



# 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: December 4, 2019

Item #: P19-275

Planner: Paul Anthony  
Phone: 733-0440 ext. 1303  
Fax: 734-3563  
Email: [panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)

**Owner:**  
Michael Enright  
PO Box 4120  
Jackson, WY 83001

**Applicant:**  
Bill Collings  
PO Box 7441  
Jackson, WY 83002

**Please respond by:** December 17, 2019 (Sufficiency)  
December 24, 2019 (with Comments)

**REQUESTS:**

The applicant is submitting a request for an Administrative Adjustment for the property located at 675 E. Kelly Avenue, legally known as, LOT 2, ENRIGHT TOWNHOMES ADDITION.

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:

[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**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: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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)

**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](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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

\_\_\_\_\_  
Signature of Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

## **LETTER OF AUTHORIZATION**

Michael Enright, "Owner" whose address is: 675 E.  
Kelly Ave, Jackson, WY 83001  
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

more specifically legally described as: Enright Town house  
subdivision, as the owner of property

(If too lengthy, attach description)  
**HEREBY AUTHORIZES** Collins Planning Associates as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

**OWNER:**

**(SIGNATURE) (SIGNATURE OF CO-OWNER)**

Title: Eliz. West

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

STATE OF Wyoming

1

COUNTY OF Tetra

3

The foregoing instrument was acknowledged before me by Michael Enright this 16 day of December 2019

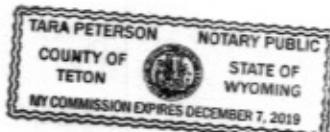
WITNESS my hand and official seal.

WITNESS my hand and official seal.  
  
Sam Peterson  
State of Alaska

(Seal)

(Notary Public)

**My commission expires:**



**ADMINISTRATIVE ADJUSTMENT  
For ARU Parking Reduction  
Enright Townhomes Subdivision**

**Request**

This administrative adjustment would reduce from 1.5 to 1.0 the required parking for an ARU that would be less than 800 square feet in habitable floor area (880 square feet of gross floor area). An existing townhouse will be divided into two dwelling units, each unit will have one bedroom and the same square footage. (see attached building exhibit)

**Location, Property Characteristics**

Enright Townhomes Addition; Lot 1.

The property is zoned NM – 1.

The overall property is developed with two townhouses and a common lot. The existing structure on Lot 1 contained two dwelling units in the past but was consolidated into a single dwelling unit when the townhouse subdivision was approved. If this administrative adjustment is granted, the existing structure will be returned to two dwelling units; one unit will be the principal dwelling and the other unit will be the ARU.

As shown on the attached exhibit, the existing structure consists of two identical sides that are slightly offset. Each dwelling unit will have 440 gross square feet on each of two levels for a total of 880 square feet, however, the upper level has a sloping ceiling and approximately one-third of the floor area (140 sq. ft.) has a ceiling height less than five feet. The ARU also has a stairwell that further reduces the habitable floor area. These two deductions bring the habitable floor area in the ARU to approximately 700 square feet.

The planning department acknowledges a parking plan for the subject property that is in the department's files. This plan (see attached) shows three LDR – compliant parking spaces: one 9' x 18' space on each side of the existing building that is perpendicular to the alley; and a parallel space between them. Existing fencing will be removed to provide ground for the parking. In actuality, residents park behind the building perpendicular to the alley in a space that is 14.7' deep across the 50' wide lot. While the 14.7' depth does not comply with the LDR, there is ample room for traffic to flow unimpeded in the alley. (See attached plat.)

**Findings**

This requested administrative adjustment satisfies the following required findings.

1. Complies with the applicability standards of this Section.

Section 8.8.1.B. 11, Applicability, identifies parking requirements as eligible for an administrative adjustment. Item 11 refers to Section 6.2.2.A.1, Administrative Adjustment,

which states the planning director may establish a lesser parking requirement based on information that demonstrates a lesser standard is workable due to anticipated demand.

The rear townhouse on Lot 1 will be purchased by a single woman and her daughter. Each resident will have one vehicle. If the administrative adjustment is not approved and therefore the ARU not created, the existing structure will remain with the identical square footage and the same number of bedrooms, and the mother and daughter will share the single dwelling, yet the required parking will be only two spaces. The administrative adjustment will not result in more square footage, bedrooms, or residents in the structure, or more cars.

2. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally.

If approved, this administrative adjustment would allow an existing structure to be returned to its original two-unit occupancy. The physical dimensions and layout of the building results in two equally divided halves, with each half consisting of 880 gross square feet and one bedroom. However, the upper level of the building has a sloping ceiling in which approximately one-third of the floor area has less than five feet of height. This short ceiling height on the east and west sides of the building and the stairwell deduct about 180 square feet from the 880 square foot total.

It is impractical to move the interior wall that divides the two dwelling units to reduce the ARU to 500 square feet and thereby reduce the required parking. The upper level of the building contains a bedroom and bath; the lower level is the living and kitchen area. If the interior wall on the upper level were moved to create a 500 square foot unit, the lower level would become a studio unit with the bath upstairs. The principal dwelling will be the same size as the ARU: 880 square feet (minus the short ceiling height and stairwell) and one bedroom, resulting in a lower than normal parking demand. Most principal dwellings are much larger and have more than one bedroom, creating a greater parking demand than the subject building.

Better supports the purpose of the zone.

The NM – 1 zoning district recognizes and maintains the existing neighborhood character. This administrative adjustment is consistent with this intent. It would allow an ARU to be created within an existing structure without increasing the number of bedrooms, building square footage or the number of residents. This request also supports the policy to promote ARUs as a source of workforce housing.

3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan.

The property is Character District 3.1, East Jackson, a stable residential area. The emphasis in this district is to maintain the existing character, both in the variety of housing types and in the scale and size of buildings. This administrative adjustment would allow an ARU within an existing structure. No physical change to the exterior of the structure and no increase in the number of bedrooms will maintain the stable residential character of the sub – district. (See the discussion in #3 above regarding the purpose of the zone.)

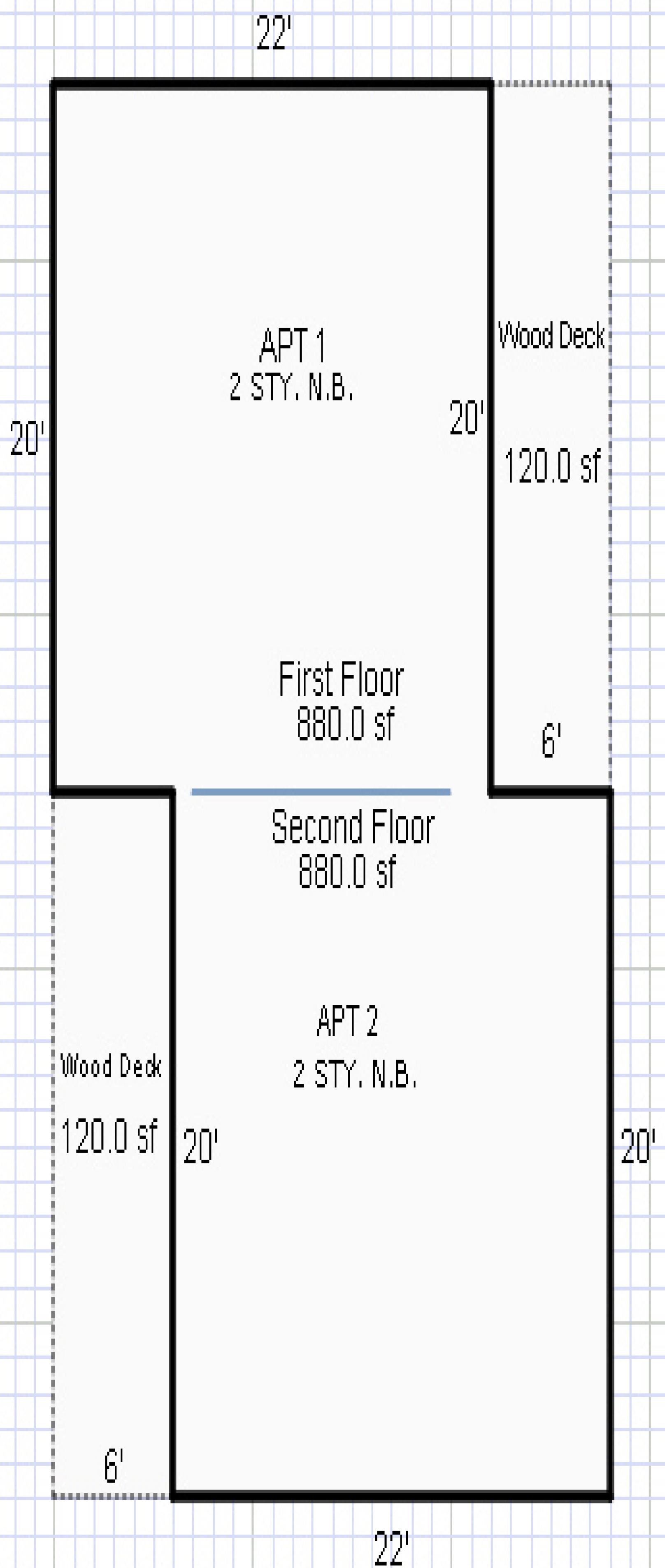
4. Will not pose a danger to the public health or safety.

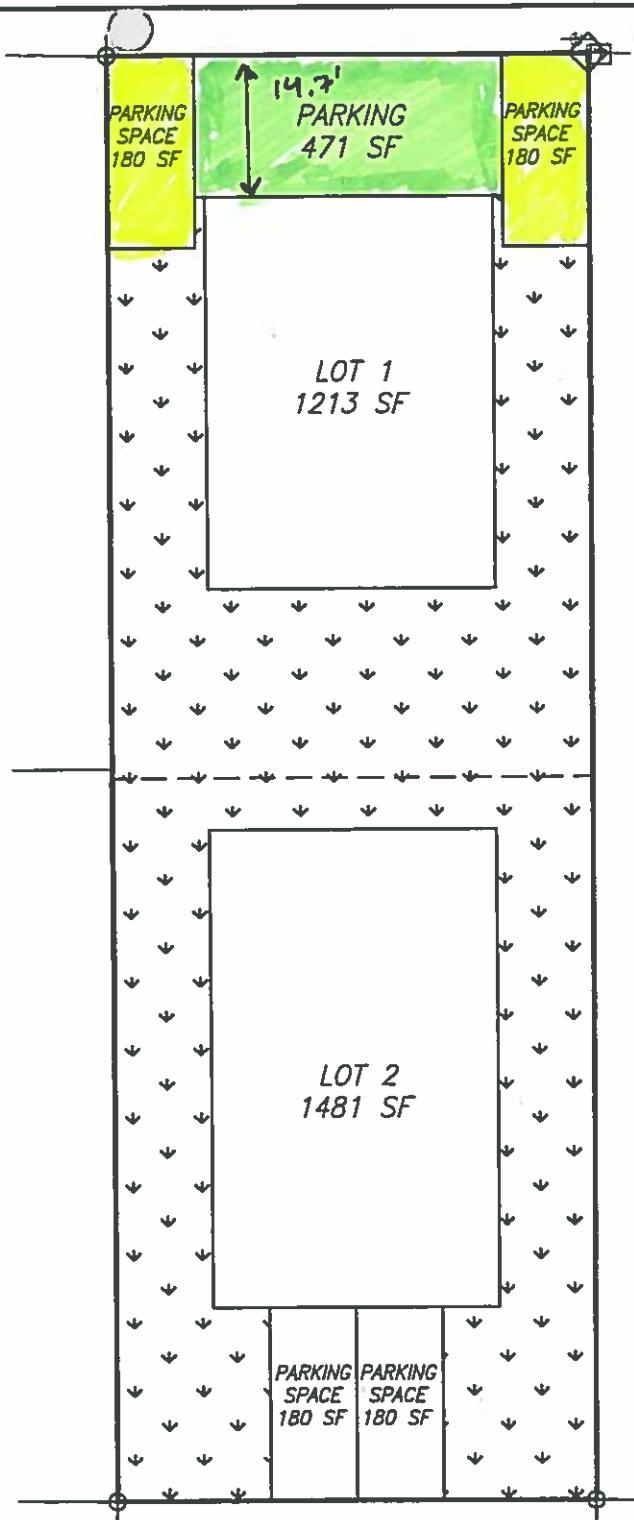
This administrative adjustment would allow two separate small one – bedroom dwellings rather than one two – bedroom unit. The adjustment to require only three parking spaces when four are required will not pose any danger to the public health or safety. If the adjustment is not approved, the existing building will remain a two bedroom dwelling with the same two residents. The administrative adjustment will not result in an increased number of occupants.

5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.

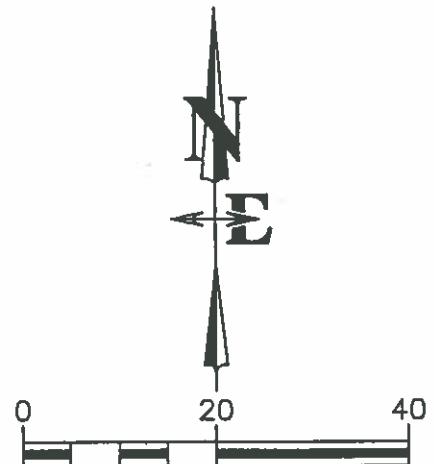
This request is the first requested administrative adjustment and no other adjustments are foreseen.







TOTAL SUBDIVISION AREA = 7481 SF  
 PARKING AREA = 1191 SF  
 LOT 1 AREA = 1213 SF  
 LOT 2 AREA = 1481 SF  
 REMAINING AREA = 3596 SF  
 REQUIRED LSR (0.45 X 7481) = 3366 SF



DRAWING NO 1	TITLE EXHIBIT LANDSCAPE AREA ENRIGHT TOWNHOUSE ADD.	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087		DATE 10/22/07	REV.
JOB NO 07-207-01		SURVEYED NE			
		DRAWN SK			
		CHECKED 			
		APPROVED 			