



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: October 2, 2024	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a Conditional Use Permit for a new Assembly Use, (i.e., church) at the existing building located at 410 S. Cache Street. For questions, please call Tyler Valentine at 307-733-0440 x1305, or email tvalentine@jacksonwy.gov . Thank you.
Item #: P24-151	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	
Owners: Saddle Rides, LLC PO Box 10667 Wilson, WY 83014 Applicant: JH Jewish Community PO Box 10667 Jackson, WY 83002	

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: Jackson Hole Jewish Community CUP

Physical Address: 410 S Cache Street

Lot, Subdivision: N 1/2 Los 7 and 8 Block 1 Wallace Brundage

PIDN: 22-41-16-34-2-30-006

PROPERTY OWNER.

Name: Saddle Rides, LLC

Phone: 307-690-1883

Mailing Address: PO Box 891, Wilson, WY

ZIP: 83014

E-mail: mcook@cnengineers.net

APPLICANT/AGENT.

Name, Agency: Jackson Hole Jewish Community

Phone: 307-690-4932

Mailing Address: PO Box 10667, Jackson, WY

ZIP: 83002

E-mail: info@jhjewishcommunity.org

DESIGNATED PRIMARY CONTACT.

Property Owner

x

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.

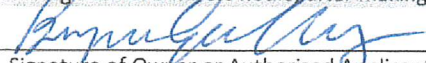
_____ Physical Development Permit	This pre-application conference is:
<input checked="" type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

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 or thumb drive), and two hard copies 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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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

Benjamin Goldberg

Name Printed

9/18/2024

Date

Co-President

Title

NARRATIVE PROJECT DESCRIPTION

Project Overview

The Jackson Hole Jewish Community is the contract buyer for the property located at 410 S Cache Street, Jackson, WY. This narrative outlines the proposal for a conditional use permit to operate an assembly use for our Jewish community within the Office/Residential zoning district. Our organization aims to create a welcoming space that fosters community engagement, cultural enrichment, and spiritual growth.

Purpose and Need

The Jewish community in Teton County is a small but vibrant community that needs a dedicated venue that can accommodate religious services, educational programs, small community gatherings, and administrative offices. The proposed assembly use will serve as a hub for cultural activities, including Torah study, holiday celebrations, and social events, providing a vital resource for our community. Larger events (over 50 people), like major holidays, bar and bat mitzvahs, and large cultural events, will continue to be held at either St. John's Episcopal Church or rental venues like the Old Wilson Schoolhouse.

Proposed Activities

The assembly use will include:

1. **Religious Services:** Shabbat services, Torah (Bible) study groups, minor holiday observances, and lifecycle events (e.g., baby namings).
2. **Educational Programs:** Classes on Jewish traditions, history, and language, aimed at all ages, fostering intergenerational learning and connection.
3. **Cultural Events:** Small community gatherings, guest speakers, and workshops that promote understanding and appreciation of Jewish culture.
4. **Social Services:** Support programs for families and individuals, including counseling, food drives, and community outreach initiatives.

Site Description

The selected site is ideally situated within the Office/Residential zone in the Town of Jackson, providing easy access for community members while maintaining compatibility with surrounding uses. The building will accommodate a sanctuary/multi-purpose space and administrative offices.

Traffic and Parking Considerations

Our activities will primarily occur during off-peak hours, minimizing traffic congestion. A detailed parking plan will be implemented to ensure adequate space for members, including options for overflow parking. Additionally, a significant number of our members live close to the site and/or are religiously observant and will walk or ride their bikes to the site, reducing the need for on-site parking. Furthermore, we will encourage carpooling and the use of public transportation.

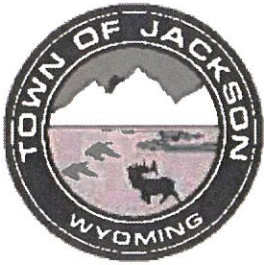
Community Engagement

Prior to this application, we conducted outreach within the community to gather feedback and take note of any concerns. We are committed to maintaining open lines of communication and will host regular community outreach to ensure that the assembly use remains a positive and supportive presence.

Conclusion

In summary, the proposed assembly use for our Jewish community represents an opportunity to strengthen community bonds, provide essential services, and enrich the cultural landscape of the area. We respectfully request an opportunity to meet to discuss this special use permit to fulfill our mission of fostering a vibrant, inclusive, and engaged community.

Thank you for considering. We look forward to contributing positively to the neighborhood and collaborating with local stakeholders.



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: Saddle Bides, LLC / Mike Cook Title: President

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

Address of Premises: 410 South Cache St.

Legal Description: North 1/2 of Lots 7 and 8 of Blk 1 Brundage Addition
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jackson Hole Jewish Community

Mailing address of Applicant/agent: PO Box 10667, Jackson, WY 83002

Email address of Applicant/agent: info@jhjewishcommunity.org

Phone Number of Applicant/agent: 307-690-4932

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) Conditional Use permit

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.

Mike Cook
Property Owner Signature
President

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.

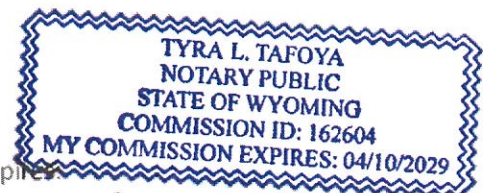
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by TYRA L. TAFOYA this 25
day of September 2024. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires

4-10-2029



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4. **Social Services:** Support programs for families and individuals, including counseling, food drives, and community outreach initiatives.

Site Description

The selected site at 410 S. Cache is ideally situated within the Office/Residential zone in the Town of Jackson. It provides easy access for community members while maintaining compatibility with surrounding uses. The building will accommodate a sanctuary/multi-purpose space and administrative offices. We plan to implement very

limited renovations and upgrades required by the TOJ (TBD). The limited renovation will only focus on combining two rooms on the West side of the building by removing a non-load-bearing wall, painting, and/or paneling.

Traffic and Parking Considerations

Our activities will primarily occur during off-peak hours, minimizing traffic congestion. A detailed parking plan will be implemented to ensure adequate member space, including overflow parking options. Additionally, a significant number of our members live close to the site and/or are religiously observant and will walk or ride their bikes to the site, reducing the need for on-site parking. Furthermore, we will encourage carpooling and the use of public transportation. We have received an enthusiastic offer to share parking with the First Baptist Church (located across the street) to accommodate any parking needs during our Friday night gatherings.

Community Engagement

Prior to this application, we conducted outreach within the community to gather feedback and take note of any concerns. We are committed to maintaining open lines of communication and will host regular community outreach to ensure that the assembly use remains a positive and supportive presence. We are committed to maintaining our relationship with other faith groups in town, namely St. John's Episcopal Church where we will continue to hold our gatherings over 50 people.


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410 S. Cache, Jackson

2,437 SF of Office Space
692 SF Basement below grade

 = Basement

East

property line

South

North

PARKING

PARKING

West

