



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: September 25, 2025	REQUEST:
Item: P25-168 & P25-169	The applicant is submitting a request for two Administrative Adjustments to 1) reduce the overall site parking requirement from 5 to 4, and 2) reduce the street setback for an Accessory Residential Unit from 30' to 19'-8" at the property located at 845 Cache Creek Drive
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: tvalentine@jacksonwy.gov	PIDNs: 22-41-16-34-1-27-005
Owner 845 Cache, LLC 970 W. Broadway Ave, Suite E Jackson, WY 83001	For questions, please call Tyler Valentine at 733-0440, x 1305, or email to the address shown below. Thank you.
Applicant Cornelius Kinsey PO Box 12258 Jackson, WY 83002	Please respond by: October 16, 2025
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: 845 Cache LLC Admin Adj
Physical Address: 845 Cache Creek Drive, Jackson, WY 83001
Lot, Subdivision: LOT 14, BURNS FERRIN SUBDIVISION PIDN: 22-41-16-34-1-27-005

PROPERTY OWNER.

Name: 845 Cache LLC Phone: 336-406-0910
Mailing Address: 970 W Broadway Ave, Suite E, PMB 210 ZIP: 83001
E-mail: rneill@kw.com

APPLICANT/AGENT.

Name: Cornelius Kinsey Phone: _____
Mailing Address: P.O. Box 12258, Jackson, WY ZIP: 83002
E-mail: kinseycornelius@yahoo.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	Physical Development	Interpretations
<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 type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input checked="" type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<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 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 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


Robert Neill (845 Cache LLC Manager)

Name Printed

8/27/25

Date

Manager/owner

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: 8/28/25

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: Robert Neill

Being duly sworn, deposes and says that 845 Cache LLC is the owner in fee of the premises located at: 845 Cache Creek Drive, Jackson, WY 83001

Address of Premises: 845 Cache Creek Drive, Jackson, WY 83001

Legal Description: Lot 14, Burns Fern Subdivision

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Cornelius Kinsey

Mailing address of Applicant/Authorized Representative: PO Box 12258, Jackson, WY 83008

Email address of Applicant/Authorized Representative: kinsey.cornelius@yahoo.com

Phone Number of Applicant/Authorized Representative: (307) 413-2485

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) Admin Adj.

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

Manager

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 Robert Neill this 28th day of August 2025. WITNESS my hand and official seal.

Notary Public

My commission expires: 06/16/2030

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3 September 2025

Tyler Valentine
Town of Jackson Planning Department
150 East Pearl Avenue
Jackson, WY 83001

Mr. Valentine,

The applicant, 845 Cache, LLC is requesting an administrative adjustment for 845 Cache Creek Drive for parking reduction.

BACKGROUND:

The existing building, built in 1939 and 1978, is 1,928 sq. ft. with two separate units. On July 8th, the Town of Jackson Planning Director approved the request to designate the Meadowbrook Lodge Cabins to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (P25-127). 845 Cache is now eligible for and subject to the provision in the Town's historic preservation program, including: Div. 5.9 (Preservation of Historic Properties); Sec. 5.8.1.B (Historic Preservation Design Guidelines); Sec 8.5.8 (Certificate of Appropriateness – Exterior Alterations); and Sec 8.5.9 (Certificate of Appropriateness – Repositioning and Relocation) in the LDRs.

The lot is 43,292.63 sq. ft. or 0.9938 acres and is zoned NL-1. The rear of the property per Teton County GIS, has slopes that are 25 -30%, see exhibit #1 submitted with narrative letter. Per 5.4.1.A in the Jackson LDRs, no physical development shall be permitted on natural slopes in excess of 25 percent. The total area of the slopes is 24,213.85 sq. ft. or 55.93% of the lot is not buildable per the LDRs.

Also, on the rear of the lot, there is a natural spring that flows into a reservoir per the state. The setback from the ditch (spring) is 15' and the reservoir is 50'. Per the State Engineer:

“From what I can tell this was built between 1983 and 1989 based on the county GIS server aerials. As far as my classification goes, it is an impoundment and necessitates a water right. There is no water right in the SEO's system for this 'pond.' I will be contacting the property owner regarding the violations and requesting they fill in the pond or file for a reservoir right for the impoundment. The state statute of concern is W.S. 41-3-301. I am not sure what the Town of Jackson classifies as a pond, but it does meet the SEO's requirements for needing a reservoir right.” A permit for the existing reservoir has been applied for at the WSEQ (Permit number SW3-3632). The area of the reservoir, spring ditch and the required setbacks is 10,613.97 sq. ft. or 23.82% of the lot. See Exhibit #2 in the narrative letter for the hatch pattern of this area.

The existing house due to the Historical preservation cannot be changed or altered. The house has a square footage of 1,928 sq. ft. so that square footage becomes un-buildable as well.

The total un-buildable square footage of the lot:

Slopes	24,213.85 sq. ft.
Reservoir	10,613.97 sq. ft.
Existing house	<u>1,928.00 sq. ft.</u>
Total	36,755.82 sq. ft. or 84.9% of the existing lot.

The property has an existing encroachment agreement with the Town of Jackson to use a portion of the public Right-of-Way for the continued use of Encroaching Improvements which consist of portions of the

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main house, parking, fencing, driveway and a detached storage shed as exhibit “A” laid over exhibit #3 in the narrative letter.

FINDINGS:

1. Complies with the applicability standards of this section:
An administrative Adjustment’s intent is to provide relief when application of a standard creates practical difficulties in advancement of Comprehensive Plan goals or zoning purposes. Per 8.8.2.B.11, Vehicle parking requirement may be adjusted as allowed by subsection 6.2.2.A.1. The required parking for the project is 4.5 spaces, the applicant is requesting to round down to 4 spaces. The existing parking is in an encroachment agreement with the Town of Jackson and has limited space in front of the buildings.
2. Either:
 - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
As explained above in the background of the lot, only 15.1% of the lot is developable, the rest of the lot is covered by steep slopes, reservoir and historic preservation easement. Very few lots in Jackson only have 15.1% and is a burden subjected to this lot. There is very little space on the lot to place this parking spot.
 - b. Better protects natural, scenic, or historic resources, or
As explained above in the background, the existing building was Meadowbrook Lodge Cabins to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (P25-127). The historic cabin will be protected adding to the historic fabric of the town.
 - c. Better supports the purposes of the zone;
3. Is consistent with the purposes and organization of the LDRs;
The LDR’s intent for is to provide financial incentives and regulatory flexibility to avoid the demolition of historical properties and to encourage context-sensitive reinvestment in and redevelopment of historic properties. Per 5.9.6.C.2.b, the Planning Director may approve an Administrative Adjustment to provide additional flexibility for parking.
4. Will not pose a danger to the public health or safety; and
Reducing the required parking by rounding down a half a parking space will not affect public health or safety.
5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this section.
This Administrative Adjustment is the only request to reduce the required parking for the project. The other Administrative Adjustment will be asking to reduce the street structural setback in another location for a new building.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,

Cornelius Kinsey, AIA NCARB

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3 September 2025

Tyler Valentine
Town of Jackson Planning Department
150 East Pearl Avenue
Jackson, WY 83001

Mr. Valentine,

The applicant, 845 Cache, LLC is requesting an administrative adjustment for 845 Cache Creek Drive for structural street setback.

BACKGROUND:

The existing building, built in 1939 and 1978, is 1,928 sq. ft. with two separate units. On July 8th, the Town of Jackson Planning Director approved the request to designate the Meadowbrook Lodge Cabins to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (P25-127). 845 Cache is now eligible for and subject to the provision in the Town's historic preservation program, including: Div. 5.9 (Preservation of Historic Properties); Sec. 5.8.1.B (Historic Preservation Design Guidelines); Sec 8.5.8 (Certificate of Appropriateness – Exterior Alterations); and Sec 8.5.9 (Certificate of Appropriateness – Repositioning and Relocation) in the LDRs.

The lot is 43,292.63 sq. ft. or 0.9938 acres and is zoned NL-1. The rear of the property per Teton County GIS, has slopes that are 25 -30%, see exhibit #1 submitted with narrative letter. Per 5.4.1.A in the Jackson LDRs, no physical development shall be permitted on natural slopes in excess of 25 percent. The total area of the slopes is 24,213.85 sq. ft. or 55.93% of the lot is not buildable per the LDRs.

Also, on the rear of the lot, there is a natural spring that flows into a reservoir per the state. The setback from the ditch (spring) is 15' and the reservoir is 50'. Per the State Engineer:

“From what I can tell this was built between 1983 and 1989 based on the county GIS server aerials. As far as my classification goes, it is an impoundment and necessitates a water right. There is no water right in the SEO's system for this 'pond.' I will be contacting the property owner regarding the violations and requesting they fill in the pond or file for a reservoir right for the impoundment. The state statute of concern is W.S. 41-3-301. I am not sure what the Town of Jackson classifies as a pond, but it does meet the SEO's requirements for needing a reservoir right.” A permit for the existing reservoir has been applied for at the WSEQ (Permit number SW3-3632). The area of the reservoir, spring ditch and the required setbacks is 10,613.97 sq. ft. or 23.82% of the lot. See Exhibit #2 in the narrative letter for the hatch pattern of this area.

The existing house due to the Historical preservation cannot be changed or altered. The house has a square footage of 1,928 sq. ft. so that square footage becomes un-buildable as well.

The total un-buildable square footage of the lot:

Slopes	24,213.85 sq. ft.
Reservoir	10,613.97 sq. ft.
Existing house	<u>1,928.00 sq. ft.</u>
Total	36,755.82 sq. ft. or 84.9% of the existing lot.

The property has an existing encroachment agreement with the Town of Jackson to use a portion of the public Right-of-Way for the continued use of Encroaching Improvements which consist of portions of the

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main house, parking, fencing, driveway and a detached storage shed as exhibit “A” laid over exhibit #3 in the narrative letter.

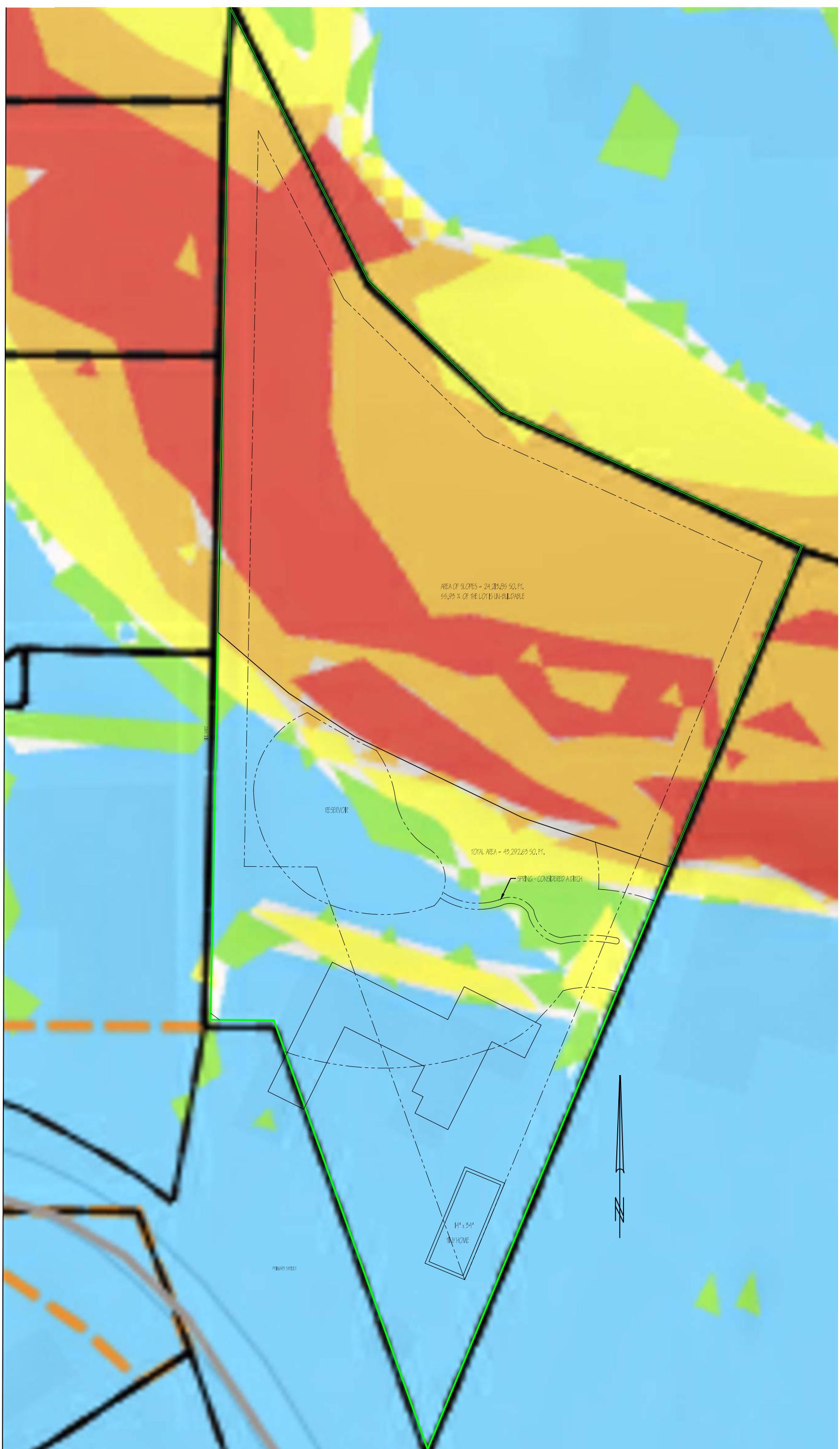
FINDINGS:

1. Complies with the applicability standards of this section:
An administrative Adjustment’s intent is to provide relief when application of a standard creates practical difficulties in advancement of Comprehensive Plan goals or zoning purposes. Per 8.8.2.B.3, Structural setbacks requirement may be adjusted for a property listed on the Jackson Historic Register site development set development setbacks may be adjusted as provided in subsection 5.9.6.C.2.a.
2. Either:
 - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
As explained above in the background of the lot, only 15.1% of the lot is developable, the rest of the lot is covered by steep slopes, reservoir and historic preservation easement. Very few lots in Jackson only have 15.1% and is a burden subjected to this lot. There is very little space on the lot to place any new development for the tiny home.
 - b. Better protects natural, scenic, or historic resources, or
As explained above in the background, the existing building was Meadowbrook Lodge Cabins to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (P25-127). The historic cabin will be protected adding to the historic fabric of the town.
 - c. Better supports the purposes of the zone;
3. Is consistent with the purposes and organization of the LDRs;
The LDR’s intent for is to provide financial incentives and regulatory flexibility to avoid the demolition of historical properties and to encourage context-sensitive reinvestment in and redevelopment of historic properties. Per 5.9.6.C.2.a, the Planning Director may approve an Administrative Adjustment to reduce the structural setbacks. The applicant is asking for the structural street setback to be reduced from 30'-0" to 19'-8" at the location of the tiny home. With the existing encroachment agreement for the front of the property and the existing location from street, the new structure would still be 42' -8" from the existing street, satisfying the intent of the LRDs. See exhibit #3 in the narrative letter for the new dimensions off the property for the tiny home. Also, by moving the new building to the side of the existing historical structure, the intent of the LDR’s is to preserve and allow the historic building to be seen from the road. The LDR’s intent is to add to the historical fabric of the town.
4. Will not pose a danger to the public health or safety; and
Reducing the structural setback from the street will not be a danger to the public health or safety because the new structural will be 43' -8" from the road, which is greater than the intent of the LDRs of 30'-0" structural setback.
5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this section.
This Administrative Adjustment is the only request to reduce the street structural setback for the new building. The other Administrative Adjustment will be asking to reduce in the required parking requirement.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,

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Cornelius Kinsey, AIA NCARB



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EXHIBIT #1 - SLOPES

SCALE: 1" = 30' - 0"

KINSEY, LLC



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EXHIBIT #2- RESERVOIR

SCALE: 1" = 30' -0"

KINSEY, LLC

EXHIBIT A

ENCROACHMENT AGREEMENT

2
EDITION
LNG
1135

0 THE
CKSON
13.
-199

E
W

OT 303
THIRD ADDITION

S 80°11'36" E

20.05'

N 105°25'27" E

20.00'

N 85°10'39" E

128.61'

S 22°30'12" W

10.05'

HOUSE

5' 6" 43'-17" 148'-11"

LOT 14
BURNS FERRIN
SUBMISSION
PLAT NO. 401

SHED

ENCROACHMENT
EASEMENT AREA
0.094 AC.

LOT 15
BURNS FERRIN
SUBMISSION

STREET
SETBACK

10'-0"

19'-8 3/8"

42'-8 3/8"

From: [Katelyn Page](#)
To: [Tycen Birch](#)
Cc: [Maximilian Beatty](#); [Tom Evans RE](#); [Andrew Bowen](#); [Mary Tippetts](#)
Subject: RE: 845 Cache Creek Drive
Date: Friday, June 6, 2025 9:12:10 AM
Attachments: [image001.png](#)
[TC Report 6 June 2016.pdf](#)
[845 Cache Easement.pdf](#)
[P22-084 - ZCV - 845 Cache Creek Dr..pdf](#)

Hi Tycen,
See responses **below in red**.

From: Tycen Birch <tycen.birch@jhsir.com>
Sent: Saturday, May 31, 2025 11:13 AM
To: Town of Jackson Planning Department <planning@jacksonwy.gov>
Cc: Maximilian Beatty <maximilianseanbeatty@gmail.com>; Tom Evans RE <tomevansre@jhsir.com>
Subject: 845 Cache Creek Drive

Hi Planner of the Day,

Hoping to get clarity on a few questions below regarding the property located at 845 Cache Creek Drive. **PIDN 22-41-16-34-1-27-00**.

1. Would a detached ARU still be allowable despite the fact that there is already an attached ARU on the property? **A maximum of one ARU per lot is permitted in the NL-1 zone. Please reference LDR Sec. 2.2.2.C.1 and ZCV response P22-084. As staff determined one ARU existing that is legally nonconforming the property has hit that “max” and cannot have another ARU.**
2. Would improvements to the existing structure or the addition of new structures void the encroachment agreement? **This constitutes analysis of a legal doc/contract that I am unable to weigh in on.**
3. We understand there is an encroachment on the property with the TOJ. Is there a reason the City did not relinquish this portion of the property? Would they sell it to clean up the parcel? **I cannot speak for Town/Council or the reasoning behind that type of decision.**
4. Would be interested in adding a garage / ARU structure in the location boxed in red. **Not possible as (1) that boxed location is not fully on the property and (2) it also does not appear to meet all required setbacks for accessory structures (see Sec. 2.2.2.B). Also curious what is allowable on the hillside. See Hillside reg LDR Sec. 5.4.1. Is there a diagram that shows the building envelope? No.**
5. Any other info you can share on how the encroachment affects future development would be helpful. **See attached Zoning Compliance Verification (P22-**

084), easement doc, and Council report dated 6.6.2016.



Thanks,

Tycen Birch
Creative Director | Sales Associate

Jackson Hole Sotheby's Intl Real Estate
185 W Broadway, Jackson, WY 83001
M: 307.284.7055
<https://tomevansrealestate.com/>