



# 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	<b>REQUESTS:</b>
Item #: P23-170	<p>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</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	

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

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.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 #: 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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

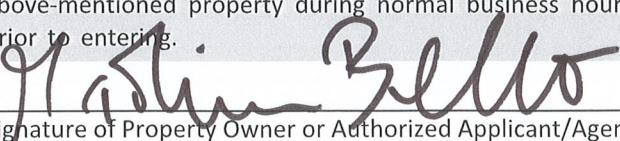
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

Martina Bello

Name Printed

September 22, 2023

Date

Project Architect

Title



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 exiting 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.

