



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

<p>Date: June 15, 2024</p> <p>Item #: P24-094</p> <p>Planner: Katelyn Page</p> <p>Phone: 307-733-0440 ext. 1302</p> <p>Email: kpape@jacksonwy.gov</p> <p>Applicant/Agent Town of Jackson Staff Initiated</p>	<p style="text-align: center;">REQUESTS:</p> <p>Staff has initiated an LDR Text Amendment to Division 6.3 of the Town of Jackson Land Development Regulations regarding Affordable Workforce Housing Standards generally related to changes of use and small residential additions.</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: July 29, 2024 (with Comments)</p>	

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

6.3.2. Applicability.

C. Exemptions

8. **Changes in Use.** Changes in uses between all commercial and lodging uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.
9. **Small Residential Additions.** A one-time addition to dwellings equal to the lesser of 500 sq ft or 25% of the habitable floor area of the existing dwelling unit. One addition per dwelling unit is exempt; further additions are required to comply with the requirements of this Division.
- ~~6.10~~ **Mobile Home.** A mobile home (6.1.4.E) or mobile home park (Section 7.1.4).
- ~~7.11~~ **Reserved.**
- ~~8.12~~ **Group Home.** A group home (6.1.4.G).
- ~~9.13~~ **Daycare.** A day care or early childhood education use.
- ~~10.14~~ **Accessory Use.** An accessory use (Section 6.1.11).
- ~~11.15~~ **Temporary Use.** A temporary use (Section 6.1.12).
- ~~12.16~~ **Workforce Housing Unit Incentive.** A residential unit approved pursuant to Division 7.8, whether deed restricted or not.
- ~~13.17~~ **Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone.
- ~~14.18~~ **Short-term rental unit** in the following residential zones: NL-1, NL-2, NL-3, NL-4, NL-5, NM-1, NM-2, NH-1, MHP, OR, and R.

6.3.3. Amount of Affordable Workforce Housing Required.

A. Requirement

4. **Change of Use.** In the case of a change of use from a residential use to a commercial or lodging use, or between all commercial and lodging uses in buildings for which the initial Certificate of Occupancy was issued within the past 2 years, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1). Where a change in use includes additional square feet, the additional square feet shall be mitigated at the mitigation rate for the proposed use.

~~EXAMPLE: A proposal to use a 2,000-sf retail space as an office would be required to include 0.062 affordable workforce housing units ($0.000247 \times 2,000 - 0.000247 \times 2,000 = 0.062$).~~

EXAMPLE 1: A 2,000 sf retail space was built in 2020. In 2021, only one year after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf retail space as a restaurant would be required to include 0.904 affordable workforce housing units ($0.000784 \times 2,000 - 0.000332 \times 2,000 = 0.904$).

EXAMPLE 2: A 2,000 sf retail space was built in 2020. In 2023, three years after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf retail space as a restaurant and to add 1,000 sf of space is submitted. No mitigation is required for the change of use from retail to restaurant because CO was issued over 2 years ago. For the 1,000 sf addition of space to use as a restaurant, 0.784 affordable workforce housing units ($0.000784 \times 1,000 = 0.784$).