



# 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: January 15, 2026	<b>REQUESTS:</b>  The Applicant is submitting a request for a ZCV for the property located at 150 W Kelly Avenue, legally known as Lot 1-6, Blk 4, Karns-3.  PIDN: 22-41-16-33-1-30-001  For questions, please call Andrew Bowen at 307-733-0440 x1306, or email <a href="mailto:abowen@jacksonwy.gov">abowen@jacksonwy.gov</a> . Thank you.
Item #: P26-006	
Planner: Andrew Bowen	
Phone: 733-0440 ext. 1306	
Email: <a href="mailto:abowen@jacksonwy.gov">abowen@jacksonwy.gov</a>	
<b>Owner:</b> Wind River Partners, LLC PO Box 6754 Jackson, WY 83002	
<b>Applicant:</b> Conner Martin Marquis Group 4445 Buena Vista Street Dallas, TX 75205 <a href="mailto:cmartin@marquisgroup.net">cmartin@marquisgroup.net</a>	

**RESPONSE:** by February 15, 2026 with Comments.

For Departments not using SmartGov, please send responses via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**

**Planning & Building Department**

150 East Pearl Ave. ph: (307) 733-0440  
P.O. Box 1687 www.jacksonwy.com  
Jackson, WY 83001

APPLICABILITY. This application should be used when applying for an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov). Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

**PROJECT**

Name/Description: 150 W Kelly

Physical Address: 150 W Kelly Ave, Jackson WY 83001

Lot, Subdivision: 1-6

PIDN:

**PROPERTY OWNER**

Name: WIND RIVER PARTNERS, LLC

Phone:

Mailing Address: PO BOX 6754, JACKSON, WY 83002-6754

Email:

**APPLICANT/AUTHORIZED REPRESENTATIVE**

Name, Agency: Conner Martin

Phone: 940-782-7451

Mailing Address: 4445 Buena Vista Street Dallas, Texas 75205

Email: [cmartin@marquisgroup.net](mailto:cmartin@marquisgroup.net)

**DESIGNATED PRIMARY CONTACT**

☐

Property Owner

☒

Applicant/Authorized Representative

**TYPE OF APPLICATION:** Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

**Use Permit**

☐

Basic Use

☐

Conditional Use

☐

Special Use

**Physical Development**

☐

Sketch Plan

☐

Development Plan

**Interpretations**

☐

Formal Interpretation

☒

Zoning Compliance Verification

Other:

**Relief from the LDRs**

☐

Administrative Adjustment

☐

Variance

☐

Beneficial Use Determination

**Subdivision/Development Option**

☐

Subdivision Plat

☐

Boundary Adjustment

☐

Development Option Plan

**Amendments to the LDRs**

☐

LDR Text Amendment

☐

Map Amendment

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

**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. Submit via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov).

**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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

**Narrative Project Description.** Attach a narrative description of the project.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

**Pre-Submittal Steps (if required).** Submit all required pre-submittal steps with application.

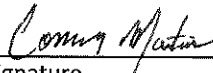
Pre-Application Conference #:

**Note:** Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

**Application Fee.** The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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.

  
\_\_\_\_\_  
Signature  
Conner Martin  
\_\_\_\_\_  
Name Printed

1/14/2026  
\_\_\_\_\_  
Date  
Development Manager  
\_\_\_\_\_  
Title

January 14, 2026

Town of Jackson Planning Staff  
Town of Jackson Planning and Building Department  
Submitted via email: [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

**RE: Zoning Compliance Verification Request to Determine Development Allowances**

Dear Planning Staff,

Pursuant to LDR Section 8.6.3, I am submitting a request for a Zoning Compliance Verification (ZCV) for the property located at 150 W. Kelly, specifically Lots 1 – 6, Block 4, Karns-3 (Plat No. 130). The subject property is adjacent to West Kelly Avenue on the north, South Millward Street on the west, South Glenwood Street to the east, and an alley to the south, highlighted below as PIDN: 22-41-16-33-1-30-001.



The subject property is a 1.03-acre of land consisting of six individually platted lots, currently developed with what appear to be 12 manufactured homes. The property is zoned NH-1, within the Town Residential Core Comp Plan District 3, in Subarea 3.2, Core Residential, a Transitional Subarea, where redevelopment, revitalization and reinvestment are highly desired. Multifamily structures will be predominantly found on larger residential lots. The size and scale of multifamily structures will be predominantly two stories with three stories considered in specific cases with proper design. The density and intensity found in areas containing multifamily structures may be greater than what is generally allowable in other areas.

Requested statements to be verified under this ZCV:

1. Pursuant to the information provided above, please confirm that the subject property consists of 6 individually platted lots that have not been vacated per Plat No. 130, and may be developed as a single property or may be developed as 6 individual lots.
2. Please confirm that Residential Frontage requirements per LDR Sec. 2.2.1 include the following:
  - a. Minimum story height of 9' and ground floor elevation min-max of 0' to 5';
  - b. Transparency (glazing) is limited to 20% on any story facing any primary or secondary street;
  - c. Maximum blank wall area on any primary street is 35' and 50' on any secondary street;
  - d. Entrances must face primary street for each ground floor unit. Please provide clarification if this applies only to units facing a primary street and if the entrance faces a secondary street then an entrance along the primary street is not required. Or, if the structure is located on the corner of a primary and secondary street, clarify if an entrance along the primary street is required regardless of the orientation of the unit, and if this entrance may be a secondary entrance along the primary street frontage.
3. Please confirm the following setbacks, their applicability, and from which street the setbacks are taken:
  - a. Primary Building:
    - i. Primary Street setback taken from Kelly Ave is 20';
    - ii. Secondary Street setbacks taken from Millward and Glenwood are 10';
    - iii. Side interior setbacks are 10', but are not applicable if the entire site is developed as a whole;
    - iv. Rear setback is 10' along the alley.
  - b. Accessory Structures:
    - i. Primary Street (Kelly) is 30';
    - ii. Secondary Street (Millward & Glenwood) is 10';
    - iii. Side interior setbacks are 10', but are not applicable if the entire site is developed as a whole;
    - iv. Rear alley setback is 10'.
  - c. Site Development, excluding driveways, sidewalks, and parking:
    - i. Primary/secondary street (Kelly/Millward/Glenwood) is the same as the primary building listed above in statement 2.a;
    - ii. Side interior and rear (alley) is 5', and that side interior setbacks are not applicable if the entire site is developed as a whole
4. Please confirm a landscape surface ratio (LSR) of 0.21, or 9,422 square feet, is required if the site is developed as a whole with attached dwellings. Please confirm that an LSR of 0.21 or 1,575 square feet is required if the site is developed lot by lot with attached dwellings. Please confirm that 70% of the 0.21 LSR requirement (6,595.4 square feet for the entire site or 1,102.5 square feet per lot) is required to be provided in the front 1/3 of the lot or site, which is along Kelly Avenue).

5. Please confirm the following plant unit requirements:
  - a. If each lot is developed individually with up to 3 residential units 1 plant unit is required per lot.
  - b. If the site is developed as a whole, 6 plant units of landscaping is required (1 per lot), plus 1 plant unit per 12 parking spaces.
6. Please confirm that access to the subject property may be taken from Kelly, Millward, Glenwood or the alley, or any combination thereof, with a maximum curb cut of 20' per 100' of lot frontage, and that the actual driveway width may widen beyond the curb cut to greater than 20' to provide for on-site parking or to permit a shared driveway to a duplex unit with 2 separate garages, for example.
7. Please confirm parking setbacks are as follows:
  - a. Along Kelly, Millward, Glenwood (primary and secondary streets), and the alley, the setback is 0';
  - b. Side interior setback is 1', but is not applicable if entire site is developed as a whole;
8. Please confirm that the number of required parking spaces per dwelling unit is as follows:
  - a. 1/DU if < 2 bedrooms and < 500 sf;
  - b. Otherwise, 1.5/DU.
9. Please confirm if the minimum density required on the site is 17 or 18 units, and that the following would be required to develop the entire site as a whole at the minimum density or greater:
  - a. Preapplication Conference;
  - b. Design Guidelines
  - c. Sketch Plan;
  - d. Development Plan;
  - e. Building Permits and associated Grading and Erosion Control Permit that may be required depending on thresholds that are met per LDR Sec. 5.7.1.D.4;
  - f. Subdivision Plat for condominiums or townhouse units.
10. Please confirm the following would be required to develop each lot individually over time with a minimum of 3 attached or detached dwelling units per lot, each dwelling unit subdivided separately on each lot, preserving the existing housing stock for as long as possible:
  - a. Development Plan;
  - b. Building Permit and Grading Permit if thresholds are met;
  - c. Subdivision Plat for condominiums or townhouse units.
11. Please confirm the following would be required to develop each lot individually over time with a minimum of 3 attached or detached dwelling units per lot, with no subdivision of units on each lot:
  - a. Building Permit and Grading Permit if thresholds are met.

12. Please confirm that the maximum floor area ratio on the site is 0.40 or 17,946.7 square feet, and that any floor area used for required deed-restricted Affordable housing mitigation is exempt from the FAR calculation.
13. Please confirm that an at-grade garage (conditioned or unconditioned), attached or detached, is exempt from the FAR per the definition of FAR/maximum floor area in LDR Sec. 9.4.6.C.
14. Please confirm the maximum allowed primary building height on the site:
  - a. 2 or more attached units can have up to 2 stories with a maximum height, as follows:
    - i. 26' feet for roof pitch of 3/12 or less
    - ii. 28' feet with roof pitch of 4/12 or 5/12
    - iii. 30' feet with roof pitch of 6/12 or greater
  - b. 3 or more attached units can have up to 3 stories with a maximum height, as follows:
    - i. 35 feet for roof pitch of 3/12 or less
    - ii. 37 feet with roof pitch of 4/12 or 5/12
    - iii. 39 feet with roof pitch of 6/12 or greater
15. Please confirm accessory structures, such as a detached garage, are allowed a maximum height of 14 feet.
16. Please confirm that this site is permitted to utilize the 2:1 workforce housing floor area bonus, but is not permitted additional height allowed by LDR Sec. 2.2.9.E.2 because it is not adjacent to a CR-3 zoned property.
17. Please confirm that the 2:1 workforce housing bonus would allow as many units as could fit on the site within the parameters of setbacks, parking and height, no matter what the total number of units and total FAR is, so long as the unrestricted floor area is not more than double the restricted floor area and is otherwise in conformance with the LDR Sec. 7.8.4 and all other applicable LDRs.
18. Please confirm that Affordable workforce housing mitigation is applicable to all proposed unrestricted units and that the site has 12 existing units that are approximately 1,200 square feet each, which would provide a workforce housing credit of 0.327.
19. Please confirm if an exaction fee in-lieu would be required to develop either the entire site or each individual lot at the minimum required density. Please confirm, if exactions are required, that credit would be received for the existing 12 units.

Thank you for your time and attention to this ZCV request. Feel free to contact me with any questions.

Best Regards,

Conner Martin  
(940)782-7451  
cmartin@marquisgroup.net