



# 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: May 27, 2021	<b>REQUESTS:</b>
Item #: P21-136	The applicant is submitting a request for a Pre-Application Conference for a Sketch Plan for the property located at 45 E. Pearl & 50 S. Cache St., legally known as LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1 and N 1/2 LOT 14-16, BLK. 1, CACHE-1 PIDN: 22-41-16-34-2-05-007 and 22-41-16-34-2-05-006
Planner: Tyler Valentine	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1305	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Garaman Inc. PO Box 36 Jackson, WY 83001	
<b>Applicant:</b> Crystal Creek Capital PO Box 844 Jackson, WY 83001	
<b>Please respond by:</b> <b>June 17, 2021 (with Comments)</b>	

**REQUESTS:**

The applicant is submitting a request for a Pre-Application Conference for a Sketch Plan for the property located at 45 E. Pearl & 50 S. Cache St., legally known as LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1 and N 1/2 LOT 14-16, BLK. 1, CACHE-1  
PIDN: 22-41-16-34-2-05-007 and 22-41-16-34-2-05-006

For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
**Planning & Building Department**

150 E Pearl Ave. ph: (307) 733-0440 fax:  
P.O. Box 1687 [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

***Please note: Applications received after 3 PM will be processed the next business day.***

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Condos at Cache and Pearl

Physical Address: 50 S Cache Street, 45 E Pearl Ave.

Lot, Subdivision: N 1/2 LOT 14-16, BLK. 1, CACHE-1, LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1

PIDN: 22-41-16-34-2-05-006, 22-41-16-34-2-05-007

**PROPERTY OWNER**

Name: Garaman Inc.

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

Mailing Address: PO Box 36, Jackson, WY

ZIP: 83001

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

**APPLICANT/AGENT.**

Name, Agency: Crystal Creek Capital

Phone: (307) 733-4733

Mailing Address: PO BOX 844

ZIP: 83001

E-mail: jim@crystalcreekcapital.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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>.

**Narrative Project Description.** Please attach a short narrative description of the project that addresses:

- Existing property conditions (buildings, uses, natural resources, etc)
- Character and magnitude of proposed physical development or use
- Intended development options or subdivision proposal (if applicable)
- Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

- Property boundaries
- Existing and proposed physical development and the location of any uses not requiring physical development
- Proposed parcel or lot lines (if applicable)
- Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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, 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.

Jeanne Carruth

Signature of Owner or Authorized Applicant/Agent

Jeanne Carruth

Name Printed

5/26/21

Date

Manager, Crystal

Title Creek Capital

## LETTER OF AUTHORIZATION

Garaman, Inc. and Ridge Creek Investment Company, "Owner" whose address is: P.O. Box 36

Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

more specifically legally described as: See attached Exhibit A, and more commonly identified as

45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E

Town of Jackson, Wyoming (PIDNs: 22-41-16-34-2-05-007, 22-41-16-34-2-05-008, 22-41-16-34-1-00-032 and 22-41-16-34-2-05-006)

(If too lengthy, attach description)

HEREBY AUTHORIZES Crystal Creek Capital Real Estate Advisors, LLC 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.

an application  
for a Zoning  
Compliance  
Verification  
and a  
development  
pre-application  
conference

potential future

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: President Garaman INC. Manager RCIC.

(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 James Bryan this 24<sup>th</sup> day of February, 2021.

WITNESS my hand and official seal.

Gail A. Wells  
(Notary Public)

My commission expires: May 29, 2023

(Seal)

GAIL A WELLS  
NOTARY PUBLIC - WYOMING  
Teton County  
My Commission Expires May 29, 2023

**Letter of Authorization**

(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street and Parcel 1 of Map T-76E)

Signature Page

**GARAMAN, INC.,**  
a Wyoming corporation,

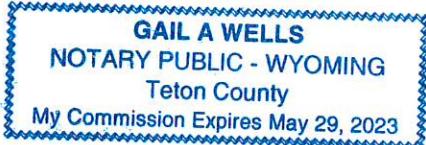
By: James M. Mitchell Byan  
Name: James Mitchell Byan  
Title: President

**RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP,**  
a Wyoming limited partnership

By: James M. Mitchell Byan  
Name: James Mitchell Byan Title: Manager

STATE OF WYOMING )  
COUNTY OF TETON )  
 )SS.

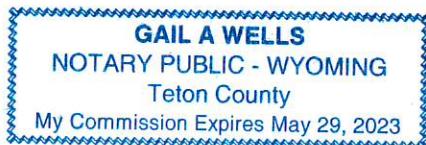
The foregoing was acknowledged before me by James Mitchell Byan, as president of GARAMAN, INC., this 24<sup>th</sup> day of February, 2021



Gail A. Wells  
Name: Gail A. WEELS  
Notary Public  
My commission expires: May 29, 2023

STATE OF WYOMING )  
COUNTY OF TETON )  
 )SS.

The foregoing was acknowledged before me by James Mitchell Byan, as Manager of RIDGE CREEK INVESTMENT COMPANY, A LIMITED PARTNERSHIP, this 24 day of February, 2021



*Gail A. Wells*  
Name: Gail A. Wells  
Notary Public  
My commission expires: May 29, 2023

**Letter of Authorization**  
(45 East Pearl Avenue, 75 East Pearl Avenue, 50 South Cache Street  
and Parcel 1 of Map T-76E)

**Exhibit A**  
Legal Description

**Hotel Parcel**

Lots 10-13 and the S1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-007

22-41-16-34-2-05-008

**Multifamily Parcel**

Parcel 1 according to that certain Map of Survey recorded as Map T-76E in the office of the Teton County Clerk.

PIDN: 22-41-16-34-1-00-032

**Commercial Parcel**

N1/2 of Lots 14-16 of Block 1 of the Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1905 as Plat No. 102.

PIDN: 22-41-16-34-2-05-006

# Crystal Creek Capital Real Estate Advisors, LLC

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P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

## PROJECT NARRATIVE A REDEVELOPMENT PROJECT PEARL AVENUE

### Location

50 S. Cache; 22-41-16-34-2-05-006  
45 E. Pearl; 22-41-16-34-2-05-007  
75 E. Pearl; 22-41-16-34-2-05-008  
Lots 10 – 16, Block 1, Cache Creek Addition

### Applicant

Crystal Creek Capital  
Jim Walter  
P.O. Box 844; Jackson; 83001  
307-733-4733

### Plans Preparer

Northworks Architects and Planners  
P.O. Box 4027; Jackson; 83002  
307-201-5324

### Zoning

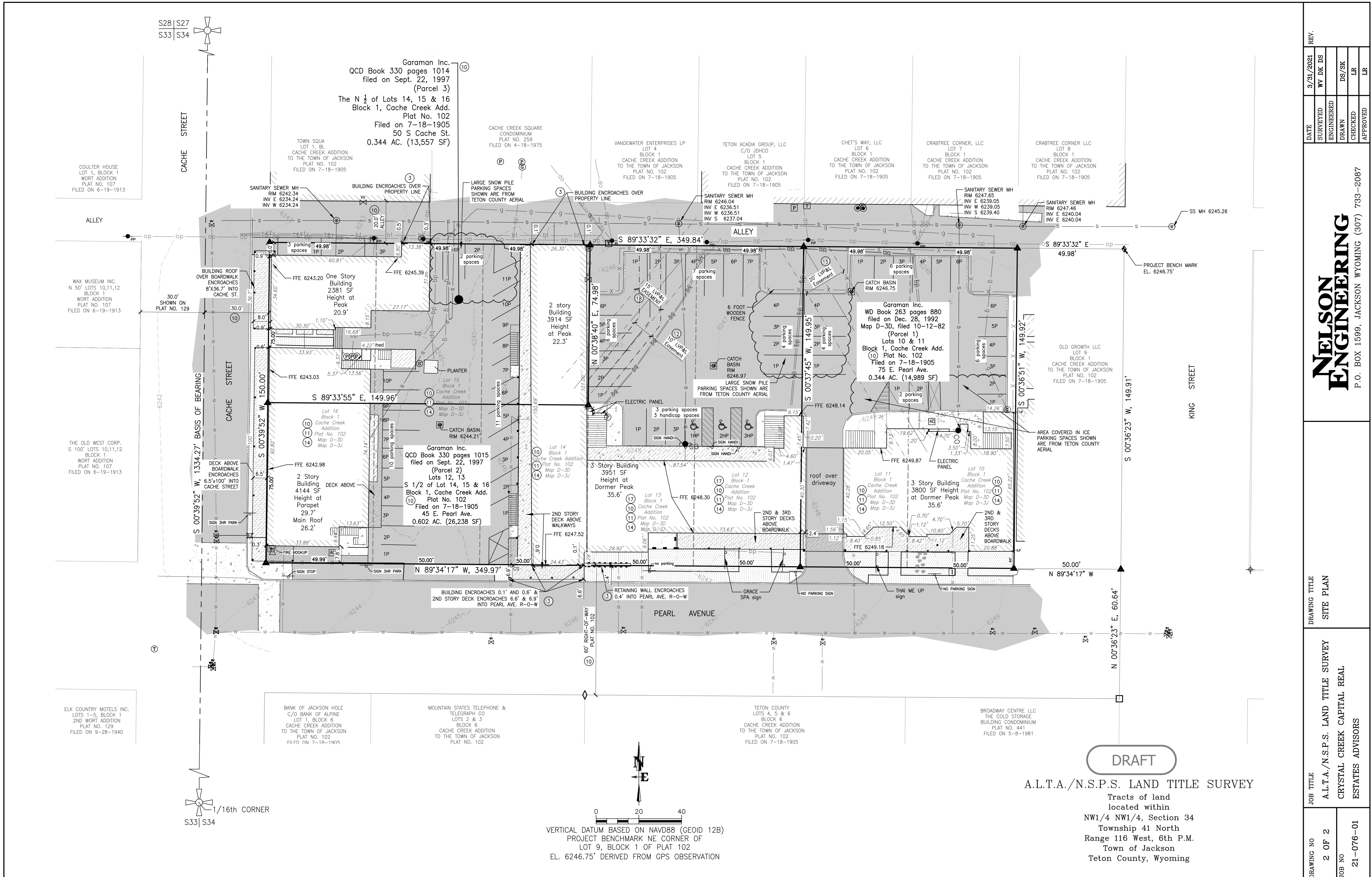
DC 2 / LO

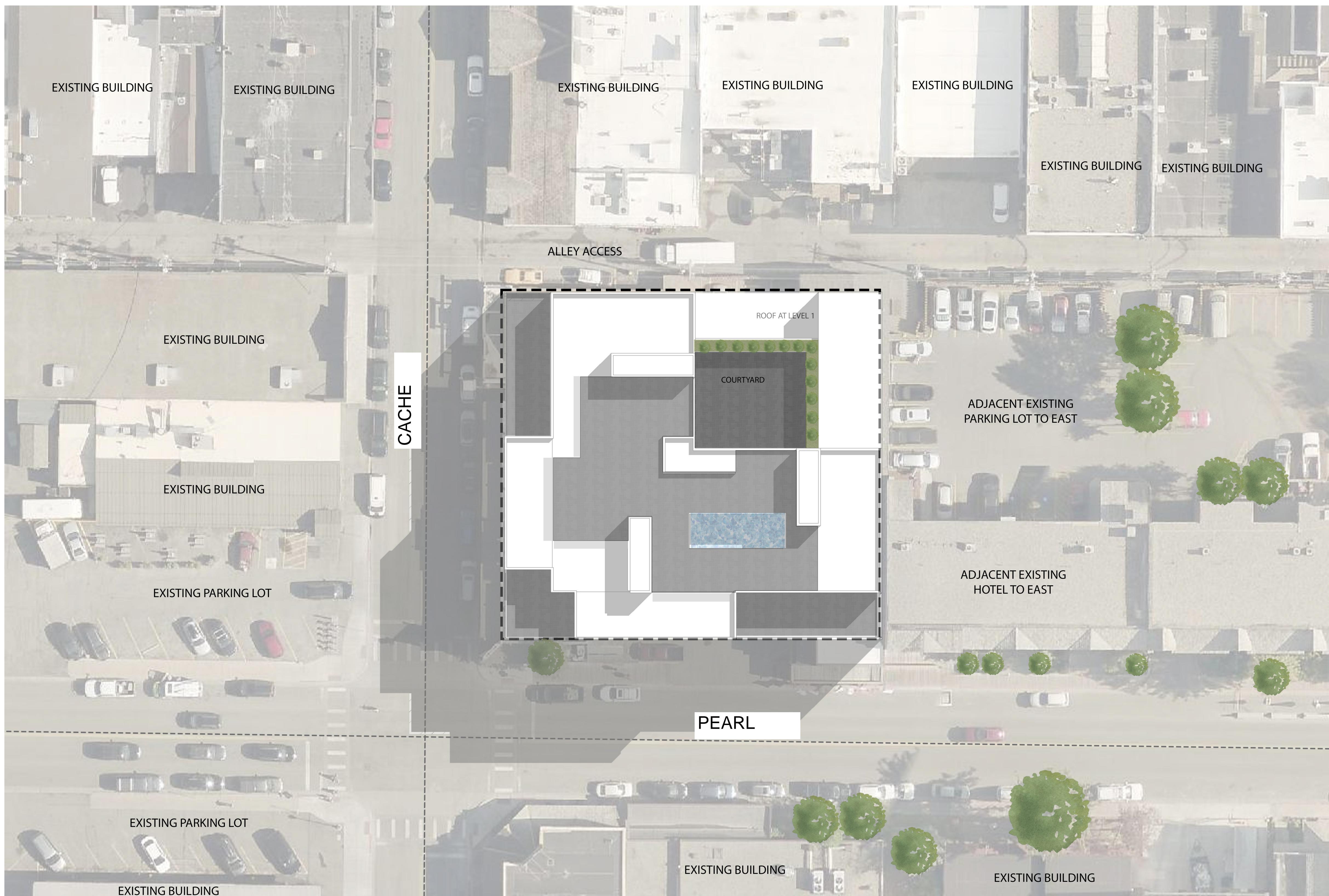
### Project Description

The seven lots in the above location contain 1.2 acres, five buildings and related parking lots. Three buildings, and a small portion of a fourth building, will be demolished. The buildings that face Cache, between the alley and the corner with Pearl Avenue and the motel building located interior to the property will be demolished. The western most portion of tower 1 (western of two motel buildings that face Pearl Avenue) also will be demolished. A new three story building will be constructed that anchors the Cache/Pearl corner and fronts Cache and the western half of the property on Pearl.

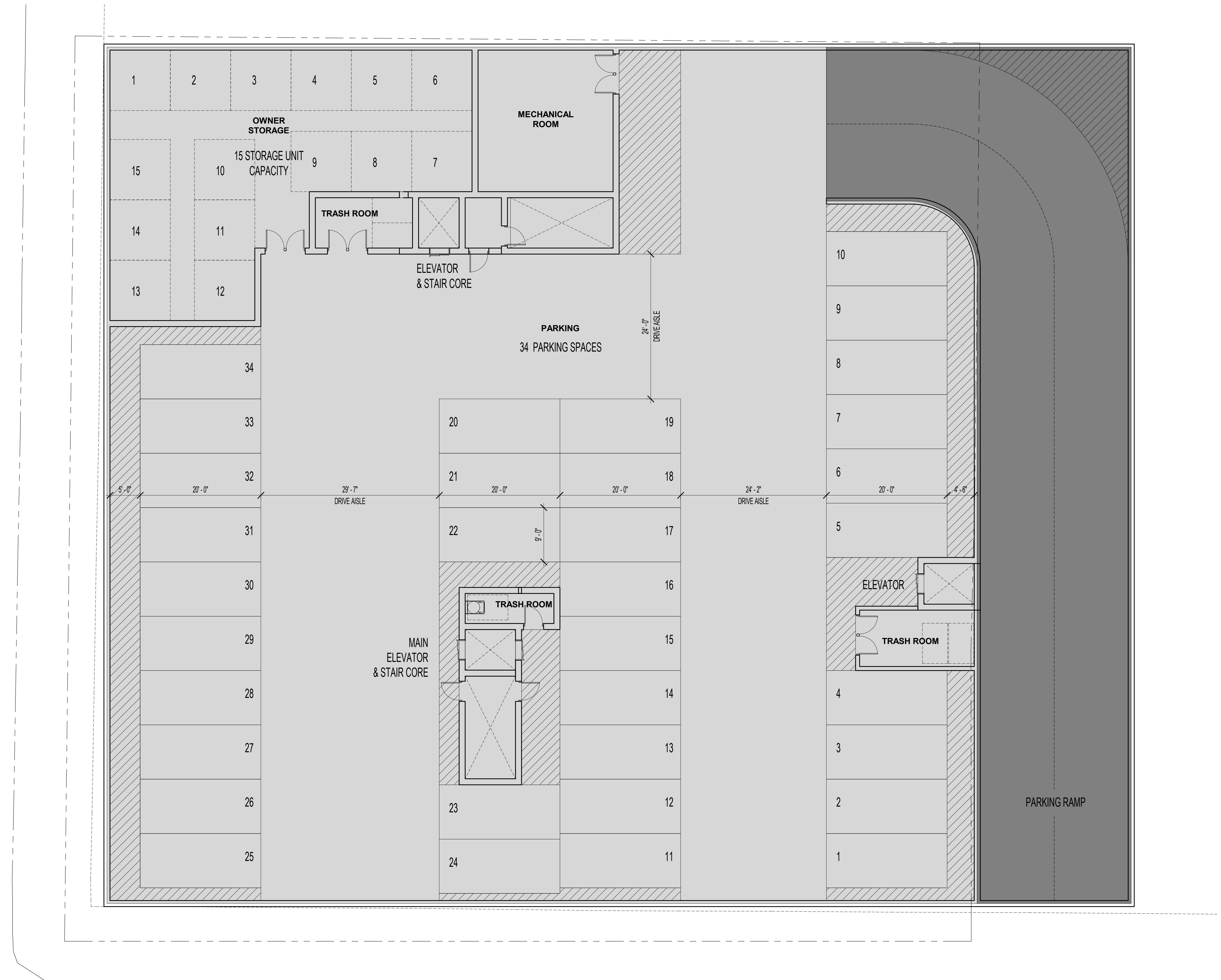
Retail and office uses will be located on the ground level of this new building, residential condominiums will be located on the second and third levels. A roof deck also will be proposed. A below grade parking garage beneath the newly constructed building and the reconfigured existing surface lots will provide the on-site parking. The existing curb cut onto Pearl that is located approximately 150 feet from the Cache/Pearl corner will continue to provide the primary vehicular access to the property. Workforce housing requirements will be satisfied by a fee in-lieu for the partial housing unit that will be required.

The attached site plans, renderings and numerical tables further illustrate the proposed redevelopment.





SITE PLAN



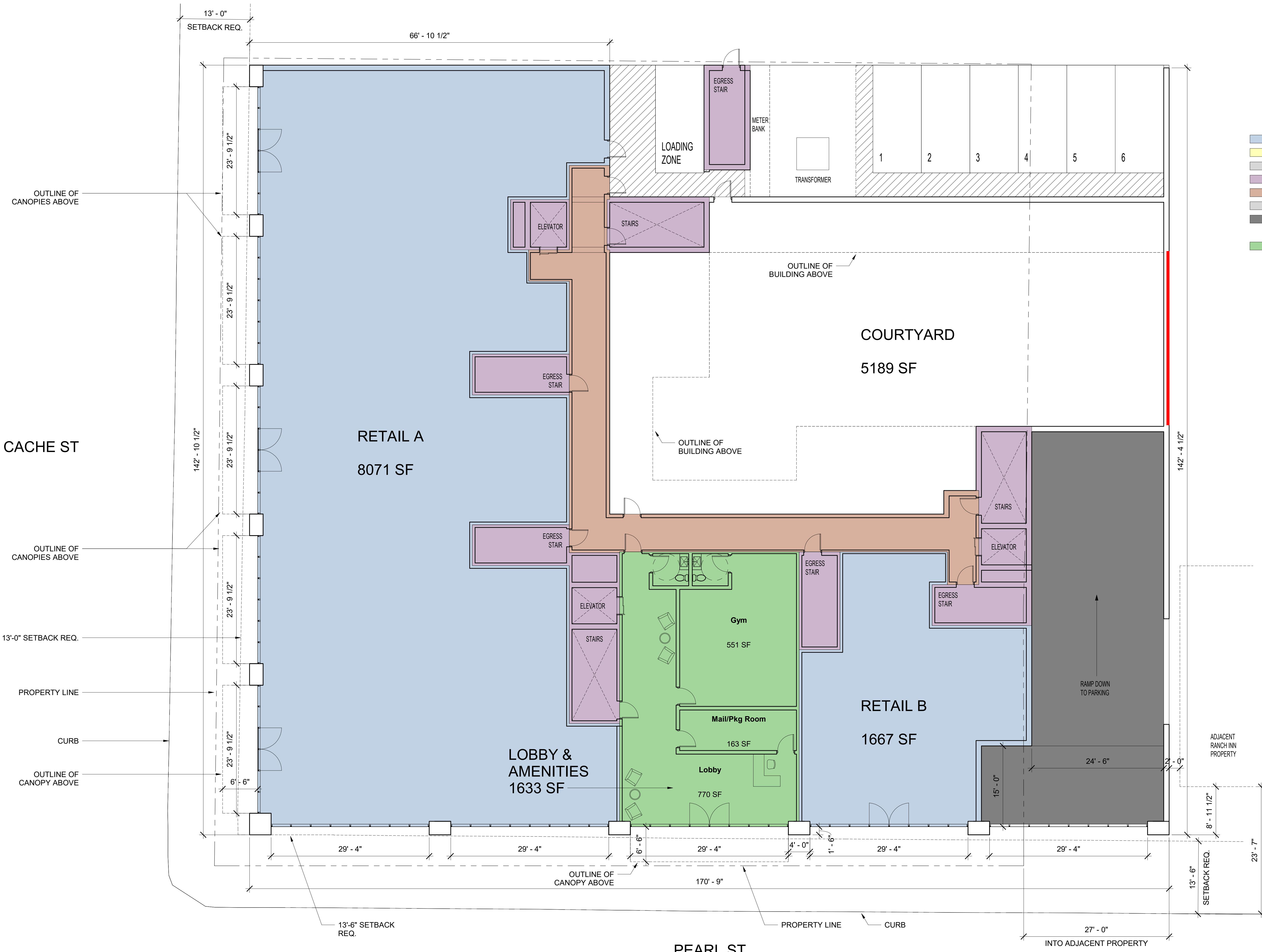
**SF TOTALS**  
 L1 - 14,202 SF  
 L2 - 19,760 SF  
 L3 - 17,182 SF  
 Total Conditioned (Above Ground): 50,517 SF

RETAIL - 9,772 SF  
 RESIDENTIAL - 32,171 SF  
 RESIDENTIAL TERRACES - 5,584 SF  
 VERTICAL CIRCULATION - 5,541 SF  
 HORIZONTAL CIRCULATION - 2,314 SF  
 PARKING LEVEL - 19,797 SF  
 PARKING RAMP - 4,286 SF

BUILDING AMENITIES - 1,633 SF  
 LOBBY - 770 SF  
 MAIL/PKG ROOM - 163 SF  
 GYM - 551 SF  
 RESTROOMS - 149 SF

GROSS SF - 50,517 SF  
 SALABLE SF - 41,944 SF  
 EFFICIENCY RATIO - 83.0%

SF ALLOWED ON SITE - 51,919  
 UNUSED SITE SF - 775 SF



## CACHE & PEARL - 1st Floor Plan

CACHE AND PEARL

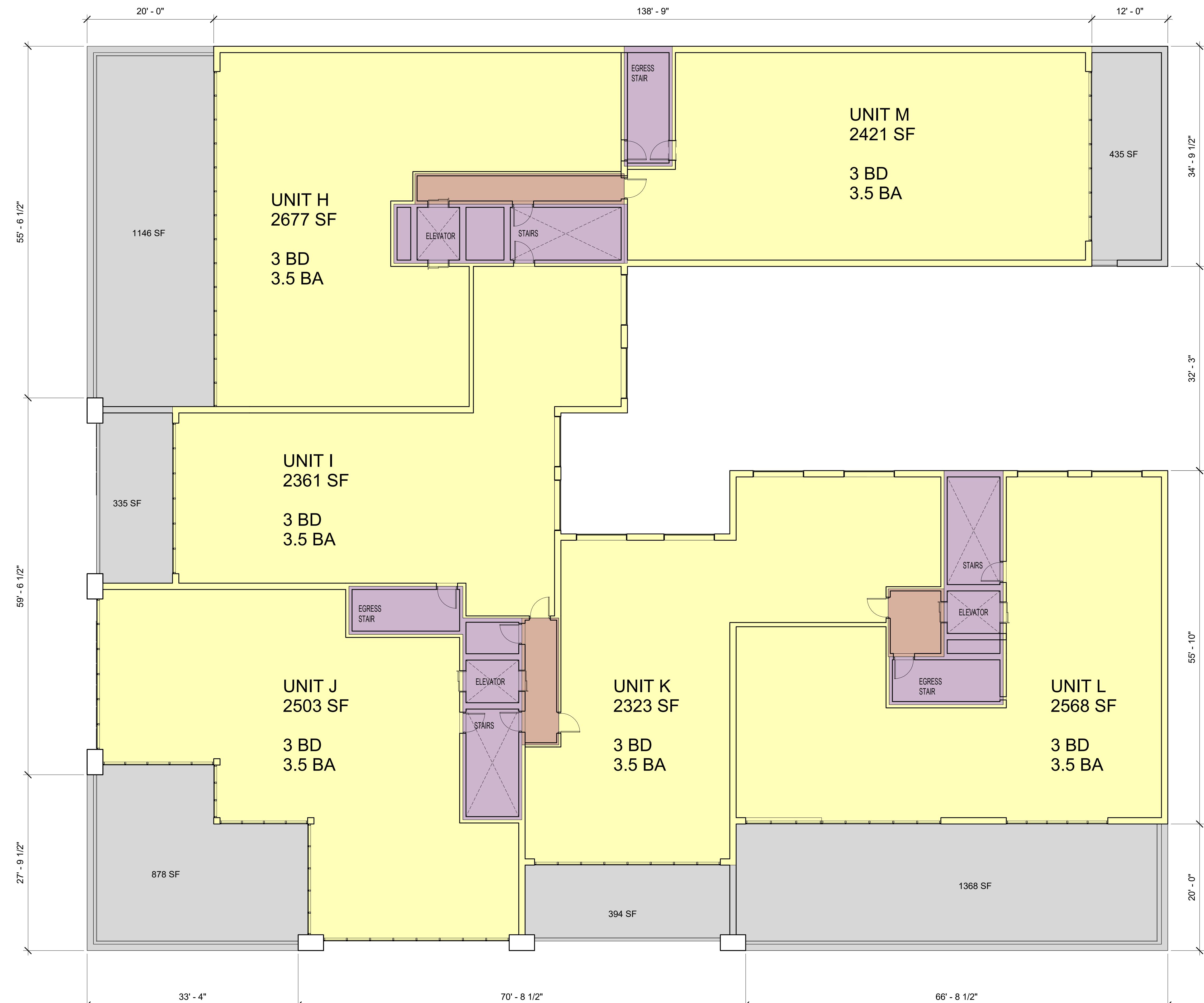
# NORTHWORKS

CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

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/8" = 1'-0" 05/24/21





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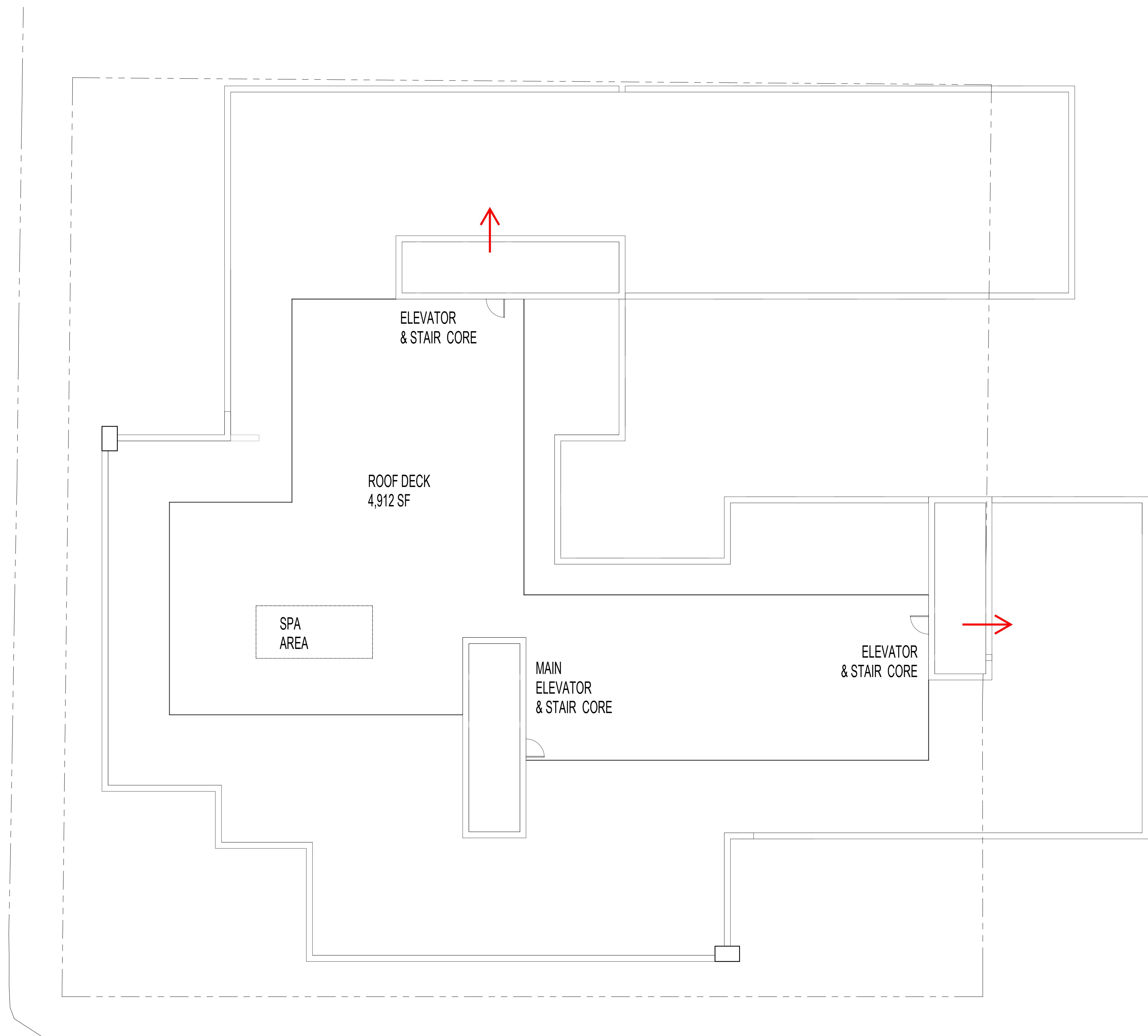
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SF ALLOWED ON SITE - 51,919  
 UNUSED SITE SF - 775 SF

RESIDENTIAL	
Name	Area

02 - EFFICIENCY UNIT A	524 SF
02 - EFFICIENCY UNIT B	414 SF
02 - EFFICIENCY UNIT C	414 SF
02 - EFFICIENCY UNIT D	414 SF
02 - EFFICIENCY UNIT E	530 SF
02 - UNIT A	2023 SF
02 - UNIT B	1981 SF
02 - UNIT C	1934 SF
02 - UNIT D	2917 SF
02 - UNIT E	1836 SF
02 - UNIT F	2165 SF
02 - UNIT G	2165 SF
03 - UNIT H	2677 SF
03 - UNIT I	2361 SF
03 - UNIT J	2503 SF
03 - UNIT K	2323 SF
03 - UNIT L	2568 SF
03 - UNIT M	2421 SF
<b>TOTAL: 18</b>	<b>32171 SF</b>



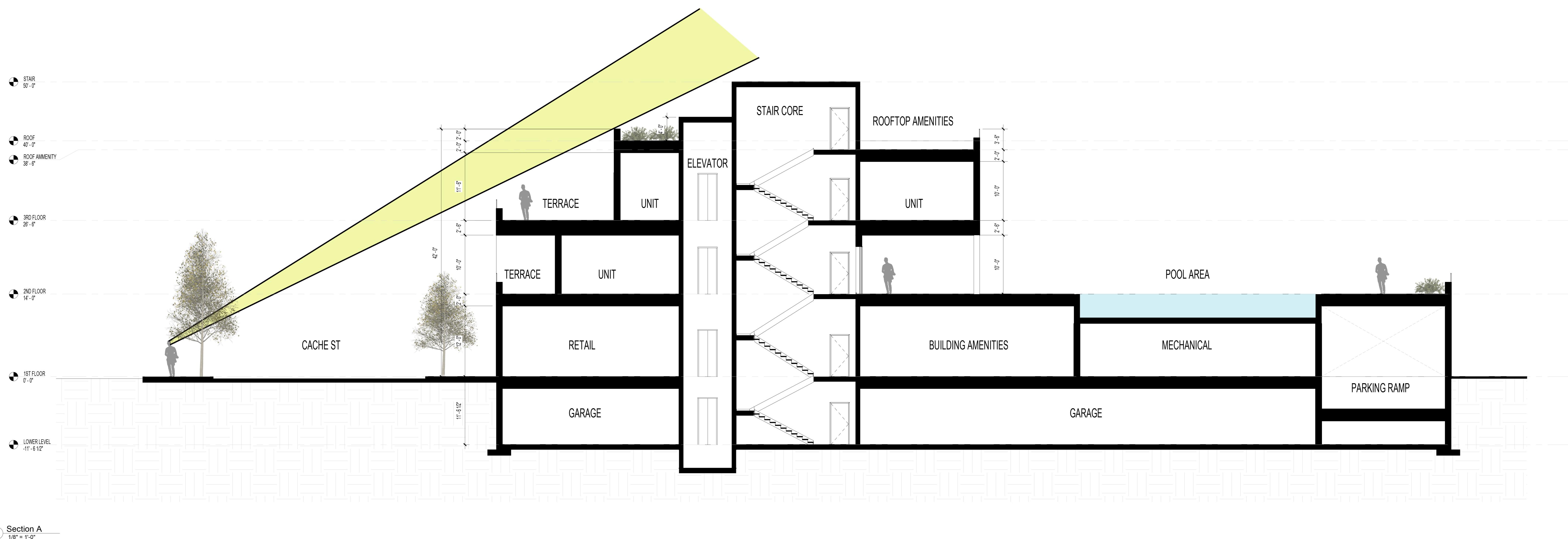
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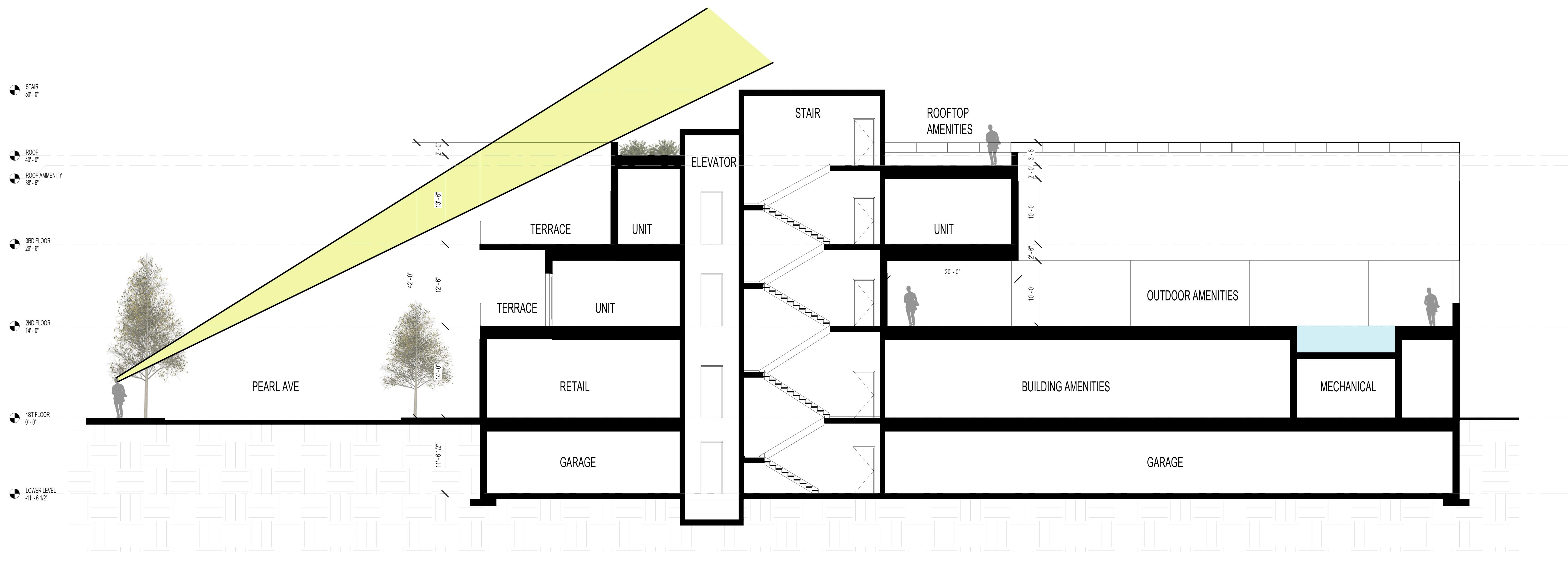
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## Housing Mitigation Plan

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 Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Conventional Lodging	0.102*bedrooms	1	0	33	3.371
Retail	0.000216*sf		5060	1	1.092
Office	0.000247*sf		3900	1	0.962

Existing Workforce Housing Credit 5.424

#### 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
Retail	0.000216*sf		9772	1	2.108
Office	0.000247*sf		0	1	0.000
Short-Term Rental Unit	0.102*bedrooms	2	2023	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1981	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	1934	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	2917	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	1836	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	2165	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	2165	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	2677	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2454	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2501	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2441	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2568	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2856	1	0.306
Conventional Lodging	0.102*bedrooms	1	524	1	0.102
Conventional Lodging	0.102*bedrooms	1	414	1	0.102
Conventional Lodging	0.102*bedrooms	1	414	1	0.102

Affordable Workforce Housing Required: 0.361 units Fee-in-Lieu Amount: \$ - 5.785

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](#).

# NORTHWORKS

## Condos at Cache and Pearl Parking Study

Commercial Use	Square Footage	Parking Required	Number of Spaces	Notes
Office 1	0	1.65 spaces per 1,000 sf	0	
Office 2	0	1.65 spaces per 1,000 sf	0	
Office 3	0	1.65 spaces per 1,000 sf	0	
Office 4	0	1.65 spaces per 1,000 sf	0	
Office 5	0	1.65 spaces per 1,000 sf	0	
Office 6	0	1.65 spaces per 1,000 sf	0	
Retail A	7837	2.25 spaces per 1,000 sf	17.63325	
Retail B	1634	2.25 spaces per 1,000 sf	3.6765	
Retail C	0	2.25 spaces per 1,000 sf	0	
Retail D	0	2.25 spaces per 1,000 sf	0	
<b>TOTAL</b>	<b>9471</b>		<b>21.30975</b>	

Residential Use	Square Footage	Parking Required	Number of Spaces	Notes
Unit A	2023	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit B	1981	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit C	1934	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit D	2917	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit E	1836	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit F	2165	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit G	2165	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit H	2677	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit I	2454	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit J	2501	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit K	2441	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit L	2568	1.5 Per DU	1.5	Assume 2 spaces per unit
Unit M	2856	1.5 Per DU	1.5	Assume 2 spaces per unit
Efficiency A	524	1.5 Per DU	1.5	
Efficiency B	414	1.5 Per DU	1.5	
Efficiency C	414	1.5 Per DU	1.5	
<b>TOTAL</b>	<b>31870</b>		<b>24</b>	*Short term rental not eligible to share parking with other uses

Parking Type	Quantity	Notes
Total Parking Spaces Required (From Above By Use)	45.30975	24 spaces associated with short term rental cannot be offset with parking credits
On-Street Availability	11	22' linear feet per space
Parking Credit	15.71	*Based on ZCV
Required On-Site Parking	18.59975	Assuming 15.71 parking credits exist and on street parking is available, no additional parking on site is necessary in addition to providing parking for the short term rentals