



# 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: June 14, 2024	<b>REQUESTS:</b>
Item #: P24-091	
Planner: Tyler Valentine	The applicant is submitting a request for a Basic Use Permit for Retail, Service, and Office use at the properties located at 50 S. Cache, 45 E. Pearl Avenue, and 75 E. Pearl Avenue, legally known as N 1/2 LOT 14-16, BLK. 1, CACHE-1; LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1; and LOT 10-11, BLK. 1, CACHE-1 respectively.
Phone: 733-0440 ext. 1304	50 S. Cache PIDN: 22-41-16-34-2-05-006 45 E. Pearl Avenue PIDN: 22-41-16-34-2-05-007 75 E. Pearl Avenue PIDN: 22-41-16-34-2-05-008
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	For questions, please call Tyler Valentine at 307-733-0440, x 1305 or email at the address shown to the left. Thank you.
<b>Owner/Applicant:</b> Crystal Creek Capital, LLC PO Box 844 Jackson, WY 83001	
<b>Please respond by:</b> July 4, 2024 (with Comments)	

**Owner/Applicant:**

Crystal Creek Capital, LLC  
PO Box 844  
Jackson, WY 83001

**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: Cache & Pearl Redevelopment

Physical Address: 50 S. Cache St.; 45 E. Pearl Ave.; 75 E. Pearl Ave.

Lot, Subdivision: N 1/2 LOT 14-16, BLK. 1, CACHE-1; LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1; LOT 10-11, BLK. 1, CACHE-1

PIDN: 22-41-16-34-2-05-006; 22-41-16-34-2-05-407; 22-41-16-34-2-05-008

**PROPERTY OWNER.**

Name: CCC's Ranch Inn, LLC Phone: (307) 733-4733

Mailing Address: P.O. Box 844, Jackson, WY ZIP: 83001

E-mail: [jim@crystalcreekcapital.com](mailto:jim@crystalcreekcapital.com); [mark@crystalcreekcapital.com](mailto:mark@crystalcreekcapital.com); [aaron@crystalcreekcapital.com](mailto:aaron@crystalcreekcapital.com)

**APPLICANT/AGENT.**

Name: Crystal Creek Capital Phone: (307) 733-4733

Mailing Address: P.O. Box 844, Jackson, WY ZIP: 83001

E-mail: [jim@crystalcreekcapital.com](mailto:jim@crystalcreekcapital.com); [mark@crystalcreekcapital.com](mailto:mark@crystalcreekcapital.com); [aaron@crystalcreekcapital.com](mailto:aaron@crystalcreekcapital.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

Mark Berry

Name Printed

5/31/2024

Date

Chief Operating Officer

Title

# Crystal Creek Capital Real Estate Advisors, LLC

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P.O. Box 844 | 25 S. Willow Street, Ste. 200 | Jackson, Wyoming 83001 | Telephone 307-733-4733

June 5, 2024

Re: Amended Narrative Description of Use of Commercial Spaces at Cache & Pearl Redevelopment

Dear Tyler,

We are seeking approval of a Basic Use Permit (“BUP”) that would mitigate the commercial spaces at our Cache & Pearl redevelopment project for Retail, Office, and Service uses. There will be no physical alterations to previously approved plans for this change of use.

Under the approved Development Plan, the commercial spaces were mitigated only for Retail use for the purposes of parking and housing. As you’ve confirmed, the Town of Jackson Land Development Regulations (“LDRs”) say that Retail has a higher parking requirement than Office and Service, which means Office and Service use in the commercial spaces would not generate any new parking requirements.

The LDRs also say that Retail has a slightly lower housing requirement than Office, which means Office use would generate a housing requirement. As demonstrated in Exhibit A of the original BUP application, we have sufficient excess housing credits to cover Office use at all the commercial spaces. Service has the same housing requirement as Retail, so it would not generate a housing requirement.

In summary, we request that you approve a BUP that mitigates the commercial spaces at the Cache & Pearl redevelopment for Retail, Office, and Service uses.

Thank you in advance for your time. We look forward to your response on this BUP request.

Best regards,



Mark Berry  
Chief Operating Officer



## Jackson/Teton County Affordable Housing Checklist - Housing Mitigation Plan (LDR Division 6.3.6)

Every development application must include a Housing Mitigation Plan for sufficiency. Every Housing Mitigation Plan is required to contain the following information:

### **Applicability** (LDR 6.3.6.A.3.a)

1. Does your development qualify for an exemption from a housing mitigation requirement? Yes  No  If yes, explain and refer to the proper LDR \_\_\_\_\_

2. Are there credits associated with your development? Yes  No  If yes, explain where the existing credits came from, provide the calculation, and refer to the proper LDR. *There are currently 10.428 housing credits associated with the existing development on site. Proposed use for the redevelopment requires 7.131 credits. There are 3+ credits remaining after the redevelopment. No units will be required.*

### **Calculation of Requirement** (LDR 6.3.6.A.3.b)

3. Does your development require or are you otherwise requesting approval of an Independent Calculation (LDR section 6.3.3.B)? Yes  No

If yes, provide the calculation according to 6.3.3.B.2 along with impact analysis, verifiable local information, industry specific rather than business specific data, etc. The Planning Department is available to help with this calculation prior to submittal of your application. Attach as a separate sheet.

I have attached a separate sheet with the calculation and supporting data for my Independent Calculation

**Housing Mitigation Requirements Calculator.** If no to 1 and 3 above, calculate your development's requirement, using the Housing Mitigation Requirements Calculator. The calculator can be found at this link: [www.jacksonwy.gov/200/Planning](http://www.jacksonwy.gov/200/Planning) Attach a copy of the first page of the calculator showing the calculations and requirements with your Housing Mitigation Plan. The Planning Department is available to help with this calculation prior to submittal of your application.

I have attached a copy of the first page of the Housing Mitigation Requirements Calculator which includes my requirement and unit types.

**Type of Affordable Housing Provided – Standard Restrictions. (LDR 6.3.4)**

4. How many ownership or rental units are you proposing in which income ranges with how many bedrooms?  
Please complete the matrix below:

Bedrooms	0 – 50%	50% - 80%	80% - 120%	Workforce	Ownership or Rental
1-bedroom					
2-bedroom					
3-bedroom					

**Special Restriction.** The Special Restriction is a contract between The Board of County Commissioners or the Town Council and the owner of real property developed or designated to satisfy the development requirements. The Special Restrictions will be recorded on the property. Appropriate restriction templates can be obtained from the Jackson/Teton County Affordable Housing Department or at this link: [www.tetonwyo.org/1856/Deed-Restriction-Templates](http://www.tetonwyo.org/1856/Deed-Restriction-Templates) .

I have attached a draft of the Standard Restrictions for each unit.

**Livability Standards** (LDR 6.3.4.D and E) (Rules and Regs Section 2-3). Restricted housing must comply with the Livability Standards in the Jackson/Teton County Housing Department Rules and Regulations. The Livability Standards include amount of cabinetry/counter space, storage, closets, room sizes, appliances, laundry facilities, bathrooms, etc. The Rules and Regulations can be found at this link: [www.tetonwyo.org/1332/Housing-Rules-and-Regulations](http://www.tetonwyo.org/1332/Housing-Rules-and-Regulations) .

I have reviewed the Livability Standards and understand the requirements. I have/will contact the Housing Department for approval of my units early in the design process to get their approval prior to submitting for building permit.

**Method for Providing Required Housing (LDR 6.3.5):**

One or a combination of the below methods may be proposed to satisfy your housing requirement. They are listed in the order of preference/priority. Highest priority must be used unless it is demonstrated that a higher priority is impracticable (LDR 6.3.5.C)

1. Construction of new units either on-site or off-site (LDR 6.3.5.D.1).
2. Conveyance of land for affordable/workforce housing (LDR 6.3.5.D.2).
3. Utilization of a banked affordable or workforce housing unit (LDR 6.3.5.D.3).
4. Restriction of an existing residential units as an affordable/workforce housing unit (LDR 6.3.5.D.4).
5. Payment of an in-lieu fee (LDR 6.3.5.D.5).

I have attached a detailed explanation of my proposed method of providing Required Housing.

**Phasing Plan** (LDR 6.3.5.A.3). Restricted Housing Units shall be ready for occupancy no later than the free market portion of the development is occupied. If the free market portion is to be developed in phases, then the Restricted Housing Units shall be developed prior to or in proportion to the free market portion.

I have attached a detailed description of my phasing plan as it pertains to Affordable/Workforce units.

## Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

### Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

#### Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

#### Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Conventional Lodging	0.102*bedrooms	1	0	57	5.822
Retail	0.000216*sf		3113	1	0.672
Retail	0.000216*sf		7584	1	1.636
Retail	0.000216*sf		2325	1	0.502
Restaurant/Bar	0.000599*sf		3000	1	1.796
Existing Workforce Housing Credit					10.428

#### Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000247*sf		1293	1	0.319
Office	0.000247*sf		3774	1	0.931
Office	0.000247*sf		2246	1	0.554
Office	0.000247*sf		481	1	0.119
Office	0.000247*sf		1145	1	0.282
Office	0.000247*sf		1749	1	0.431
Short-Term Rental Unit	0.102*bedrooms	2	2219	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3179	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3324	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	1943	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1960	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1885	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1828	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1795	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1818	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3300	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	2237	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	2042	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	2619	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3131	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3084	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2871	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2801	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	1888	1	0.204
7.131					

Affordable Workforce Housing Required: 0.000 units Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

**EXHIBIT B**

*Street Level Floor Plan Showing Subject Retail/Office Spaces A-F*

