



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: May 3, 2024	REQUESTS: The applicant is requesting an Administrative Adjustment to reduce the required parking for at the property located at 910 Smith Lane and 915 Simon Lane. PIDN: 22-41-16-32-4-05-001 PIDN: 22-41-16-32-4-05-011 For questions, please call Katelyn Page at 733-0440, ext. 1305 or kpage@jacksonwy.gov. Thank you.
Item #: P24-076	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner Town of Jackson PO Box 1687 Jackson, WY 83001 Applicant S4 Flats, LLC PO Box 190576 Anchorage, AK 99519	
Please respond by: May 24, 2024 (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 #: _____ 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 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

Date

Name Printed

Title



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: May 9, 2022

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 : Tobin Dennis, CEO of RD RENTALS LLC

Being duly sworn, deposes and says that Town of Jackson is the owner in fee of the premises located at:
Name of property owner as listed on deed
Address of Premises: 910 Smith Lane and 915 Simon Lane

Legal Description: LOT 25 and LOT 36, JACKSON HOLE MEADOW

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent Joe Saunders, Figure 9 LLC

Mailing address of Applicant/agent: PO Box 190576 Anchorage, AK 99519

Email address of Applicant/agent: joe@figure9er.com

Phone Number of Applicant/agent: 907-227-2238

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 ☒ Other (describe) Pre-application meetings, Admin Adjustments, Zoning Compliance Verification

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

Town 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)

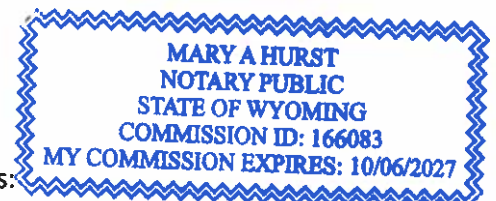
) SS.

COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Tyler Sinclair this 19th day of October 2022. WITNESS my hand and official seal.

Mary A Hurst
Notary Public

My commission expires: 10/06/2027



Friday, May 3, 2024

Project

Jackson Development
910 Smith Lane & 915 Simon Lane
Jackson, WY 83001
PIDN: 22-41-16-32-4-05-001
PIDN: 22-41-16-32-4-05-011
Reference: P22-254

Re: Administrative Adjustment

Dear Katelyn Page,

Please find attached our application for an administrative adjustment.

Adjustment Requested:

Sec. 8.8.1.B.11 Parking requirement may be adjusted as allowed by 6.2.2.A.1.:

The NH-1 parking standards under section 2.2.9.C.2 requires a minimum 1 parking space per dwelling unit less than 2 bedrooms and less than 500 sqft.; otherwise a minimum 1.5 parking spaces per unit.

The unit mix and bedroom count of the proposed development is as follows. On level 1 a 519 sqft, 1-bedroom apartment. Level 2 and level 3 are similar layouts and there are (x4) 498 sqft., 1-bedroom apartments and (x2) 703 sqft., 2-bedroom apartments on each level. That is a total of 13 units and yields the following parking requirement:

8 dwelling units x 1 = 8 parking spaces

5 dwelling units x 1.5 = 7.5 = 8 parking spaces

16 parking spaces required

The current required parking for the project is 16 spaces and we are requesting that 14 spaces provided be allowed. Please see our finding below which support this reduction in parking.

Findings:

Sec. 8.8.2.C An administrative adjustment shall be approved upon these findings:

1. Complies with the applicability standards of this section.

Complies. Sec. 8.8.2.B.11 Applicability states that an application may be made for an administrative adjustment to parking requirements as allowed by LDR Sec. 6.2.2.A.1.

- 2c. Better supports the purpose of the zone.

Complies. Per LDR Sec. 2.2.9.A.1, "The intent of the Neighborhood High Density 1 (NH-1) zone is to provide for high density residential development and to promote workforce housing types using a broad range of attached residential types in a pedestrian-oriented environment." This development is particularly geared towards supporting Jackson's workforce by offering deed-restricted units that ensure long-term affordability. By maximizing the density within the development, we are able to offer more housing units in a market with a critical shortage of affordable options. This approach not only supports the town's economic diversity but also reduces the need for long commutes, thereby enhancing the quality of life for residents and reducing traffic congestion, with a focus on transit and pedestrian-oriented options.

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

Complies.

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

Complies. Reduced dependence on SOVs decreases the overall negative impacts of local traffic, shifts focus to transit and pedestrian mobility options.

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

Complies.

Findings Explanation:**Addressing Community Workforce Housing Needs:**

This development is particularly geared towards supporting Jackson's workforce by offering deed-restricted units that ensure long-term affordability. By maximizing the density within the development, we are able to offer more housing units in a market with a critical shortage of affordable options. This approach not only supports the town's economic diversity but also reduces the need for long commutes, thereby enhancing the quality of life for residents and reducing traffic congestion.

Benefits of Maximum Reasonable Density:

The increased density, facilitated by a modest reduction in parking spaces, allows for the construction of additional housing units within the same footprint. This density is crucial not only for meeting the housing demand but also for maintaining the economic viability of the project. Higher density developments are more cost-effective per unit which makes the project financially viable to develop.

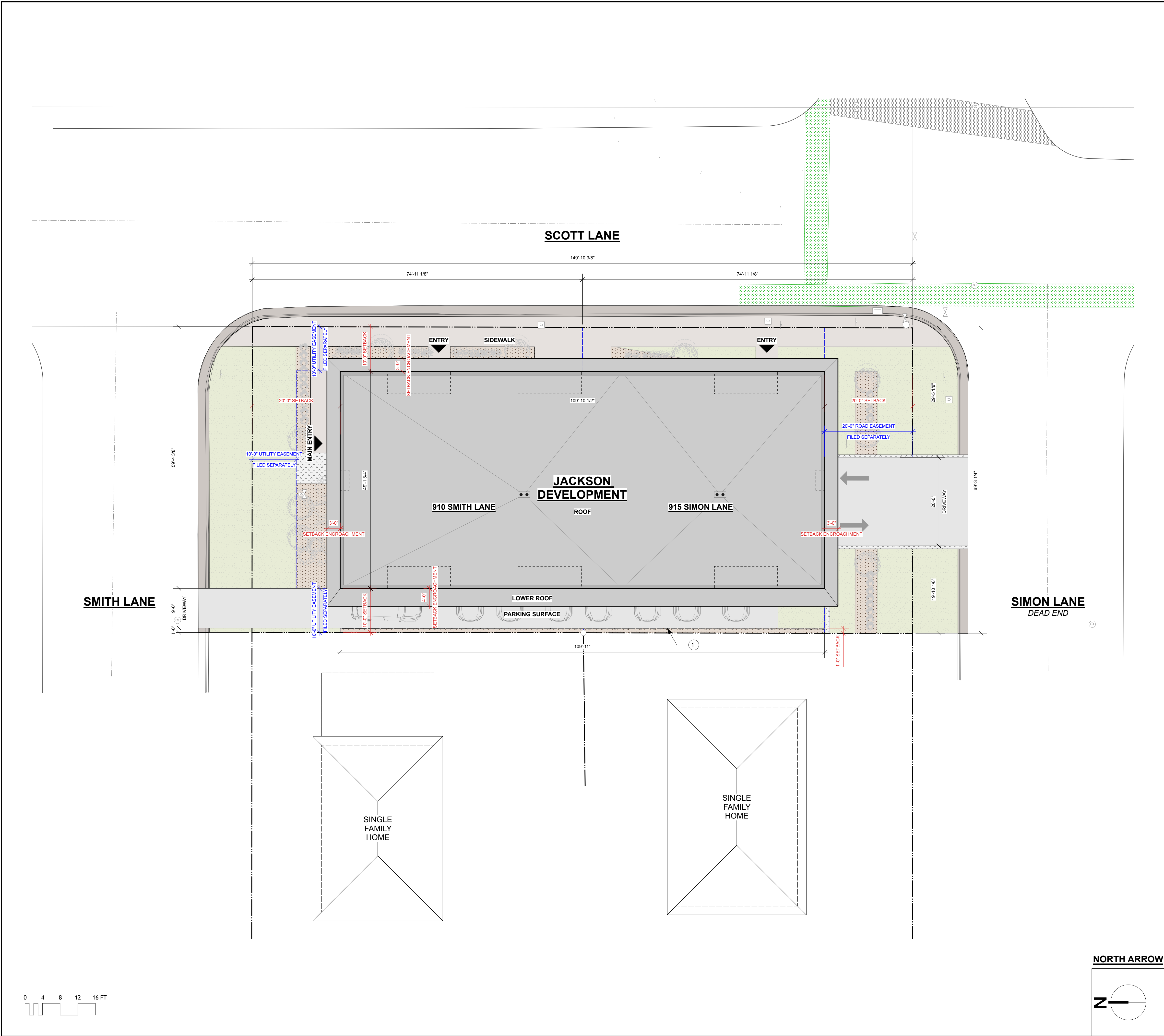
Site Plan and Infrastructure:

Enclosed with this letter is the detailed site plan that illustrates the thoughtful layout and integration of the development into the surrounding area. Each unit will have a designated parking space, and additional spaces are allocated for guest and car-sharing use, ensuring that our parking strategy meets the needs of residents while also providing other options, like public transit (the SVC, TOS, TVC, & TVL bus stops are 0.1 miles (3 minute walk according to Google Maps) north of the property) or bicycle use that helps reduce vehicle dependence for future residents.

Feel free to reach out to us with any questions or concerns. We look forward to your approval.

Best,
Ryan Prat,

Project Manager



GENERAL SITE NOTES

1. REFER TO SHEETS G-002 & G-003 FOR ADDITIONAL GENERAL NOTES.
2. PREPARE SITE PER CIVIL DRAWINGS.
3. REFER TO CIVIL AND LANDSCAPE DRAWINGS FOR PROPOSED SITE WORK.
4. SEE AFFIDAVIT FOR LOT COMBINATION.
5. SEE CIVIL DRAWINGS FOR NEW LOCATION OF THE UTILITY AND ROAD EASEMENT WHICH ARE TO BE COORDINATED WITH TETON COUNTY'S PUBLIC WORKS AND ASSOCIATED UTILITY COMPANIES.
6. DEMOLITION APPLICATION FILED SEPARATELY.

SITE KEYNOTES

- 1 6'-0" HIGH WD. FENCE.

SITE LEGEND

- SPRINKLER CONTROL VALVE
- STORM DRAIN INLET
- HYDRANT, FIRE SUPPRESSION
- WATER VALVE
- COMMUNICATIONS PEDESTAL
- UTILITY VALVE
- SIGN
- STORM DRAIN MANHOLE
- SEWER MANHOLE

GRAPHIC LEGEND

- GRAVEL STRIP; SEE LANDSCAPE PLANS
- PLANTING BED; SEE LANDSCAPE PLANS
- LSR; SEE LANDSCAPE PLANS
- SIDEWALK; SEE CIVIL PLANS
- CURB; SEE CIVIL PLANS
- DRIVEWAY; SEE CIVIL PLANS
- RF1 ROOFING; SEE FINISH SCHEDULE



PROJECT ISSUE:

DATE	#	DESCRIPTION
10/19/2022	1	DRC SUBMISSION
11/03/2022	2	DRC ADDENDUMS
04/10/2023	3	PERMIT SUBMISSION
04/22/2024	4	DRC RESUBMISSION

ISSUE DATE: 04/22/23

ARCHITECT



MODULAR FABRICATOR

APPROVAL STAMP

JACKSON DEVELOPMENT
910 SMITH LANE
915 SIMON LANE
JACKSON, WY 83001
PIDN: 22-41-16-32-4-05-001
PIDN: 22-41-16-32-4-05-011

SITE PLAN

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SCALE

3/32" = 1'-0"

SHEET

A-011.00

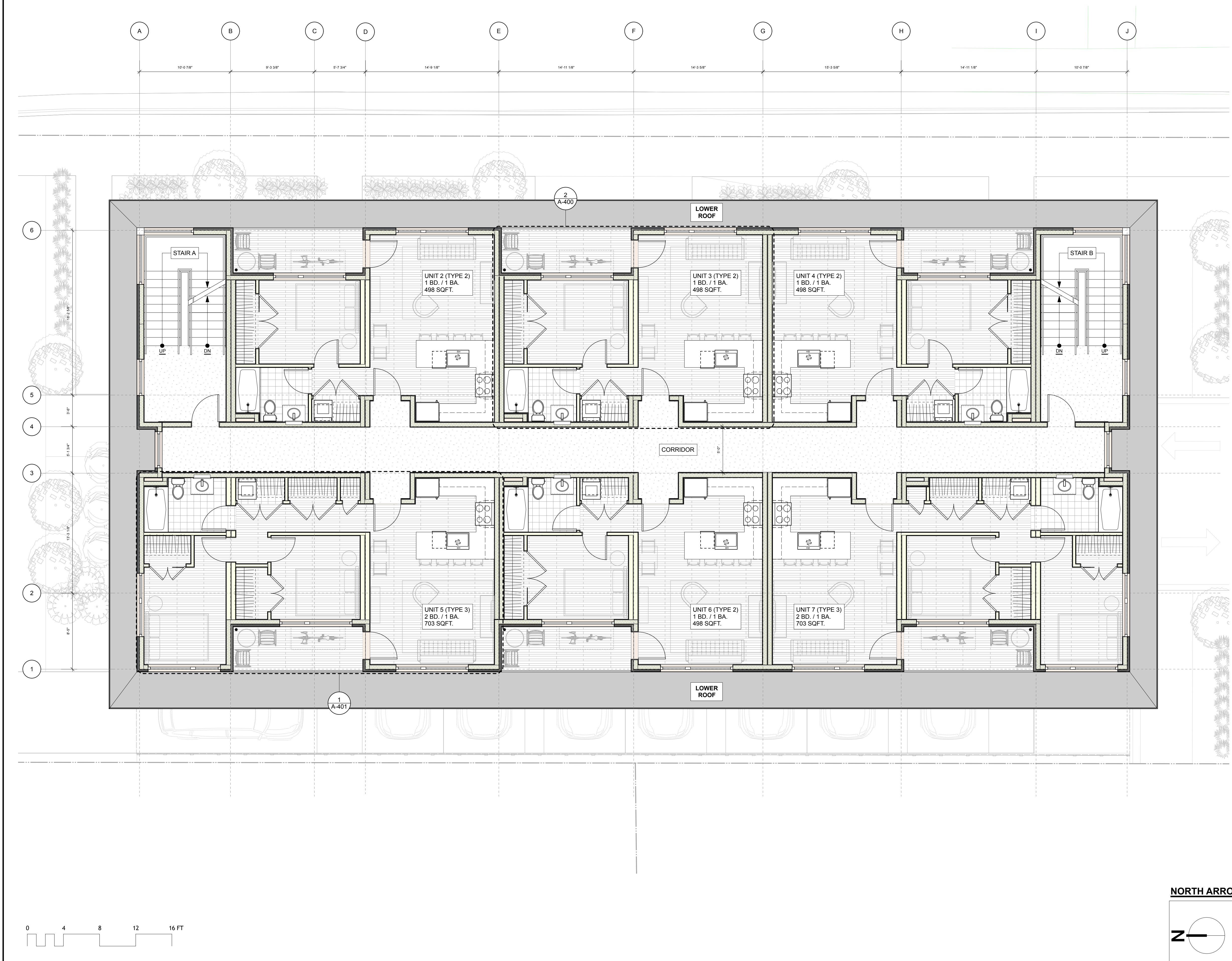
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This architectural site plan illustrates a 14-unit residential development. The building footprint is located on the left side of the plan, with a detailed floor plan of Unit 1 (Type 1) shown within it. Unit 1 includes a bedroom, bathroom, kitchen, living area, and a closet. The building is oriented with its long side facing the street, which is indicated by a north arrow pointing towards the top right.

The parking area is situated to the right of the building, featuring 14 individual parking spaces, each with a car icon and a number (#1 through #14). Spaces #1, #2, #4, #9, #11, and #13 are marked with a '1' in a circle, indicating they are accessible. A designated accessible parking space (#1) is also shown near the building entrance. The parking area is bordered by a sidewalk and a street on the right. The street has a width of 20' 0" and a clear width of 21' 3 3/8".

The building's footprint includes a main entrance, a closet, and a staircase (Stair A). A mechanical equipment room (MEP FP) is located near the entrance. The building is surrounded by landscaping, including trees and shrubs. The plan also shows a trash area and a storage area. The overall dimensions of the site are 14' 0" by 21' 3 3/8".

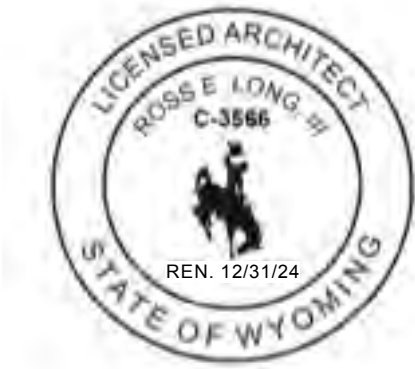
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GENERAL PLAN NOTES

1. REFER TO SHEETS G-002 & G-003 FOR ADDITIONAL GENERAL NOTES.
2. REFER TO SHEET A-500 FOR PARTITION TYPES.
3. REFERENCE ENLARGED UNIT PLANS FOR DIMENSIONS.
4. REFERENCE ENLARGED PLANS FOR FURNITURE LAYOUT.
5. DIMENSIONS IN THIS FLOOR PLAN ARE TO FACE OF WALL CORE OR STUD.

PLAN KEYNOTES



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LEVEL 02 & LEVEL
03 PLAN

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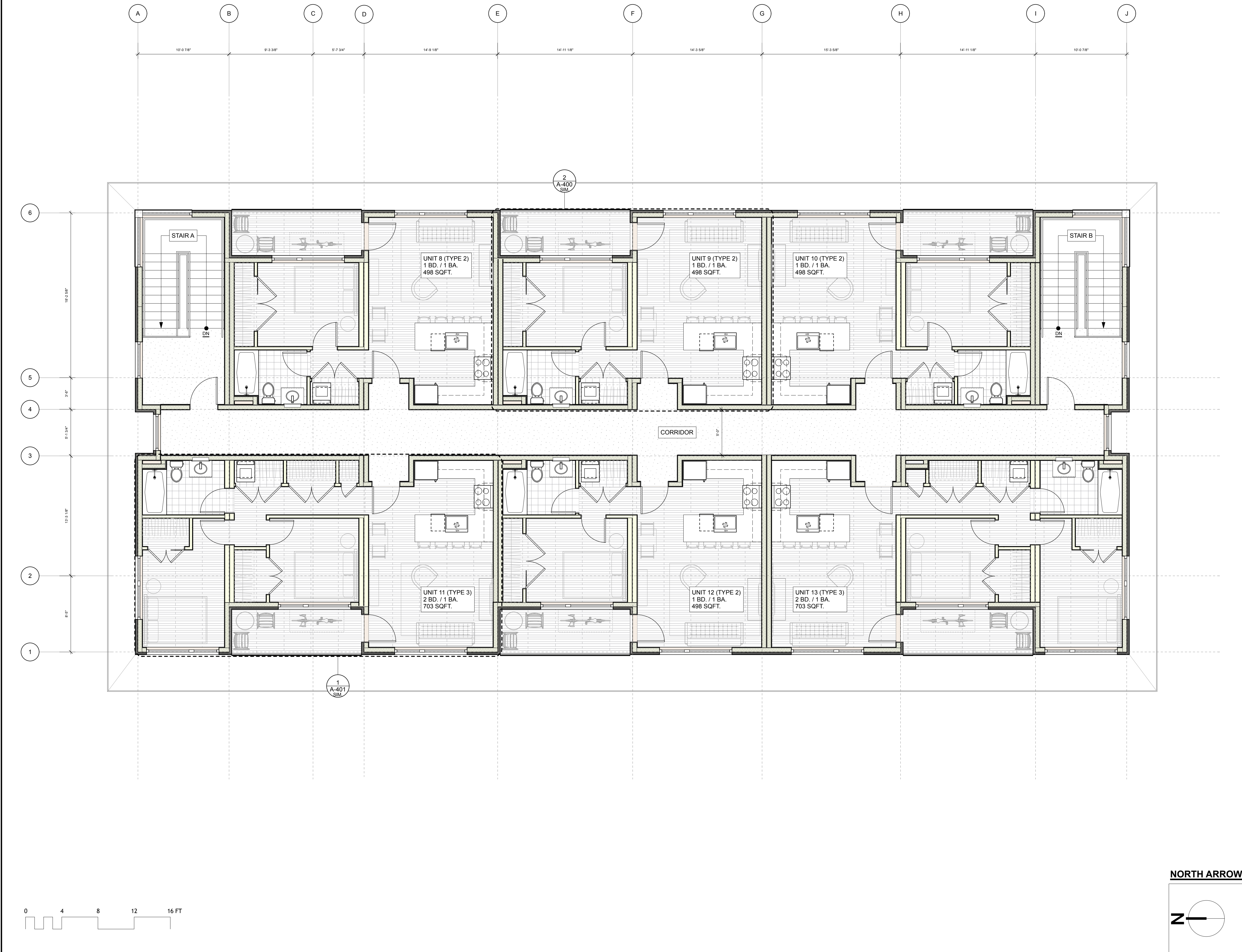
SCALE

3/16" = 1'-0"

SHEET

A-102.00

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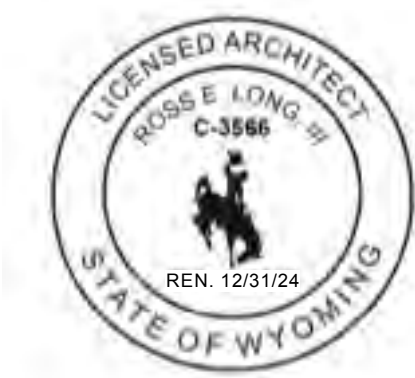


1 LEVEL 03 PLAN

GENERAL PLAN NOTES

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PLAN KEYNOTES



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LEVEL 03 PLAN

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SCALE
3/16" = 1'-0"

SHEET

A-103.00

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