



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: November 27, 2023

Item #: P23-209

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner

Kelly Vine, LLC
PO Box 1744
Jackson, WY 83001-1744

Applicant

Jorgensen Associates, LLC
PO Box 1550
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Conditional Use Permit Pre-Application conference at the property located at 310 Vine Street, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.

PIDN: 22-41-16-34-2-00-010

For questions, please call Tyler Valentine at 733-0440x1305 or email the address shown. Thank you.

Please respond by: December 18, 2023 (with Comments)

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process the next business day.

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner

_____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

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

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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>.

_____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

_____ Existing property conditions (buildings, uses, natural resources, etc)
_____ Character and magnitude of proposed physical development or use
_____ Intended development options or subdivision proposal (if applicable)
_____ Proposed amendments to the LDRs (if applicable)

_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

_____ Property boundaries
_____ Existing and proposed physical development and the location of any uses not requiring physical development
_____ Proposed parcel or lot lines (if applicable)
_____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

_____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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 Owner or Authorized Applicant/Agent

Date

Name Printed

Title



PO Box 9550 | 1315 HWY 89 S., Ste. 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

November 13, 2023

Planning Staff
Town of Jackson
150 E Pearl Ave
Jackson WY 83001

RE: PreApplication Conference Request for a Conditional Use Permit for Home Business Use for 310 E Kelly Ave in the Town of Jackson

Dear Planning Staff,

On behalf of the applicant, Big Spruce Services LLC, we are requesting a PreApplication Conference to discuss a Conditional Use Permit for a Home Business use. There is a single-family home currently under construction on the property, which is located at 310 E Kelly Ave and zoned Neighborhood Medium Density-2 (NM-2). The home is permitted and is 10,000sf of habitable space. The main function of the house is as a residence for two full-time occupants, one who is the owner of the business, Big Spruce Services LLC, which is a small Wyoming-based corporate and financial services company. The owner-occupant will be a full-time Jackson, Wyoming resident upon completion of construction on the property.

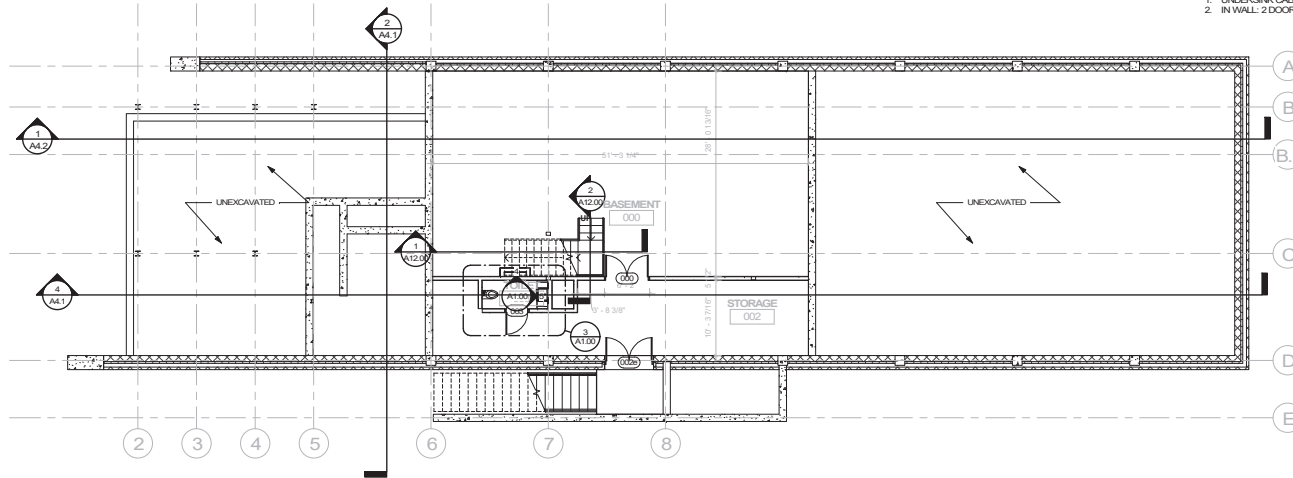
We are requesting this be permitted under Section 6.1.6.B "Office" use. The attached site plan shows the designated area for the home business use, which is far less than the maximum 25% allowable square footage. There are two parking spaces available for the residence, and two separate parking spaces available, off-street, for other employees. The business will have no more than the allowable number of full-time and part-time employees, as specified in the LDRs. No sign is proposed for the building in relation to the business. According to the Comprehensive Plan, this property is contained with District 3: Town Residential Core, Subarea 3.2, and is on the border of District 2: Town Commercial Core, Subarea 2.1. The primary use of this property is residential, which fits its district, and the addition of the home business fits the neighboring district as well.

We look forward to discussing this proposal with you.

Thank you,
JORGENSEN ASSOCIATES

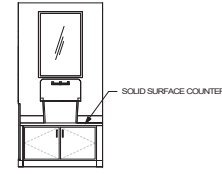
Mila Dunbar-Irwin
Deputy Planning Manager

Attached: Floor Plan and Site Plan

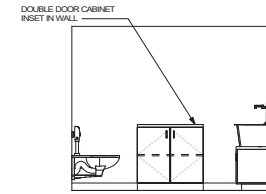


1 BASEMENT FLOOR PLAN
1/8" = 1'-0"

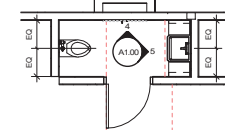
- BASMENT GENERAL NOTES:**
- TOILET ACCESSORIES:**
- BL-851 SOAP DISPENSER
 - MIRROR (24x36)
 - H-2275 PAPER TOWEL DISPENSER
 - COAT HOOK
 - TOILET PAPER DISPENSER
- CASEWORK:**
1. UNDERSINK CABINET
 2. IN WALL: 2 DOOR BASE CABINET



5 Basement - East
3/8" = 1'-0"

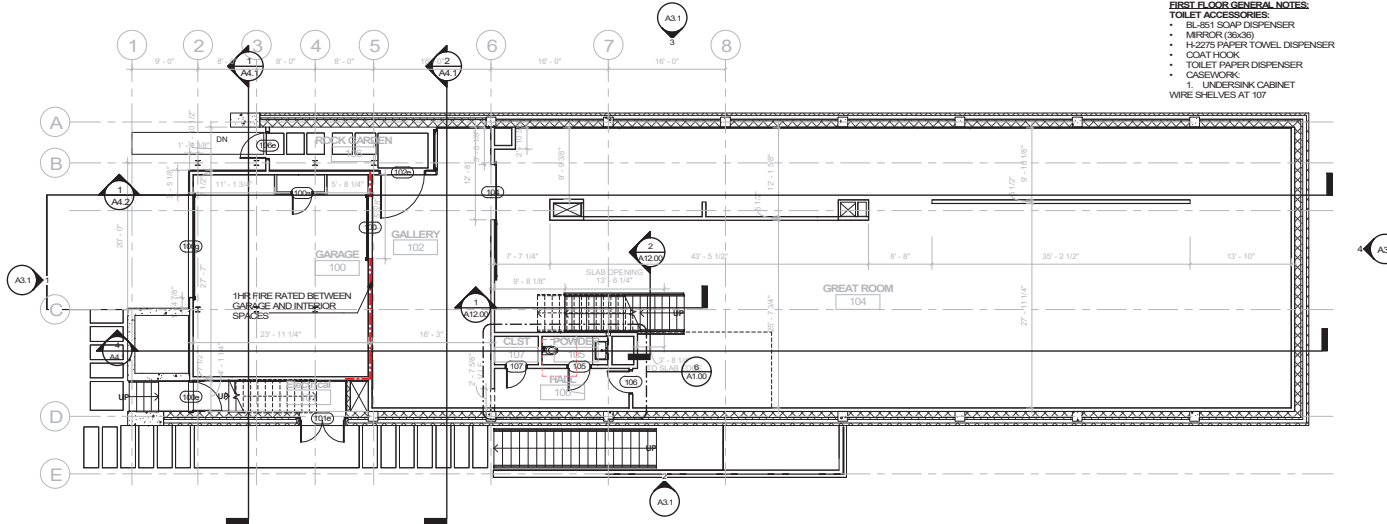


4 Basement - North
3/8" = 1'-0"

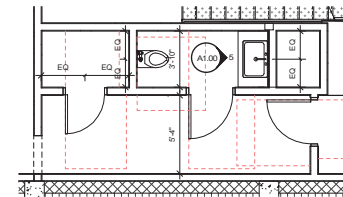


3 BASEMENT - TOILET
1/4" = 1'-0"

- FIRST FLOOR GENERAL NOTES:**
- TOILET ACCESSORIES:**
- BL-851 SOAP DISPENSER
 - MIRROR (36x36)
 - H-2275 PAPER TOWEL DISPENSER
 - COAT HOOK
 - TOILET PAPER DISPENSER
- CASEWORK:**
1. UNDERSINK CABINET
 2. WIRE SHELVES AT 107



2 FIRST FLOOR PLAN
1/8" = 1'-0"



6 FIRST FLOOR - TOILET
1/4" = 1'-0"

Kelly Vine Residence

NO	ISSUE	DATE
1	Coordination Set 1	3/19/2023

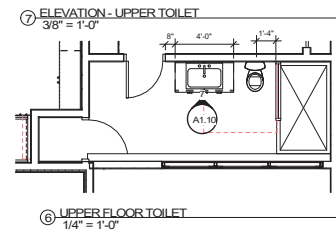
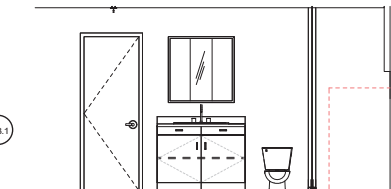
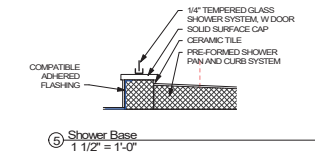
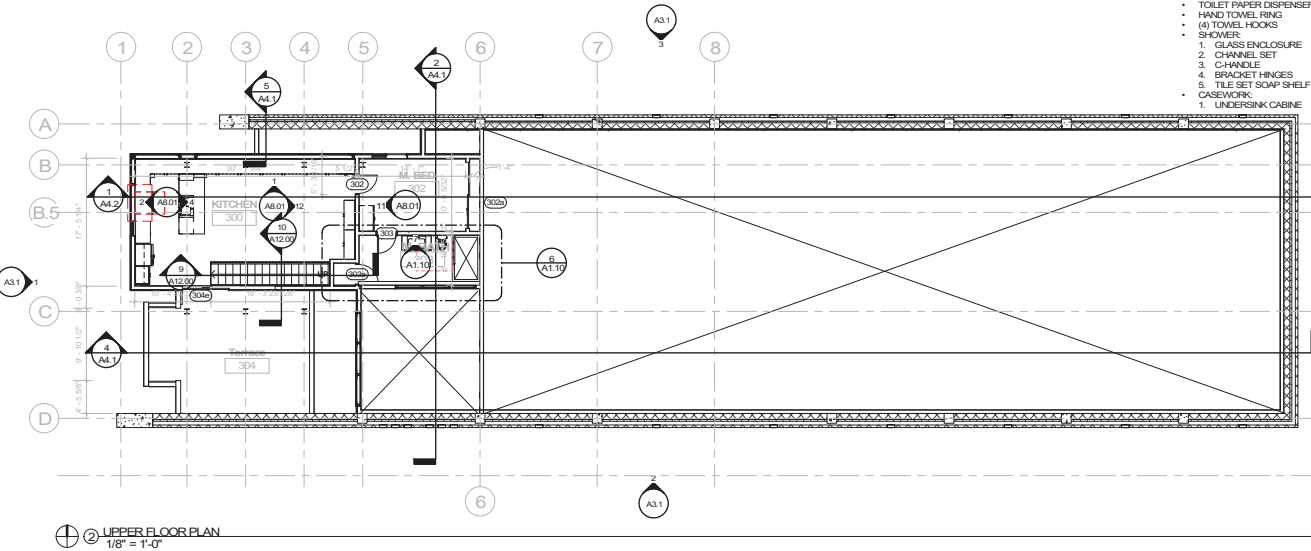
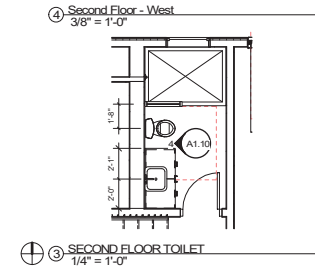
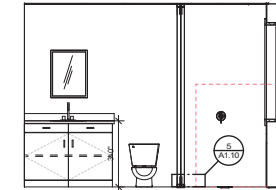
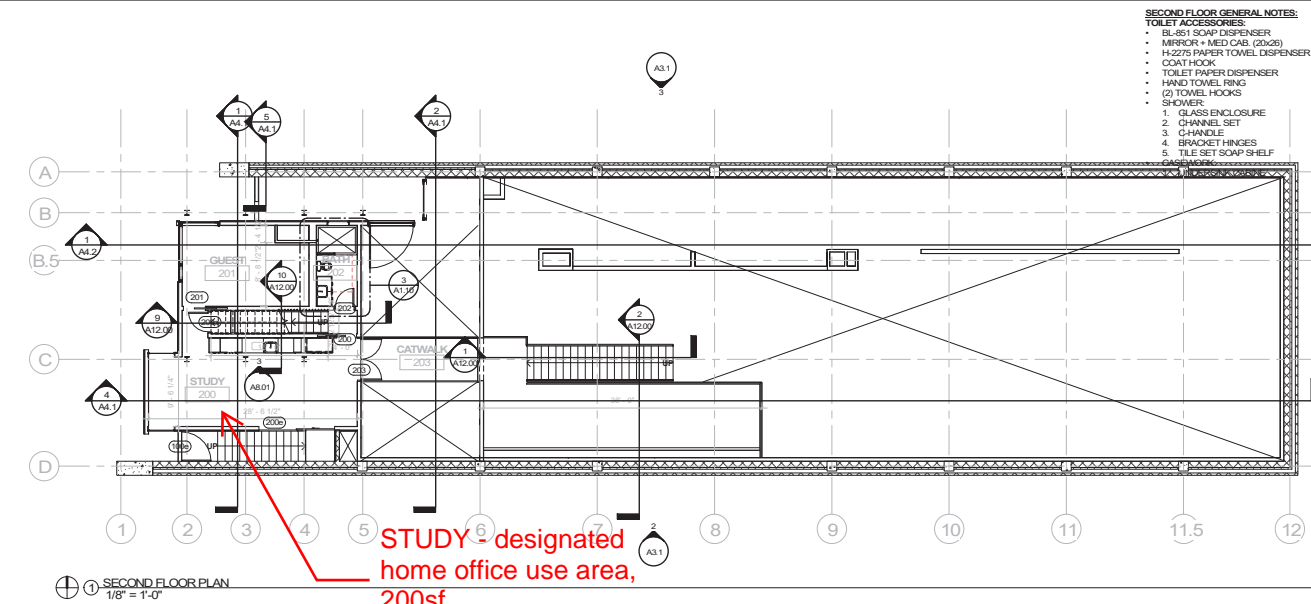
Floor Plan -
Basement &
First Floor

22107

A1.00
COPYRIGHT 2022, STUDIOLOGO, INC.



Kelly Vine LLC
310 East Kelly Vine | Jackson, WY 83302



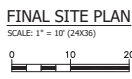
Kelly Vine Residence

Kelly Vine LLC
310 East Kelly Vine | Jackson, WY 83002

NO	ISSUE	DATE
1	Coordination Set 1	3/19/2023

**Floor Plans -
Second &
Upper Floors**

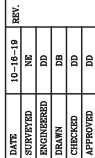
A1.10
COPYRIGHT 2023, STUDIO LLC, INC.



10-16-19 PERMIT SET

- LEGEND
(DESIGN)

- CS
WV
CO
A
P
G
FV
S



DRAWING TITLE
FINAL SITE PLAN

JOB TITLE
KV STUDIO
310 E KELLY AVE
JACKSON, WY

DRAWING NO	C2.0
JOB NO	19-074-01



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

Matthew A. Confer, as CEO of Big Spruce, Inc. as Manager of Kelly Vine, LLC

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

Address of Premises: 310 Vine Street

Legal Description: PT SE1/4NW1/4, SEC 34, TWP. 41, RNG 116; 2-41-16-34-2-00-010

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mila Dunbar-Irwin

Mailing address of Applicant/agent: PO Box 1744, Jackson, WY 83001

Email address of Applicant/agent: mc@bigspruce.net

Phone Number of Applicant/agent: (307) 264-2366

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) _____

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.

3
 Property Owner Signature
 CEO of Big Spruce, Inc. as Manager of Kelly Vine, LLC

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 Matthew A. Confer this 14th
 day of NOVEMBER, 2023. WITNESS my hand and official seal.

[Signature]
 Notary Public

