



# TOWN OF JACKSON

## PLANNING & BUILDING DEPARTMENT

### TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police
- Ecosystem Stewardship

**Joint Town/County**

- Parks & Recreation
- Pathways
- Joint Housing Dept.

**Teton County**

- Planning Division
- Engineer
- Surveyor
- Assessor
- Clerk & Recorder
- Road & Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game & Fish
- DEQ

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- Start
- Jackson Hole Fire/EMS
- Regional Transportation

Date: May 7, 2025	<b>REQUEST:</b>
Item: P25-082	The applicant is submitting a request for a Zoning Compliance Verification (ZCV) for 175 S King Street and 65 E Simpson Avenue, legally known as Lots 9, 10, 11, Block 6, 1 <sup>st</sup> Cache Creek Addition, Plat No. 102.
Planner: Andrew Bowen Phone: 733.0440 ext. 1306 Email: <a href="mailto:abowen@jacksonwy.gov">abowen@jacksonwy.gov</a>	<b>Respective PIDNs:</b> 24-41-16-34-2-06-007 24-41-16-34-2-06-006
Owner: FAT Wyoming, LLC PO Box 2706 Casper, WY 82602	For questions, please call Andrew Bowen at 733-0440, x 1306, or email to the address shown below. Thank you.
Applicant: Cirque Consulting George Putnam PO Box 7775 Jackson, WY 83002	<b>Please respond by: May 28, 2025</b>
For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	

**Respective PIDNs:**

- 24-41-16-34-2-06-007
- 24-41-16-34-2-06-006



**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: 175 S. King & 65 E. Simpson ZCV  
Physical Address: 175 S. King St. & 65 E. Simpson Ave., Jackson WY  
Lot, Subdivision: Lots 9, 10, 11, Block 6, 1st Cache Creek Addition, Plat No. 102 PIDN: 24-41-16-34-2-06-007  
24-41-16-34-2-06-006

**PROPERTY OWNER.**

Name: FAT Wyoming, LLC Phone: \_\_\_\_\_  
Mailing Address: PO Box 2706 Casper WY ZIP: 82602  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: Cirque Consulting, LLC, George Putnam Phone: 307-413-5424  
Mailing Address: PO Box 7775 Jackson, WY ZIP: 83002  
E-mail: gputnam@cirqueconsulting.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)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> 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.

**George Putnam**

Digitally signed by George Putnam  
Date: 2025.05.06 16:04:04 -06'00'

Signature of Property Owner or Authorized Applicant/Agent

**George Putnam, Cirque Consulting, LLC**

Name Printed

**5/6/2025**

Date

**Principal**

Title



PO Box 7775  
Jackson, WY 83002      307-413-5424

**175 S. King St. and 65 E. Simpson Ave.**

**ZCV Request**

**May 6, 2025**

In accordance with Section 8.6.3 of the Town of Jackson Land Development Regulations ("LDRs") please accept the following request that the Planning Department issue a zoning compliance verification (ZCV) to confirm that physical development and uses on the adjacent properties located 175 S. King St. and 65 E. Simpson Ave., Jackson, Wyoming (collectively, the "Property") are in compliance with the LDRs, according to the specific questions below. All permits referenced in this ZCV are located in the Town of Jackson Planning and Building Department's files.

**The Property**

**The two adjacent properties are as follows:**

**175 S. King St.:** (PIDN 22-41-16-34-2-06-007) being Lots 9 & 10, Block 6, First Cache Creek Addition to the Town of Jackson, Plat No. 102 - being 0.34 acres, containing the following structure:

- One approx. 6,780 sf. single story office building with a 2,490 sf. basement per 2018 Building Permit (B18-0066)

**and**

**65 E. Simpson Ave.:** (PIDN 22-41-16-34-2-06-006) being Lot 11, Block 6, First Cache Creek Addition to the Town of Jackson, Plat No. 102 - being 0.17 acres, a largely vacant lot that provides parking and includes encroaching portions of the existing building located on the adjacent 175 S. King property.

The Property consists of multiple lots being used as a single site and was approved under BP04-021. A Covenant Restriction was a condition of approval of the 2004 building addition and is recorded in the Office of the Teton County, Wyoming Clerk on each of the properties (Doc. No. 0621258). The Restrictive Covenant requires Lots 9, 10, 11 to remain under single ownership so long as the building encroachment exists, or if the LDRs are revised to otherwise allow the encroachment.

This ZCV relates to a planned change in use of the Property from its current Office use to an Institutional use as defined in Section 6.1.8 of the LDRs. The Institutional use will be a private middle school for students in grades 6 through 8. Current plans for the school include a first-year enrollment of approximately 45 students, with plans to eventually grow to a maximum enrollment of approximately 90 students. Student parking is not required given that none of the students are of driving age. The proposed student-teacher ratio for the school is approximately 6:1 such that at



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maximum capacity there would be approximately 15 teachers and 3 administrative staff. For the purposes of parking calculations as set forth below, the school has planned for 5 shared visitor/drop-off and pick-up spaces, as well as the two (2) ADA spaces already designated on site.

**ZCV Request - Please Confirm the Following Statements are Correct and/or Respond to the Following Questions**

1. The Property is zoned Commercial Residential -1 (CR-1).
2. The Property is not within any of the following zoning overlays recognized under the LDRs: the Lodging Overlay, the Scenic Resources Overlay, or the Natural Resources Overlay.
3. With respect to the LDRs applicable to the Property, S. King Street is considered the "primary street", and E. Simpson Ave. is considered the "secondary street".
4. Immediately prior to the rezoning that caused the Property to be zoned CR-1, the Property was zoned: Office Professional-2 (OP-2).
5. At the time BP04-021 was approved, the Property was zoned: Office Professional (OP).
6. The existing 6,780 sf. office building on the Property is legally conforming physical development or is considered legally non-conforming with respect to all physical development standards under LDR Section 2.2.11.B.
7. The existing 6,780 sf. office building on the Property constitutes a legally conforming use according to the LDRs and there is no maximum scale of commercial use (single building size) in the CR-1 zone.
8. That Education is an Institutional Use (as defined in LDR section 6.1.8) allowed by-right on the Property with the issuance of a Basic Use Permit, and there is no maximum scale of Education use (single building size) in the CR-1 zone.
9. That other than the requirement for a Basic Use Permit and that an education use comply with the relevant provisions of the Wyoming Statutes (LDR 6.1.8.2.a) there are no other requirements in the LDRs specific to a private school on the Property serving students grades 6 though 8 on the Property.
10. That an interior renovation of the current building on the Property will not trigger a requirement that any non-conforming physical development (if determined to exist per #6 above) to be brought into compliance with all current, applicable standards of the LDRs.
11. That cumulative expansion of floor area to the current building exceeding 20% of current total floor area will cause any building related non-conforming physical development (if determined to exist per #6 above) to be brought to be brought into compliance with all applicable standards of the LDRs, other than as specifically excepted under LDR Section 1.9.2.B.3.d relating to Bulk and Form Standards.
12. Please confirm the maximum allowed floor area on the Property is as follows:



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- a. The maximum allowed floor area on the Property if developed as a single site is: 14,440 sf. (.34+.17 ac. =.51 ac. / 43,560 sf. x 0.65 FAR for CR-1 zoning). This maximum floor area does not include basement floor area and could be increased by using the deed restricted housing exemption and/or the workforce housing area bonus subject to the provisions of LDR Section 7.8.3 and 7.8.4.
13. The CR-1 zone does not impose caps on "site development" (as defined in the LDRs) except by virtue of setbacks and the minimum "landscape surface ratio" (LSR) as the same is defined in the LDRs, streetscape standards, and related restrictions.
14. That accessory residential units (ARUs) are allowed by right in the CR-1 zone and there is no maximum number of ARUs allowed except by virtue of LDR standards including, required parking, setbacks, LSR, and Floor Area where not specifically exempt.
15. Notwithstanding Building Code compliance, if the existing 2,490 sf. of basement space is used for Institutional Use, please confirm whether the basement floor area would be subject to use standards under Division 6.2 Parking and Division 6.3 Affordable Housing.
16. With respect to Parking Calculations, please confirm each of the following:
  - a. According to Building Permit B18-0066 there are 20 off-street parking spaces existing on-site, with two (2) of those spaces designated as ADA compliant.
  - b. The Property is conforming with respect to required off-street parking for current office use, and that existing off-street parking, drive aisles, and ADA spaces are either considered conforming or non-conforming physical development.
  - c. Pursuant to LDR Section 2.2.12.E.1, the seven (7) on-street parking spaces located adjacent to the Property on S. King St. and E. Simpson Ave. can be counted toward required parking for the Property.
  - d. If existing off-street parking is determined to be "non-conforming physical development", it can remain if the use of the building is changed and/or additional floor area is developed in accordance with the standards of LDR Section 1.9.2.B.5
  - e. Pursuant to LDR Section 6.2.2.A.2. a change of use on the Property from Office Use to Institutional Use would only require additional parking spaces to be provided equal to the difference between the parking requirement of the existing use and the proposed use regardless of the number of existing parking spaces provided on the site even if that number is less than the overall parking requirement for the new use. (By way of example only, if a current use has a parking requirement of 12 spaces and a proposed new use has a parking



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requirement of 16 spaces where the site has 10 existing spaces – the new use would need to only provide 14 spaces.)

- f. An Institutional Use for a middle school would require an independent calculation for required parking
- g. The rationale for the independent calculation should be based on reasonable, anticipated parking demands for the Property which would include: the number of teachers/staff; the need to accommodate visitors and daily pick-up/drop-off of students; and ADA requirements.
- h. Given an estimated maximum student capacity of 90 students in grades 6-8, a student to teacher ratio of approximately 6:1, 3 administrative staff, 5 shared visitor and drop-off/pick-up spaces, and 2 ADA compliant space, this equates to 25 potential parking spaces and is less than the 27 total parking spaces available to the Property.

17. Additional Parking and Transportation-Related Questions, please confirm:

- a. That the off-street parking lot on the 65 E. Simpson property (accessed from E. Simpson Ave.) and the rear alley (accessed from S. King St.), could be used for student drop-off/pick-up.
- b. That the Town of Jackson, at an owner's request, may designate certain portions of curb within adjacent town rights-of way as "Loading Zone" (occupancy not to exceed 5 minutes), or "Fifteen Minute Zone" (occupancy not to exceed 15 minutes), or "Thirty Minute Zone" (occupancy not to exceed 30 minutes) in the event that additional drop-off and pick-up spaces are deemed necessary or the alley/off-street parking lot area cannot be used as set forth above.
- c. That a change of use from Commercial/Office to Institutional/School or expansion of use to include the current 2,470 sf. basement will not require the installation of Electric Vehicle Supply Equipment (EVSE) in compliance with LDR Section 6.2.2. F on the property.
- d. That a change of use from Commercial/Office to Institutional/School or expansion of use to include the current 2,470 sf. basement will not require the installation of Bicycle Parking in compliance with LDR Section 6.2.2. D on the property.
- e. Does the Property have any recognized existing parking credits either associated with historic uses or through the Town parking fee-in-lieu program?

18. With respect to Affordable Workforce Housing requirements, please confirm:

- a. The recognized use for the Property with the highest affordable workforce housing requirement.



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- b. The existing office use is conforming with respect to affordable workforce housing mitigation requirements.
- c. If the use of the building was changed to institutional use for a school, and included use of the 2,490 sf. basement, there is sufficient evidence in the Town Building/Planning records to support that this floor area is considered in "existence" as defined by LDR Sec. 6.3.2.A.1. and therefore, no additional amount of affordable workforce housing is required.
- d. If the 2,490 sf. of basement space is not found to be in "existence", then the most appropriate independent calculation for affordable housing considering allowances per LDR Section 6.3.3.B.2 & B.3 would be based on an analysis of the reasonably expected number of staff and facilities floor area required for a middle school based on a student-teacher ratio of approximately 6:1.

19. The Lots comprising the subject property Lots 9, 10, 11, Plat No. 102, are legally subdivided Lots and have not been formally combined through a plat vacation process and may be conveyed without needing to submit for or obtain any exempt land division approval or subdivision plat from the Town of Jackson.

20. The Town of Jackson does not have any open enforcement actions or any open investigations in relation to the Property and its compliance with the LDRs.

21. The Property does not have any unperformed construction, demolition or landscaping obligations as they relate to the Town of Jackson.



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**175 S. King St. and 65 E. Simpson Ave.**

**ZCV Request**

**Property Exhibit Map**

**175 S. King St.: (PIDN 22-41-16-34-2-06-007)**

**65 E. Simpson Ave.: (PIDN 22-41-16-34-2-06-006)**





150 E Pearl Avenue  
 PO Box 1687, Jackson, WY 83001  
 P: (307)733-3932 F: (307)739-0919  
 www.jacksonwy.gov

Date: May 5 2025

## LETTER OF AUTHORIZATION

### NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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: Richard J. Bratton, Managing member

Being duly sworn, deposes and says that FAT Wyoming, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 175 S. King Street and 65 E. Simpson Street, Jackson, WY 83001

Legal Description: Lots 9 & 10, Block 6, First Cache Creek Addition to the Town of Jackson, Plat No. 102 and Lot 11, Block 6, First Cache Creek Addition to the Town of Jackson, Plat No. 102

Please attach additional sheet for additional addresses and legal descriptions

George Putnam of Cirque Consulting

And, that the person named as follows: Name of Applicant/Authorized Representative: George Putnam

Mailing address of Applicant/Authorized Representative: P.O. Box 7775, Jackson, WY 83002

Email address of Applicant/Authorized Representative: gputnam@cirqueconsulting.com

Phone Number of Applicant/Authorized Representative: 307-413-5424

Is authorized to act as property owner's representative 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       Other (describe) Submit ZCV to Town of Jackson

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

Managing Member

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

STATE OF Montana )

)

) SS.

COUNTY OF Gallatin )

)

The foregoing instrument was acknowledged before me by Richard J. Bratton this 5<sup>th</sup> day of April May, 2025. WITNESS my hand and official seal.

Finch  
 Notary Public

My commission expires:

