



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

Date: October 4, 2023	REQUESTS: The applicant is submitting a request for an Administrative Adjustment (side setback) at the property located at 655 S Cache St., legally known as LOT 12 BLK. 4, KARNs-2 PIDN: 22-41-16-33-1-69-003 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P23-170	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Owner Newjack LLC PO Box 11803 Jackson, WY 83002	
Applicant Hoyt Architects PO Box 7364 Jackson, WY 83001	
Please respond by: October 25, 2023 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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 #: P23-005 Environmental Analysis #: _____
Original Permit #: P23-105 (DEV) 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

Martina Bello

Name Printed

September 22, 2023

Date

Project Architect

Title



Town of Jackson Planning and Building Department

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

Thomas P. Hedges

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

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

Address of Premises: 655 & 665 S Cache St.

Legal Description: LOTS 12, 13&14, BLK. 4, KARNS-2 PID 22-41-16-33-1-69-003

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hoyt Architects -Jim Barlow-

Mailing address of Applicant/agent: PO Box 7364 Jackson Wy 83002

Email address of Applicant/agent: ~~jimb@hoytarchitects.design~~ martinab@hoytarchitects.design

Phone Number of Applicant/agent: 307 733 9955

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

☐ Demolition Permit ☐ Other (describe) _____

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.

Thomas P. Hedges
Property Owner Signature

Manager

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

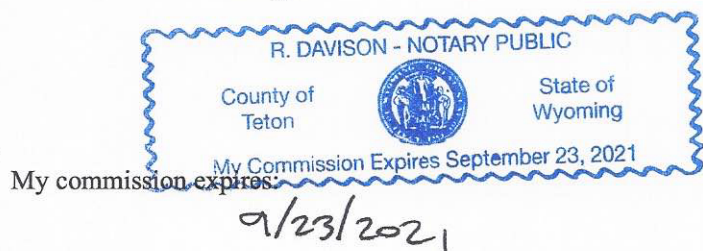
STATE OF WYOMING)
) SS.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Thomas P. Hedges this 21st day of SEPTEMBER, 2021.

WITNESS my hand and official seal.

[Signature]
Notary Public





September 22, 2023

665 S. Cache

Application for Administrative Adjustment

NARRATIVE

Background:

This project redevelops the existing parking lot located at 665 S. Cache Street in the Town of Jackson into a new mixed-use building with offices, long- and short-term housing. The site is located in the CR-1 Zone with Lodging overlay, with an area of 20,158 square feet. The project is adjacent to 645 S. Cache, a completed mixed-use redevelopment, and will match that building in height and character. A planning pre-application conference has been conducted, and the DRC has recommended approval of the design. The project is currently moving through Development Plan approval.

Adjustment:

The applicant is seeking relief from the interior site building setback in the CR-1 zone listed in LDR section 8.8.2.B.3, and proposes an administrative adjustment of 20% to the setback of 0' or 5'. While a 0' setback would meet the requirement of the LDR's, and could be met through re-design, it would inhibit site circulation within the property and with adjacent properties. Site constraints and existing code requirements prohibit a 5' setback. Through careful re-design, the applicant proposes to accommodate a 4' sidewalk that meets the code requirements and site constraints without inhibiting site circulation.

Previous discussions with the Planning Department have indicated that with this administrative adjustment the project would still meet the intent of the LDR's in respect to the setbacks.



September 22, 2023

665 S. Cache

Application for Administrative Adjustment

FINDINGS FOR APPROVAL

A development plan shall be approved upon finding the application:

1. Complies with the applicability standards of this Section;

Complies, as per LDR Section 8.8.2.B.3.:

"Site development setbacks, not including setbacks from natural resources, may be adjusted up to 20%".

Applicant proposes to adjust the side setback along the northern property boundary from 5' to 4'.

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;

Complies. C., the proposed setback adjustment allows for a walkway between this and the neighboring development. Neighboring entrances and forecourts, with the ability to walk back and forth between the buildings enhances the character of the CR-1 zone, and therefor supports the purpose of the zone.

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

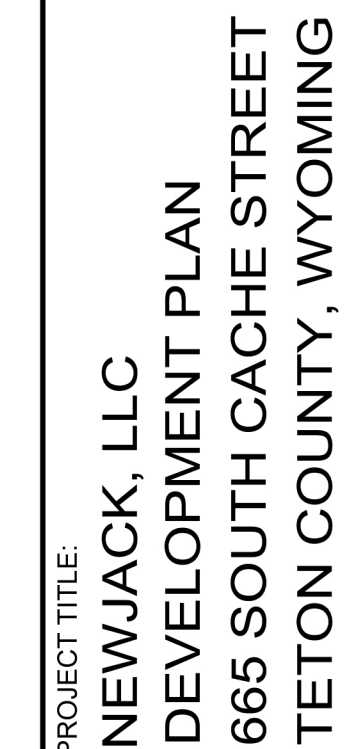
Complies. The design matches the existing building at 645 S Cache in height, materials and overall character, to ensure integration into the neighborhood fabric. The mixed-use proposal is in line with the purpose and future character of the CR-1 zone.

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

Complies. The project has been designed with all building codes, standards, regulations and ordinances in mind. An established walkway between buildings enhances public safety.

5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section;

Complies. No other administrative adjustments are foreseen for this project.



PROJECT NUMBER	22155
SHEET	G002

