



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 9, 2024	REQUESTS:
Item #: P24-150	
Planner: Katelyn Page	The applicant is submitting a request for a Basic Use Permit for Office use at the property located at 177 Center Street, legally known as LOT 11, W.W. SMITH, SECOND FILING, AKA PT SW1/4SW1/4, SEC 27, TWP 41, RNG 116.
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Owner: TIKI TOWER LLC PO BOX 9149 JACKSON, WY 83002	
Applicant: GYDE Architects PO Box 4735 Jackson, WY 83001	
Please respond by: October 30, 2024 (with Comments)	

The applicant is submitting a request for a Basic Use Permit for Office use at the property located at 177 Center Street, legally known as LOT 11, W.W. SMITH, SECOND FILING, AKA PT SW1/4SW1/4, SEC 27, TWP 41, RNG 116.

PIDN: 22-41-16-27-3-25-001

For questions, please call Katelyn Page at 307-733-0440, x 1302 or email at the address shown to the left. Thank you.

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: **TIKI TOWER - TENANT FIT-OUT**

Physical Address: **177 CENTER STREET, JACKSON, WY 83001**

Lot, Subdivision: **LOT 11, W.W. SMITH, SECOND FILING**

PIDN: **22-41-16-27-3-25-001**

PROPERTY OWNER.

Name: **TIKI TOWER LLC** Phone: **(307) 309 1026**

Mailing Address: **PO BOX 9149, JACKSON, WY** ZIP: **83002**

E-mail: _____

APPLICANT/AGENT.

Name: **KATHERINE KORIAKIN** Phone: **(307) 733 7303**

Mailing Address: **PO BOX 4735, JACKSON, WY** ZIP: **83001**

E-mail: **KK@GYDEARCHITECTS.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

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 #:	N/A	Environmental Analysis #:	N/A
Original Permit #:	N/A	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
KATHERINE KORIAKIN
Name Printed

09.19.24
Date
PRINCIPAL
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: 9/18/24

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: TIKI TOWER LLC Title: GENERAL COUNSEL

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

Address of Premises: 177 CENTER STREET, JACKSON, WY 83001

Legal Description: LOT 11, W.W. SMITH, SECOND FILING

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: GYDE ARCHITECTS, KATHERINE KORIAKIN

Mailing address of Applicant/agent: PO BOX 4735, JACKSON, WY 83001

Email address of Applicant/agent: KK@GYDEARCHITECTS.COM

Phone Number of Applicant/agent: (307) 733 7303

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 in 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) BASIC USE PERMIT, PLANNING APPLICATION

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

GENERAL COUNSEL

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)

COUNTY OF Tyler) ss.

The foregoing instrument was acknowledged before me by Ian Smith this 18 day of September. WITNESS my hand and official seal.

Notary Public



My commission expires: 03-10-2020



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. _____

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 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 .

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 .

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.

PLANNING PERMIT APPLICATION

11 September 2024

Basic Use Permit for Change of Use

Project: Tiki Tower – Tenant Fit-Out
Project Address: 177 Center Street,
Jackson, WY 83001
Zoning: TS-2: Town Square-2
Zoning Overlay: Downtown Design Overlay - Area 2

Proposed Use Narrative

The existing three-story building located at 177 Center Street is a mixed-use building with a commercial office use on the first and second floors with an accessory residential unit (ARU) located on the third floor. There is an existing enclosed parking garage on the first floor providing the five existing LDR required parking spaces.

The change of use for this project occurs on the third floor with the existing ARU being revised to a commercial office use. The existing tenant that currently occupies the first & second-floor commercial space will expand their office to also occupy the third floor.

Dimensional Standards:

No changes are being made to the floor area or any other dimensional standards. According to the existing drawing records from 2020, the third floor has an existing habitable floor area of 2,126.3sf. This floor area has been used in calculating the parking and housing mitigation requirements shown below.

Parking:

Existing Parking:

(existing calc. pulled from Planning Permit Submission – DRC, sheet A2.1 dated 2/5/20)

Existing Office (0.00165 x 2,054 sf)	3.39 spaces
Existing ARU (1.25 x 1DU)	1.25 spaces
	4.64 spaces required: 5 spaces existing

Proposed Parking:

Existing Office (0.00165 x 2,054 sf)	3.39 existing spaces (no change)
Proposed Office (0.00165 x 2,126.3sf)	3.51 spaces
	6.9 spaces req'd: 5 spaces existing, 2 additional spaces required

Two additional spaces will not fit in the existing enclosed parking garage, therefore the additional parking required will be provided off-site through the Town's in-lieu fee program pursuant to the following standards:

1-5 spaces	\$8,500/space
2 spaces req'd	\$17,000 in-lieu fee

Housing Mitigation:

Based on our findings, no workforce housing units have been previously calculated or applied to this property. The second-floor offices and third floor ARU were permitted and built in 2010 prior to the Town of Jackson adopting the Affordable Workforce Housing Standards. During the alterations in 2018, there was no change to the building's use.

Please see attached and below for the affordable workforce housing units required for the proposed development. Seeing as this is less than one unit, the building owner has elected to pay the fee-in-lieu.

Existing ARU (2,126.3 sf)	Exempt
Proposed Office (2,126.3 sf)	.000247 x SF
<u>Affordable Workforce Housing Units Required:</u>	.525
Fee-in-lieu amount	\$142,650.64

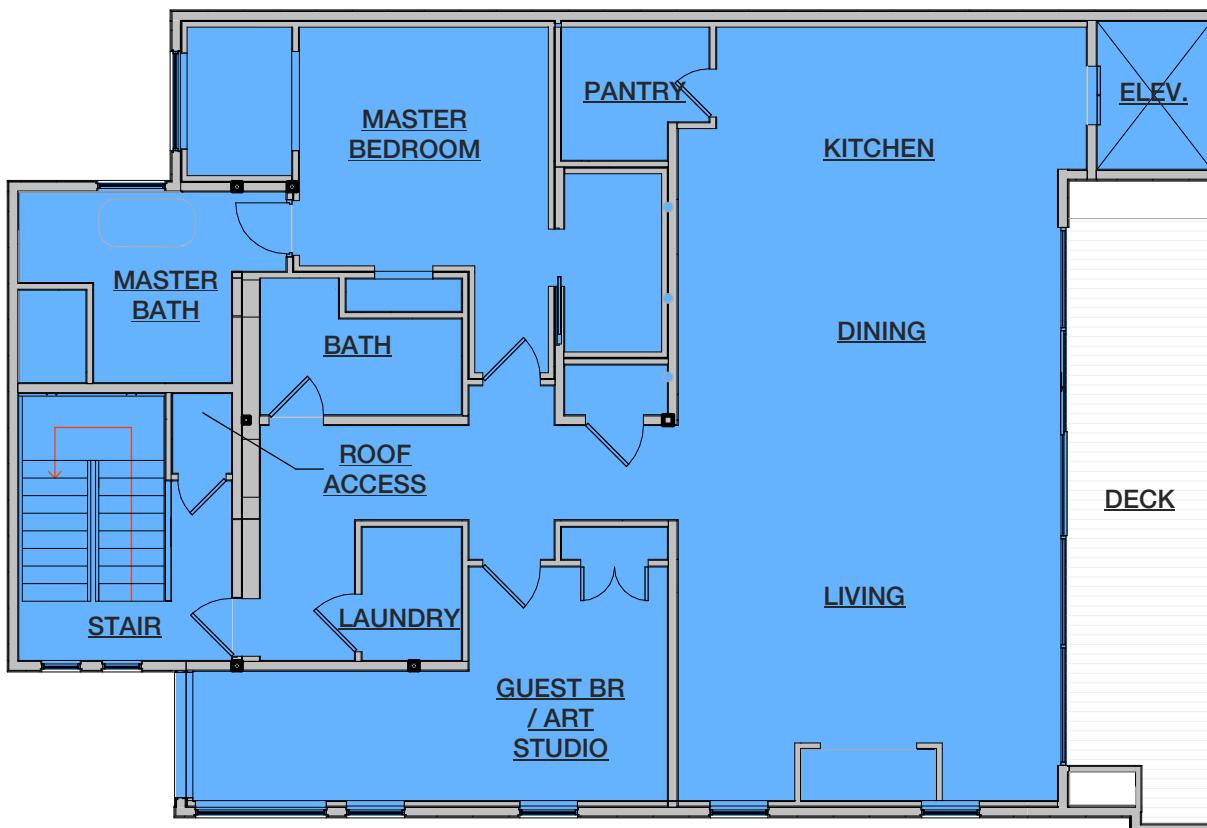
Accessory Residential Unit:

The following condition that was documented during the Town of Jackson's review of the "Minor Development Amendment Plan" in 2010, is no longer applicable as the plat was vacated in 2022 to its original designation as a single lot that is no longer condominiumized. For that reason, the existing ARU is allowed to be revised to a commercial office use per the LDR's.

"Any future condominium plat shall keep the ARU intact and shall not separate it from a nonresidential condominium unit in the building." – Town of Jackson, Project Review, dated 11/29/2010.

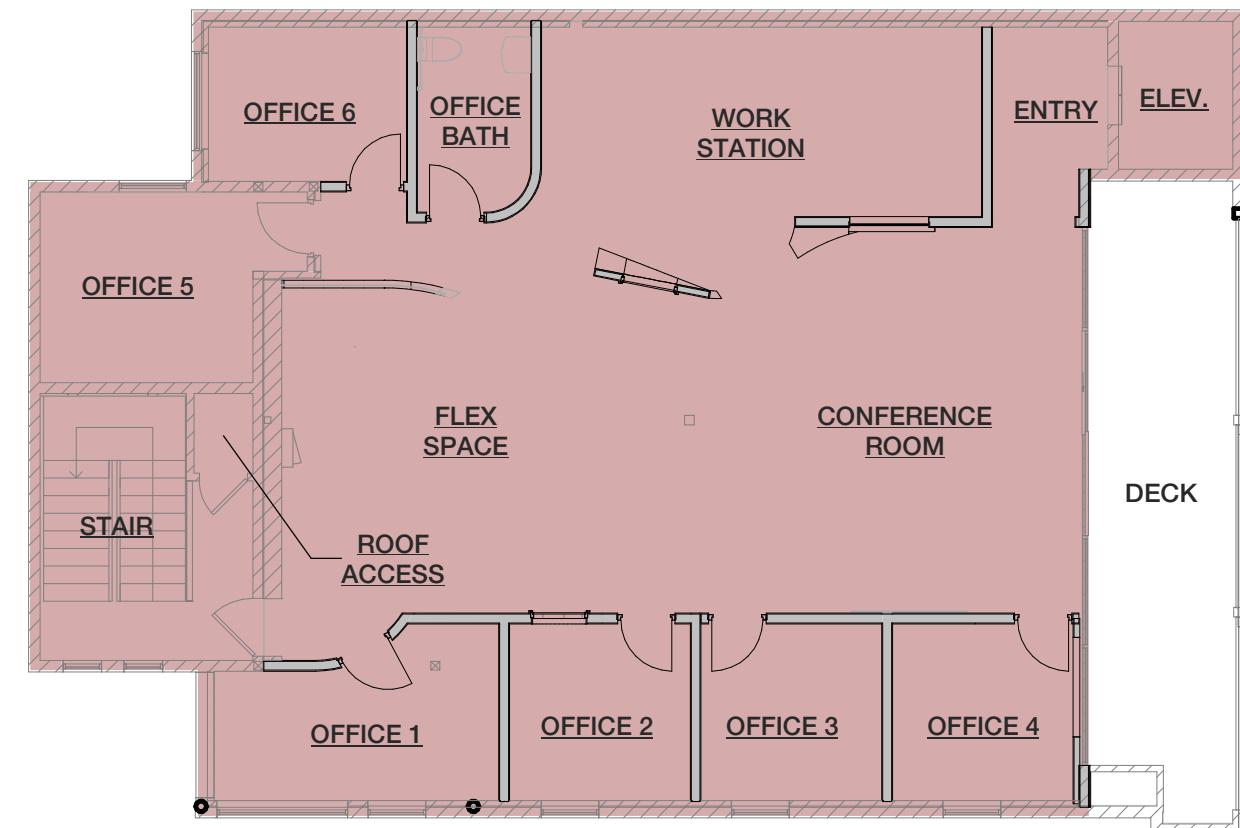
OCCUPANCY USE KEY:	
 ACCESSORY RESIDENTIAL UNIT (ARU)	
 COMMERCIAL - OFFICE	

PROJECT	DATE	DRAWING TITLE	ARCHITECT
SK1	09/11/2024	CHANGE OF USE - PLANS	GYDE ARCHITECTS P.O. Box 4735 JACKSON, WYOMING 83001



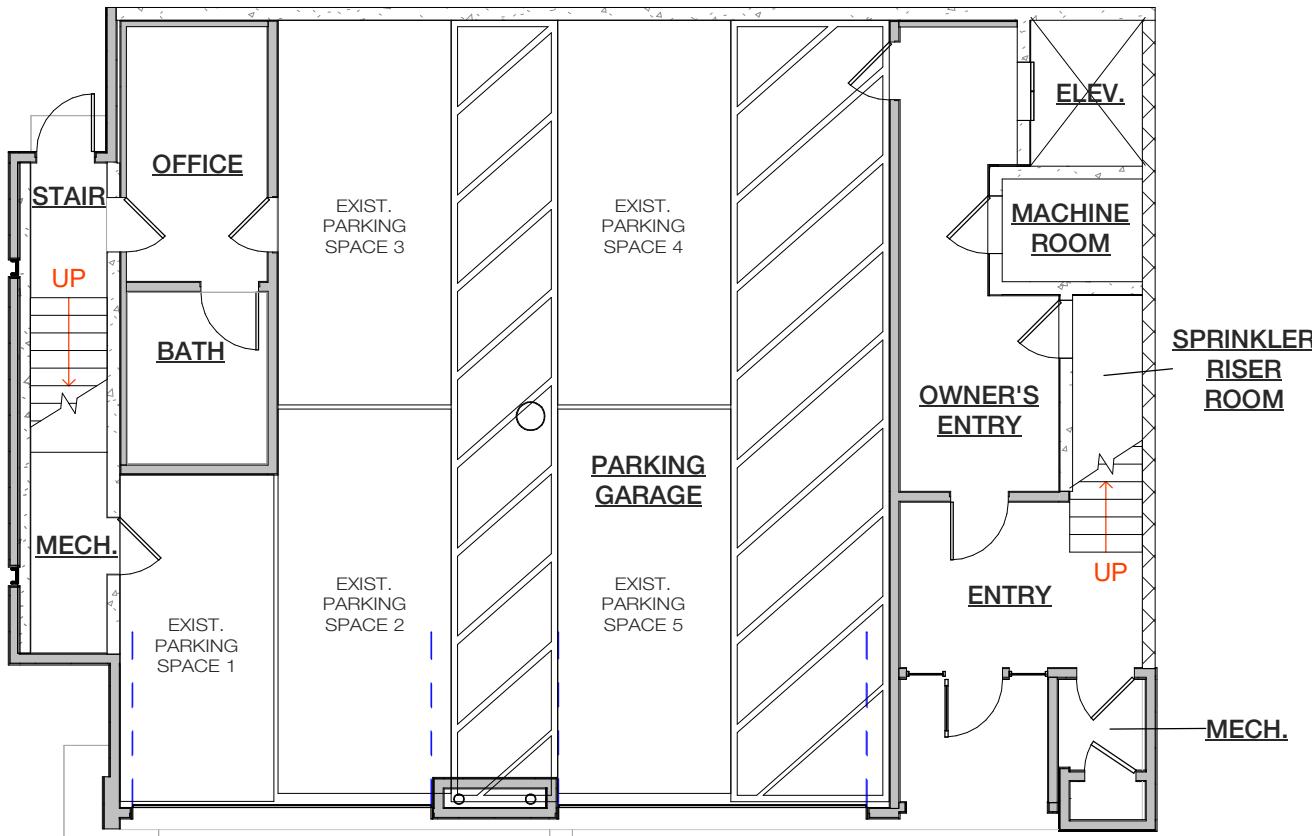
1 THIRD FLOOR - EXISTING OCCUPANCY PLAN
1" = 10'-0"

OCCUPANCY USE CALC:
RESIDENTIAL - 2,126 SF

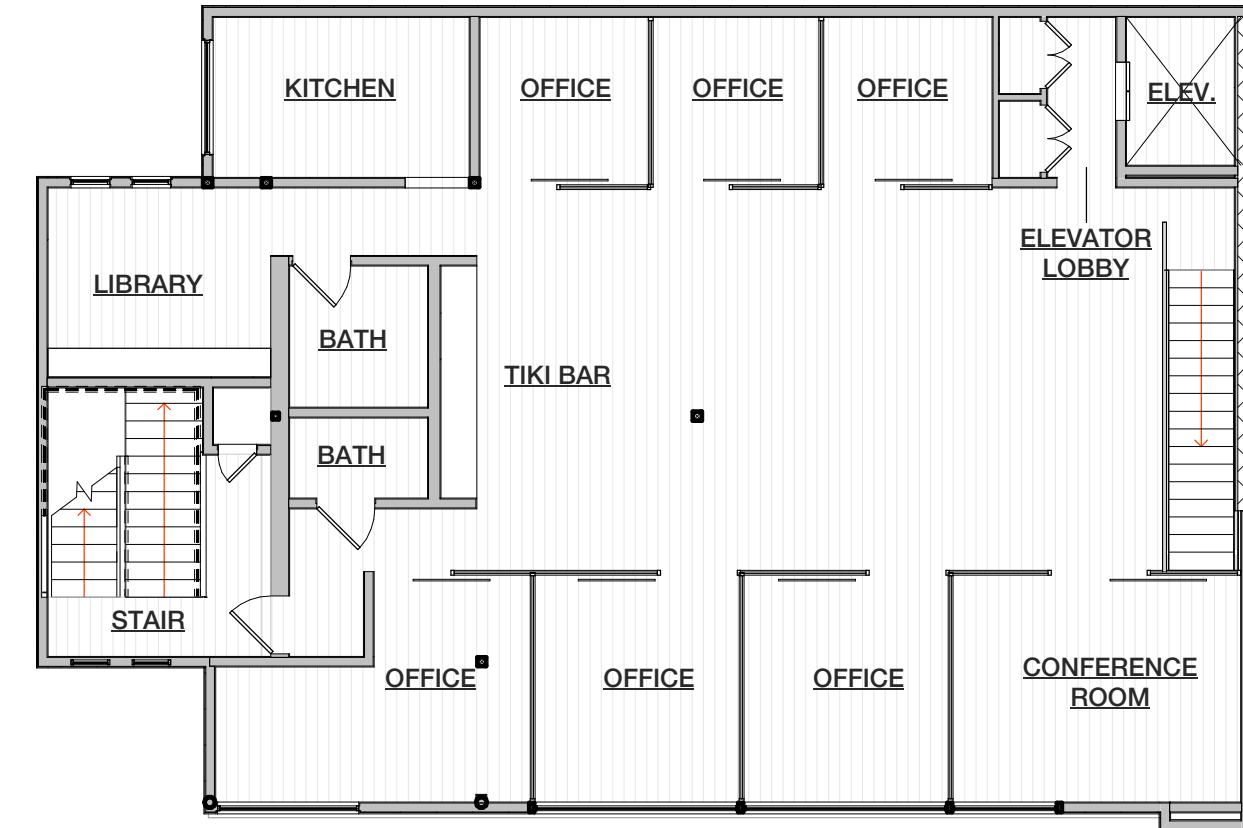


2 THIRD FLOOR - PROPOSED OCCUPANCY PLAN
1" = 10'-0"

OCCUPANCY USE CALC:
COMMERCIAL - 2,126 sf



2 FIRST FLOOR - EXISTING PLAN
1" = 10'-0"



1 SECOND FLOOR - EXISTING PLAN
1" = 10'-0"

PROJECT	DATE	DRAWING TITLE
SK2	10/01/2024	EXISTING PLANS
ARCHITECT GYDE ARCHITECTS P.O. Box 4735 JACKSON, WYOMING 83001		

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 in 1955, or has been permitted since 1955. 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
Accessory Residential Unit	exempt	2	2126.3	1	0.00

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		2126.3	1	0.525

Affordable Workforce Housing Required: **0.525 units**

Fee-in-Lieu Amount: **\$ 142,650.64**

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](#).