① SITE PLAN ON MAIN LEVEL  
SCALE: 1" = 20'

555 SCOTT LN  
JACKSON WY, 83001

SET TITLE:  
PREVIOUS SETS:

DRAWING:  
SITE PLAN  
SCALE:  
DRAWN BY:  
CHECKED BY:  
DATE: September 18 2023  
SHEET NUMBER:  
A1.3

# BRYAN GLEASON

## ARCHITECTS

P.O. BOX 12271, JACKSON, WY 83002  
307-413-2949  
WWW.BRYANGLEASONARCHITECTS.COM



555 SCOTT LN  
JACKSON WY, 83001

SET TITLE:  
\_\_\_\_\_

PREVIOUS SETS:  
\_\_\_\_\_

DRAWING:  
**BASEMENT T.O.  
S.F.**

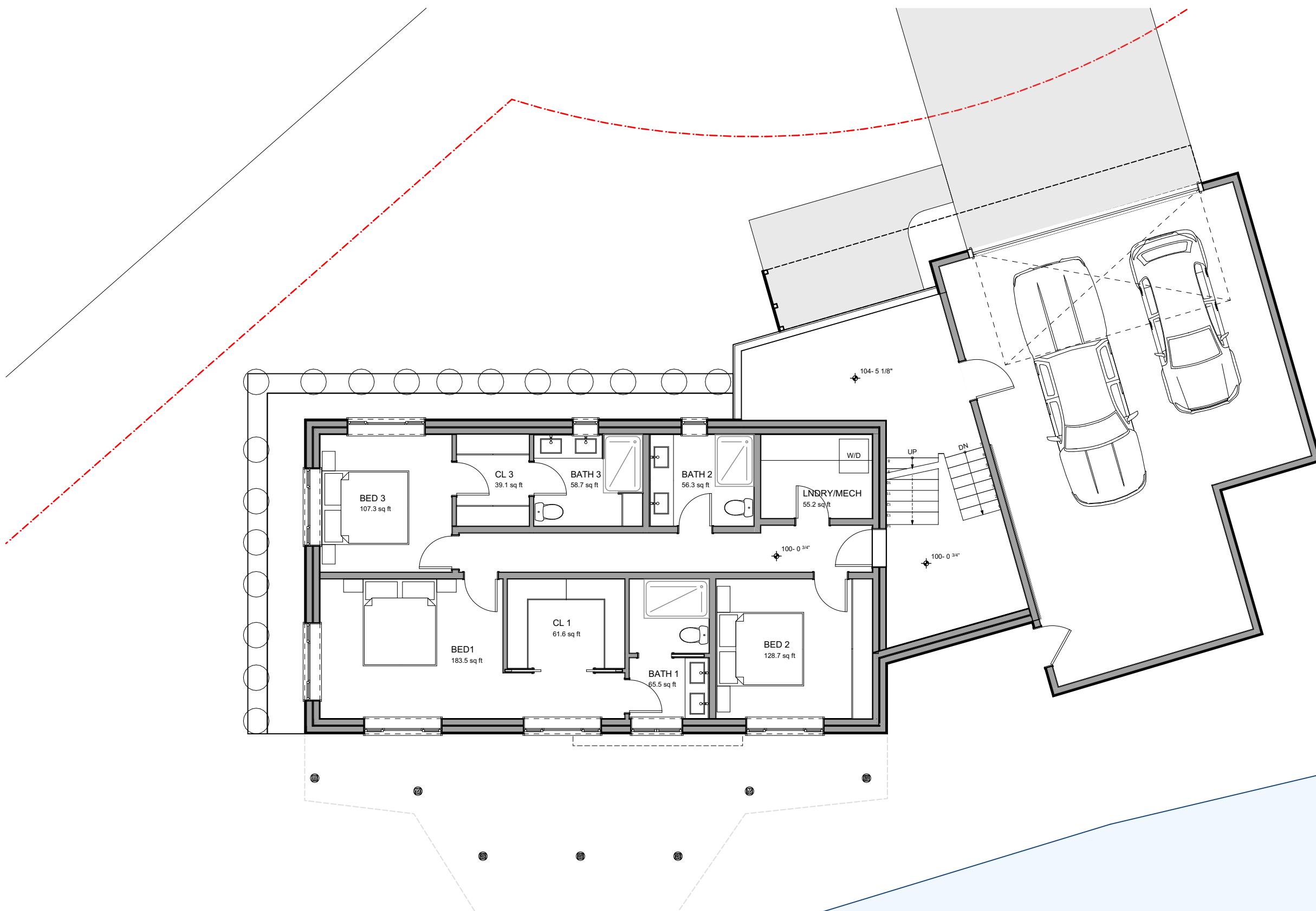
SCALE:  
\_\_\_\_\_

DRAWN BY:  CHECKED BY:   
DATE: September 18 2023

SHEET NUMBER:  
**A2.1**

**1** BASEMENT T.O SF

SCALE: 1/8" = 1'-0"



# BRYAN GLEASON

ARCHITECTS

P.O. BOX 12271, JACKSON, WY 83002  
307-413-2949  
WWW.BRYANGLEASONARCHITECTS.COM



## 555 SCOTT LN

JACKSON WY, 83001

SET TITLE:

PREVIOUS SETS:

DRAWING:  
MAIN FLOOR  
T.O.S.F.

SCALE:

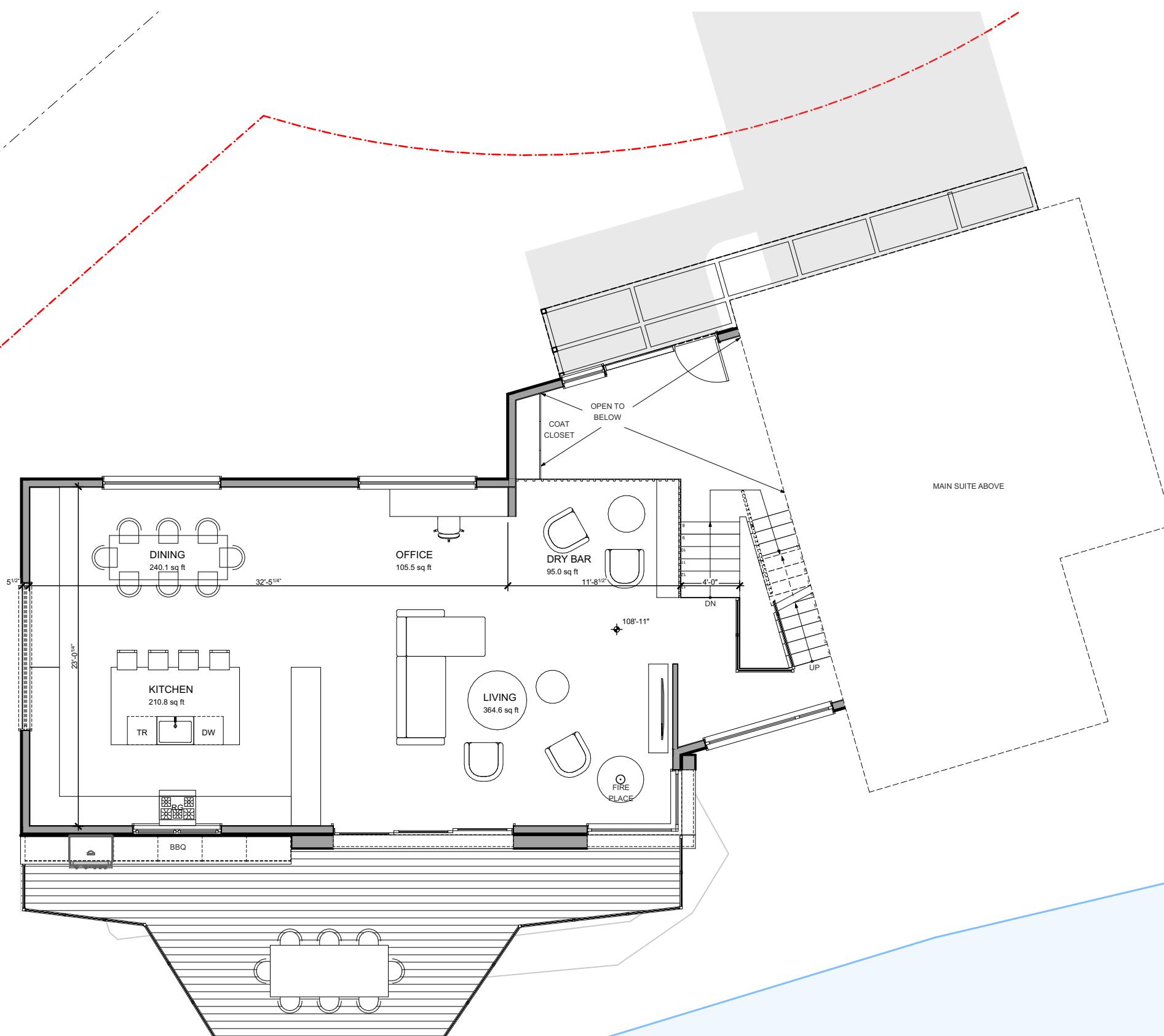
DRAWN BY:  CHECKED BY:   
DATE: September 18 2023

SHEET NUMBER:

A2.2

1 MAIN FLOOR T.O.S.F.

SCALE: 1/8" = 1'-0"





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ARCHITECTS

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307-413-2949  
WWW.BRYANGLEASONARCHITECTS.COM



555 SCOTT LN

JACKSON WY, 83001

SET TITLE:  
\_\_\_\_\_

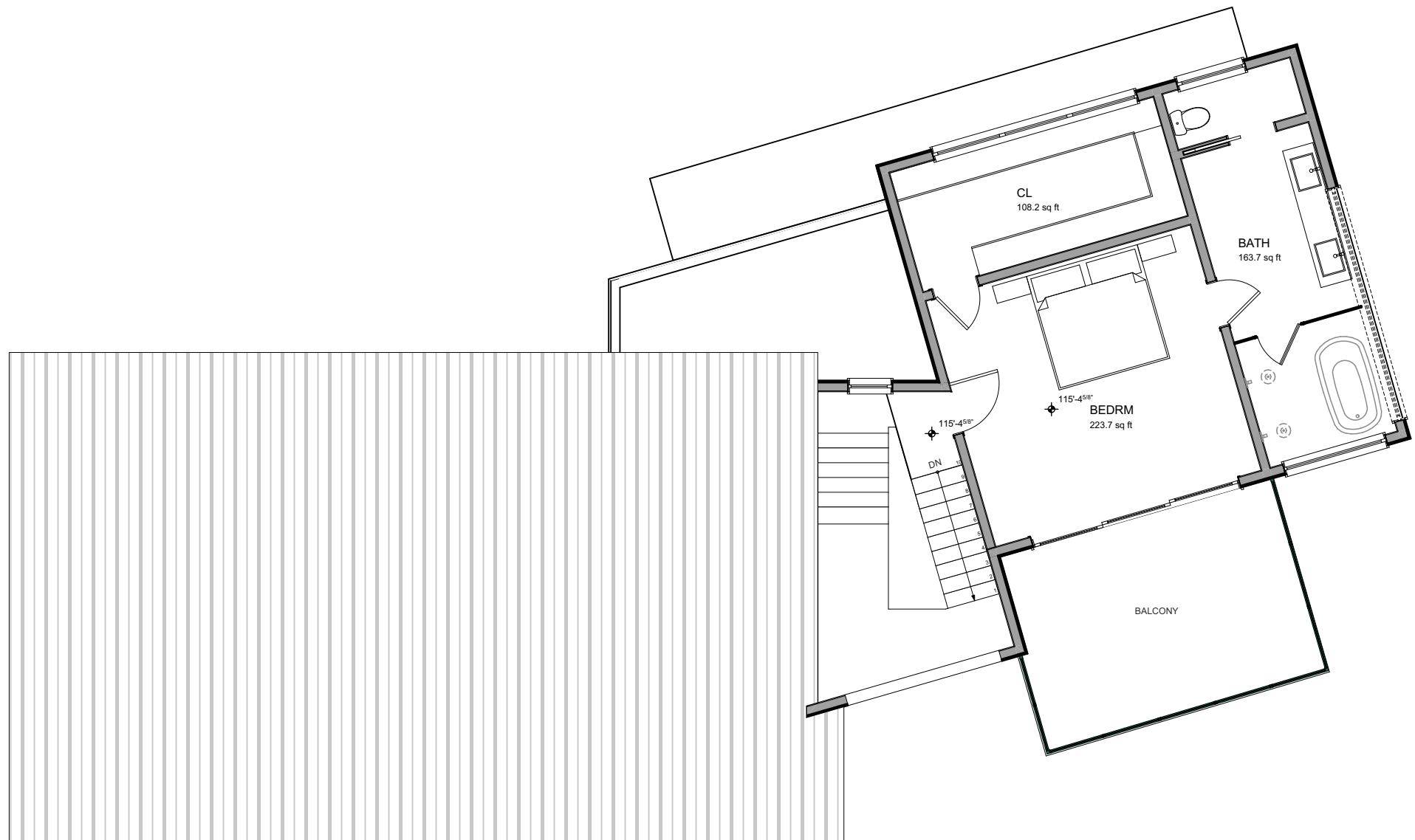
PREVIOUS SETS:  
\_\_\_\_\_

DRAWING:  
MASTER BED  
T.O. S.F.

SCALE:  
\_\_\_\_\_

DRAWN BY:  CHECKED BY:   
DATE: September 18 2023

SHEET NUMBER:  
A2.3

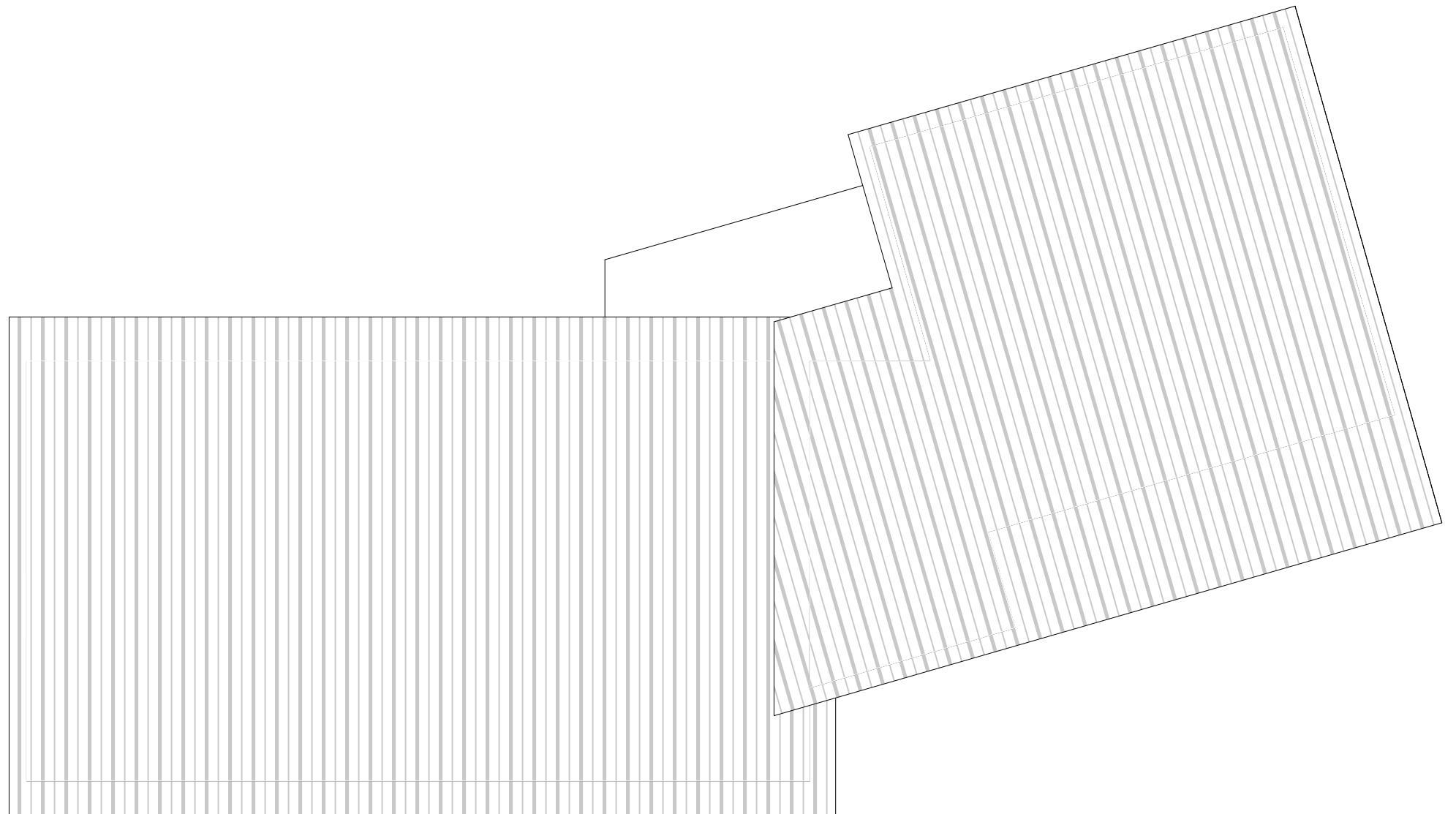


1

MASTER BED T.O. S.F.

SCALE: 1/8" = 1'-0"

1 ROOF  
SCALE: 1/8" = 1'-0"



**BRYAN GLEASON**  
A R C H I T E C T S

P.O. BOX 12271, JACKSON, WY 83001  
307-413-2949  
WWW.BRYANGLEASONARCHITECTS.COM



555 SCOTT LN  
JACKSON WY, 83001

SET TITLE:

PREVIOUS SETS:

DRAWING:  
ROOF PLAN

SCALE:

DRAWN BY:  CHECKED BY:  
DATE: September 18 2023

SHEET NUMBER:

A2.4



**555 SCOTT LN**  
JACKSON WY, 83001

SET TITLE:

PREVIOUS SETS:

DRAWING:  
**ELEVATIONS**

SCALE:

DRAWN BY:  CHECKED BY:   
DATE: September 18 2023

SHEET NUMBER:

**A3.1**



**1** **SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**2** **NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**555 SCOTT LN**  
JACKSON WY, 83001

SET TITLE:

PREVIOUS SETS:

DRAWING:  
**ELEVATIONS**

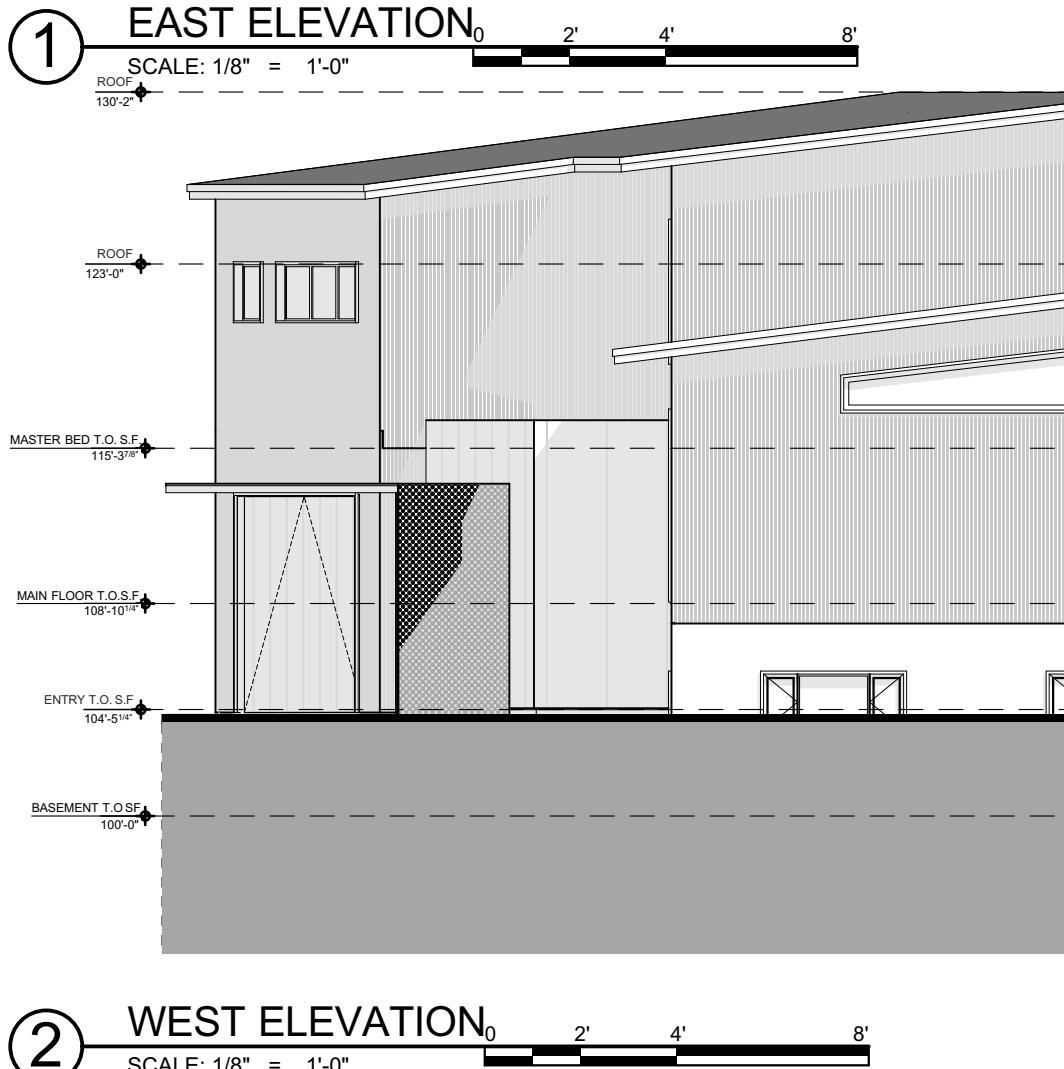
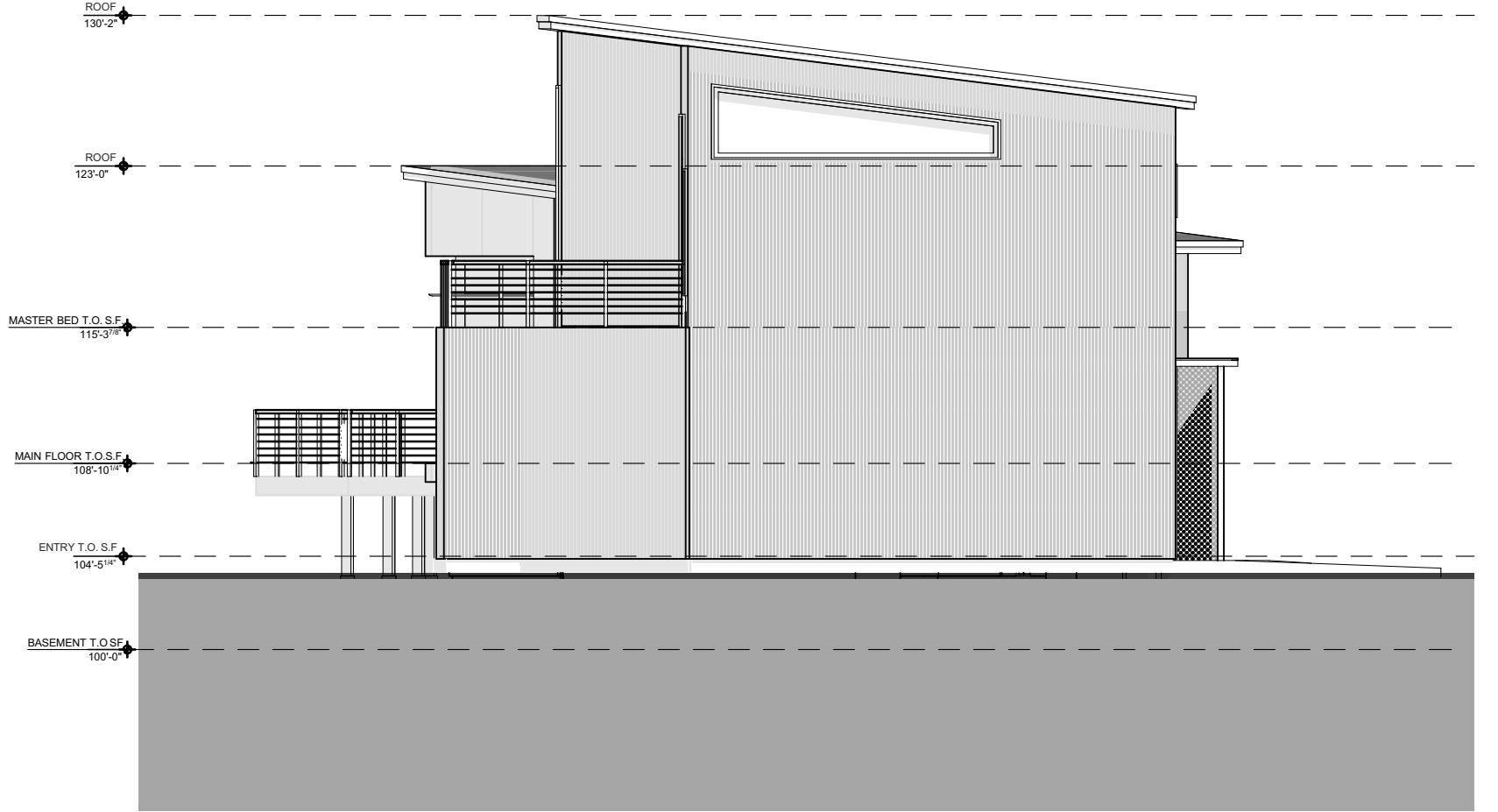
SCALE:

DRAWN BY:  CHECKED BY:

DATE: September 18 2023

SHEET NUMBER:

**A3.2**





Project Narrative:

Bryan Gleason Architects (BGA) on behalf of the owner, is requesting a variance from the Town of Jackson, Land Development Regulations so that we can build a new single family residence. The site's building area is confined with the setback imposed by Flat Creek. BGA request a reduction in the Natural Resource setback of Flat Creek (Sec. 5.1.1) from 50' to 10' within the existing footprint, and 20' for new foundations outside the existing footprint.

The existing structure composed of 1,067 sf below grade 1076 sf above grade and a 616 sf garage, the new proposed structure would add approximately 103 sf below grade, 839 sf above grade and 139 sf to the garage. An existing 424 sf deck is to remain in place while demolition occurs and be reattached to the new proposed structure. The maximum height of the structure will comply with the LDRs and be less than 26' tall. Asbestos and radon have been found in the existing structure and through this renovation and rebuild process, the owner aims to remove all asbestos and mitigate radon in the home. BGA explored options of following the LDR sections for adding to non-conforming structures and it was determined the 20% additional area was a significant limitation of the development potential of the property.

	Existing	Proposed	Total
Below Grade Non-Habitable	0 SF	0 SF	0 SF
Above Grade Non-Habitable	616 SF	139 SF	755 SF
Below Grade Habitable	1067 SF	103 SF	1170 SF
Above Grade Habitable	1076 SF	839 SF	1915 SF
Total	2759 SF	1081 SF	3840 SF

Variance Application Findings For Approval

LDR Section for Variance: Natural Resource Setback

Sec. 5.1.1.

Reduce requirement from 50'-10' allowing re-use of foundation within the existing footprint  
Reduce requirement from 50'-20' for new foundations outside of the existing footprint  
Existing deck to remain in place and be reused as an existing non-conformity

1. There are special circumstances or conditions which are peculiar to the land or building for which the variance is sought that do not apply generally to land or buildings in the neighborhood;

555 Scott Lane possesses a distinctive feature with its close proximity to Flat Creek, which gives rise to special circumstances and unique conditions. However, the implementation of a 50' setback as per the Land Development Regulations (LDRs) creates an unusually constrained building envelope. This situation is visually evident in the attached site plan, showing an irregular and relatively small footprint for the building envelope. Flat Creek's presence and setback requirements significantly impacts the site's design potential.

2. The special circumstances and conditions have not resulted from any willful modification of the land or building;



The special circumstances are created by flat creek and not the willful modification of the land or building.

3. The special circumstances and conditions are such that the strict application of the regulation sought to be varied would create a hardship on the applicant far greater than the protection afforded to the community;

Flat Creek's positioning on the property and the prescribed setback enforced by the Land Development Regulations (LDRs), a challenging situation arises for the applicant. This circumstance diminishes the permissible building envelope to an area that is both limited and irregular, making it unsuitable for the construction of a reasonable home. The resulting envelope measures 15' deep at its widest segment, with an average width of 8'. This configuration poses considerable difficulties in developing the lot effectively.

4. The variance sought is the minimum variance necessary to provide balance between the purpose of the regulation sought to be varied and its impact on the applicant;

The requested variance aims to reduce the setback requirement along Flat Creek to 10' at existing footprint and new foundation outside the existing footprint to be 20', thereby permitting the reuse of the existing foundation as the base for constructing a new home atop it. Additionally, there is a possibility of expanding the building footprint away from the creek, ensuring no further encroachment occurs. Granting this variance offers several advantages to the design team, foremost being the ability to preserve and utilize the existing foundation, which, in turn, minimizes disruption to the land adjacent to Flat Creek. This approach obviates the need for foundation removal, a process that could otherwise entail significant disturbance in close proximity to the creek's sensitive ecosystem. By reusing the existing foundation and strategically expanding the building footprint, we can strike a balance between development and environmental conservation.

5. The granting of the variance will not be injurious to the neighborhood surrounding the land where the variance is proposed, and is otherwise not detrimental to the public welfare; and

The approval of the variance will have no adverse impact on the neighborhood, as the proposed development aligns with the existing presence of a home in the designated area.

6. The granting of the variance is consistent with the general purpose and intent of these LDRs.

In consideration of the site being located in the NL-3 zone, granting this variance remains consistent with the general purpose of the LDRs, as it facilitates development that adheres to the specific requirements and guidelines outlined for the NL-3 zone. An excerpt from the LDRs can be found below and in the appendix. This approach ensures a well-integrated and contextually appropriate development that aligns with both the site's zoning designation and the broader intent of the Land Development Regulations.



1. General Intent: The intent of the Neighborhood Low Density-3 (NL-3) zone is to recognize existing residential neighborhoods and subdivisions and allow development of Single-Family detached homes with up to one Accessory Residential Unit (ARU) in a way that is consistent with the existing neighborhood character. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street.
4. Land Use: Single-family detached homes, accessory structures, and ARUs are the primary land uses.
5. Comprehensive Plan: Based primarily on Subareas 3.1, 5.5, and 6.1 in the Comprehensive Plan