



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

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- Building
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- Town Attorney
- Police

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- Planning Division

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 - Surveyor- *Nelson*
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 - TC School District #1
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- Qwest
- Lower Valley Energy
- Bresnan Communications

Special Districts

- START
- Jackson Hole Fire/EMS
- Irrigation Company

<p>Date: March 10, 2016</p> <p>Item #: P16-028, 029</p> <hr/> <p>Planner: Paul Anthony</p> <p>Phone: 733-0440 ext. 1303</p> <p>Fax: 734-3563</p> <p>Email: panthony@ci.jackson.wy.us</p> <hr/> <p>Owner: Westgroup Stagecoach, LLC 600 6th Street South Kirkland, WY 98033 425-636-5665 pdyer@noblehousehotels.com</p> <hr/> <p>Applicant Hugh O'Halloran, attorney Holland & Hart, PO Box 68 Jackson, WY 83001 307-734-4511 hjohalloran@hollandhart.com heather@y2consultants.com</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a CUP for dual use: residential, dormitory and an Administrative Adjustment for parking. The property is located on 295 North Glenwood, legally known as LOT 1-2, BLK. 1, JACKSON ORIGINAL TOWNSITE (MAP T-26B)</p> <p>For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p>Please respond by: March 24, 2016 (for Sufficiency) March 31, 2016 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
jcarruth@ci.jackson.wy.us



PLANNING PERMIT APPLICATION
Planning & Building Department
Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

For Office Use Only

Fees Paid _____
Check # _____ Credit Card _____ Cash _____
Application #s _____

PROJECT.

Name/Description: Stagecoach Motel CUP for Dormitory Use, continuation of Lodging Use
Physical Address: 295 North Glenwood Street, Jackson, WY
Lot, Subdivision: Lot 1-2, Block 1, Jackson Original Townsite PIDN: _____

OWNER.

Name: Westgroup Stagecoach, LLC Phone: (425) 636-5665
Mailing Address: 600 6th Street South, Kirkland, WA ZIP: 98033
E-mail: pdyer@noblehousehotels.com

APPLICANT/AGENT.

Name: Hugh J. O'Halloran, attorney Phone: (307) 734-4511
Mailing Address: Holland & Hart LLP, PO Box 68, Jackson, WY ZIP: 83001
E-mail: hjholloran@hollandhart.com

DESIGNATED PRIMARY CONTACT.

_____ Owner Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____ Basic Use
 Conditional Use
_____ Special Use

Physical Development

_____ Sketch Plan
_____ Development Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Relief from the LDRs

Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Development Option/Subdivision

_____ Development Option Plan
_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)

Amendments to the LDRs

_____ LDR Text Amendment
_____ Zoning Map Amendment
_____ Planned Unit Development

PRE-SUBMITTAL STEPS. Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.**

Pre-application Conference #: P15-107 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. 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.

Have you attached the following?

- Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.
- 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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.
- Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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 Owner or Authorized Applicant/Agent

Date

Name Printed

Title

LETTER OF AUTHORIZATION

Westgroup Stagecoach, LLC, "Owner" whose address is: 600 6th Street

South, Kirkland, Washington 98033

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property

more specifically legally described as: 295 North Glenwood Street, Town of Jackson, more particularly described as Lots 1 and 2 of Block 1 of the Original Townsite of Jackson, Teton County, Wyoming, and PIN #

22-41-16-28-4-06-001

(If too lengthy, attach description)

HEREBY AUTHORIZES Hugh J. O'Halloran of Holland & Hart LLP, attorney for owner, 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:

Patrick M. Coler

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: See Attachment A for signatory identification

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

STATE OF Wyoming)

)SS.

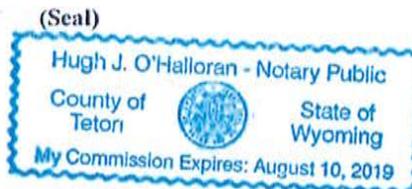
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Patrick M. Coler this 24th day of November, 2015

WITNESS my hand and official seal.

(Notary Public)

My commission expires:



STAGECOACH MOTEL REPORT

TO ACCOMPANY A CONDITIONAL USE PERMIT APPLICATION

295 NORTH GLENWOOD STREET
JACKSON, WYOMING



Prepared For:

Westgroup Stagecoach, LLC
600 6th Street South
Kirkland, WY 98033

Prepared By:



Y2 Consultants, LLC.

Natural Resource Services
Civil, Structural & Environmental Engineering
P.O. Box 2674, 215 East Simpson, Jackson, WY 83001-2674
www.Y2Consultants.com

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Scope and Purpose

This report provides supporting information and a narrative to accompany the Stagecoach Motel Conditional Use Permit application and Parking Administrative Adjustment application. The proposal involves the continuing existing lodging use in conjunction with a proposed new use: residential, dormitory. The motel is addressed 295 North Glenwood Street, Jackson, Wyoming, and is located in the Auto Urban Commercial (AC) zone within the Lodging Overlay. The property is owned by Westgroup Stagecoach, LLC. Through affiliate companies, Hotel Terra and Teton Mountain Lodge in Teton Village share the same owner.

The existing structures at the Stagecoach Motel currently operate as a motel and have been used historically as a motel. The proposed dormitory use will provide employee housing in the peak summer and winter months for the owning company’s hotel staff at Hotel Terra and Teton Mountain Lodge. The continued lodging use will focus on the shoulder seasons for tourists and hunters. The building footprint will remain unchanged, but life safety and amenity enhancements will be made to accommodate the residential, dormitory use. These improvements include the installation of a fire sprinkler system and incorporating a communal kitchen area.

Proposed Development Program & Quantities

This section considers the physical development standards, use standards, and additional requirements specific to the AC zoning in the Town of Jackson Land Development Regulations (LDRs).

Physical Development Standards

The Proposed Development Program and Calculation Tables are as follows.

Table 1: Proposed Development Program Area Calculations

PROPOSED DEVELOPMENT PROGRAM		
<i>Area Calculations. Please complete for each affected lot or parcel.</i>		
	Base Site Area	Adjusted Site Area
Gross Site Area	13,987 SF	13,987 SF
Land within road easements and rights-of-way		
Land within existing vehicular access easements		
Land between levees or banks of rivers and streams		
Lakes or ponds > 1 acre		
Land previously committed as open space in accordance with these or prior LDRs		
50% of lands with slopes greater than 25%		
Calculated Totals	13,987 SF	13,987 SF



Table 2: Residential Dormitory Use Development Calculations, AC Zone

Development Calculations. AC Zone: Other Principal Use Pre-1994 Lot; Residential - Dormitory				
	LDR Standard	Existing	Proposed	Gross
Number of units or density	30 rooms / acre	22	22	22
Floor area (by use if applicable)	n/a			
FAR or maximum floor area	0.46 x 13,987 SF = 6,434 SF	5,823 SF	5,823 SF	
Site Development	See Note 2	0'	0'	
Landscape Surface Ratio	0.2	0.34	0.34	
Setbacks				
Front or street yard	20'	Mercill - 0'	Mercill - 0'	
Front or street yard	20'	Glenwood - 0'	Glenwood - 0'	
Side yard	10'	0'	0'	
Side yard	10'	0'	0'	
Height	35'	1 & 2 stories	1 & 2 stories	

Table 3: Lodging Use Development Calculations, AC Zone

Development Calculations. AC Zone: Lodging Use in Lodging Overlay				
	LDR Standard	Existing	Proposed	Gross
Number of units or density	n/a			
Floor area (by use if applicable)	n/a			
FAR or maximum floor area	0.8 x 13,987 SF = 11,189 SF	5,823 SF	5,823 SF	
Site Development	See Note 2	0'	0'	
Landscape Surface Ratio	0.2	0.34	0.34	
Setbacks				
Front or street yard	10'	Mercill - 0'	Mercill - 0'	
Front or street yard	10'	Glenwood - 0'	Glenwood - 0'	
Side yard	0'	0'	0'	
Side yard	0'	0'	0'	
Height	35'	1 & 2 stories	1 & 2 stories	

Notes:

1. Floor Area calculated from architect's drawing of existing conditions
2. Site Development Setbacks: Side/rear yard – 5'
Front yard - 0' for 40% of lineal frontage;
Structure setback 60% of lineal frontage
3. LSR estimated using Teton County GIS
4. Property situated on street corner; two street yards and two side yards

The existing two structures do not conform to the Town LDRs by violating the setbacks. The nonconformity is proposed to continue under the standards of *Division 1.9. Nonconformities*. Alterations proposed to the existing structures will not increase the nonconformity, as the building footprint will remain the same.

Allowed Uses and Use Standards

This project is located in the Auto Urban Commercial (AC) zone, within the Lodging Overlay. Pursuant to Division 6.1: Allowed Uses, 6.1.1 Use Schedule, the proposed use for the site, Residential – Dormitory is allowed with a conditional use permit. The existing use, Conventional Lodging, is allowed within the Lodging Overlay with a basic use permit. As this is an existing use, a basic use permit is unnecessary for the use to continue. Documentation is being provided to the



Town of Jackson Planning Department to verify the lodging has been used within the past 12 months.

The following tables show the existing and proposed uses by area.

Table 4: Existing Uses

Description	Use	Square Feet
Two-Story Motel Units	Conventional Lodging	3,864
Single-Story Motel Units	Conventional Lodging	1,959
Office	Conventional Lodging	120

Table 5: Proposed Uses

Description	Use	Square Feet
Two-Story Motel Units	Conventional Lodging	3,864
Single-Story Motel Units	Conventional Lodging	1,959
Office	Conventional Lodging	120
Two-Story Employee Housing	Dormitory	3,864 (same as above)
Single-Story Employee Housing	Dormitory	1,959 (same as above)

Parking Requirements

The property is located within the Lodging Overlay, and therefore is part of the Downtown Parking District. There are currently 15 off-street parking spaces on the property and 2 on-street parking spaces along the property boundary. The table below shows the required parking pursuant to the LDRs, for AC Zoning and the Downtown Parking District.

Table 6: Parking Requirement AC Zone within Lodging Overlay

Use	Requirement in AC Zone	Requirement in Downtown Parking District	Required Parking
Conventional Lodging	0.75/LU + 1/150 SF of assembly area	n/a	22 LU x 0.75 = 16.5 → 17 spaces
Dormitory	1/bed	1.5 space / 1,000 SF Min. 1 space/ unit Max. 2 spaces / unit	5,823 SF, 22 Units → 22 spaces

Neither use provides the full amount of parking required by the current LDRs on-site. The existing lodging use predates the LDRs, and the amount of parking is therefore grandfathered in as it exists, as a non-conformity. The proposed dormitory use requires the full parking amount of 22 spaces, as a new use on the property. However, the applicant requests relief from the dormitory use parking standards due to specific circumstances for this use. Section 8.8.1.B Administrative Adjustment Applicability states that a parking requirement may be adjusted as allowed by Section 6.2.2.A.1.



The residential, dormitory use proposed will provide workforce housing for seasonal employees of Hotel Terra and Teton Mountain Lodge. The hotels hire J-1 employees through a work-exchange program. These J-1 employees travel to Jackson, Wyoming from outside of the United States, and work for a set period of time, typically 90 to 100 days. The majority of J-1 employees do not have cars because they are traveling internationally, and working in Jackson for a limited time period. Additionally, they are provided a bus pass as an employment benefit.

The current parking provided, 15 off-street and 2 on-street parking spaces, is more than enough for the workforce housing parking demand of J-1 employees. Furthermore, the owner and affiliate companies work with J-1 agencies to create J-1 employment contracts. If requested by the Planning Department, the contracts for J-1 employees housed at the Stagecoach Motel can include language that limits or excludes car ownership during their time in Jackson.

Affordable & Employee Housing Requirements

Affordable housing standards and employee housing requirements have been considered pursuant to Divisions 7.4 and 6.3 respectively. This new use creates employee housing residential units, and is therefore exempt from the standards of Division 7.4 Affordable Housing Standards. The conventional lodging use is an existing use, and is therefore exempt from the standard of Division 6.3 Employee Housing Requirements.

Fire Protection

The residential, dormitory use requires the two existing structures to have fire sprinklers installed. The existing water service is tapped from the Town of Jackson water main under North Glenwood Street. A new 4" water service line will replace the existing water service to provide sufficient fire flows to the sprinkler system.



Findings for Approval

This section addresses the Findings for Approval for the Stagecoach Motel Conditional Use Permit Application and the Administrative Adjustment Application.

Dormitory Use: Conditional Use Permit Findings for Approval

Pursuant to the LDRs, Section 8.4.2, a conditional use permit shall be approved upon finding the application:

1. *Is compatible with the desired future character of the area*

The Comprehensive Plan classifies the project location as District 2 – Town Commercial Core. Within District 2, the project is located in Subarea 2.3 – Downtown. The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The Comprehensive Plan states that a key challenge of the subarea will be to provide a balance between lodging and long-term residential housing. The Dormitory Use is compatible with the desired future character of the area by providing workforce housing when housing is needed most, and focusing on lodging uses during the shoulder seasons.

2. *Complies with the use specific standards of Division 6.1*

This project is located in the Auto Urban Commercial (AC) zone. Pursuant to Division 6.1: Allowed Uses, 6.1.1 Use Schedule, the proposed use for this project, Residential-Dormitory is allowed within the AC zone if a conditional use permit is acquired. Use specific standards of Division 6.1 have been met.

3. *Minimizes adverse visual impacts*

There are no adverse visual impacts that accompany this conditional use, as there is no new development proposed for property.

4. *Minimizes adverse environmental impacts*

There are no adverse environmental impacts associated with this conditional use permit application. No new development is proposed for property.

5. *Minimizes adverse impacts from nuisances*

There are no adverse impacts from nuisances associated with this conditional use permit application.



6. *Minimizes adverse impacts on public facilities*

A larger water service will tap into the Town water main, in order to provide fire-sprinkler flows for the residential use. Bus passes will be provided to employees, promoting use of the existing transit system, while on-site parking may be restricted. There are no other impacts on public facilities.

7. *Complies with all other relevant standards of these LDRs and all other Town Ordinances*

The proposed conditional use permit application complies with the applicable provisions of the LDRs and other Town Ordinances. Existing physical development is nonconforming due to setback violations, and *Division 1.9. Nonconformities* standards have been met. Relief from the parking requirement is being requested through an administrative adjustment, due to the unique parking needs for J-1 employees.

8. *Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals*

The proposed application complies with terms of the approved Encroachment Agreement associated with this property.

Dormitory Use Parking: Administrative Adjustment Findings for Approval

Pursuant to the LDRs, Section 8.8.1, an administrative adjustment shall be approved upon finding the application:

1. *Complies with the applicability of this Section*

The administrative adjustment complies with Applicability #9, which states that a parking requirement may be adjusted as allowed by 6.2.2.A.1.

2. *Either:*

- a. *Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or*
- b. *Better protects natural and scenic resources, or*
- c. *Better supports the purpose of the zone*

This administrative adjustment better protects natural and scenic resources by allowing the open grass on the property to remain grass rather than be converted into a parking lot. The purpose of the zone, to provide a variety of uses and amenities, is also supported by this administrative adjustment, as the parking demand for J-1 employees is satisfied, while retaining the open grass area on the property.



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

The goal of the subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. This administrative adjustment is consistent with the purpose of the zone and desired future character as the parking demand for J-1 employees is satisfied, while retaining the open grass area of the property.

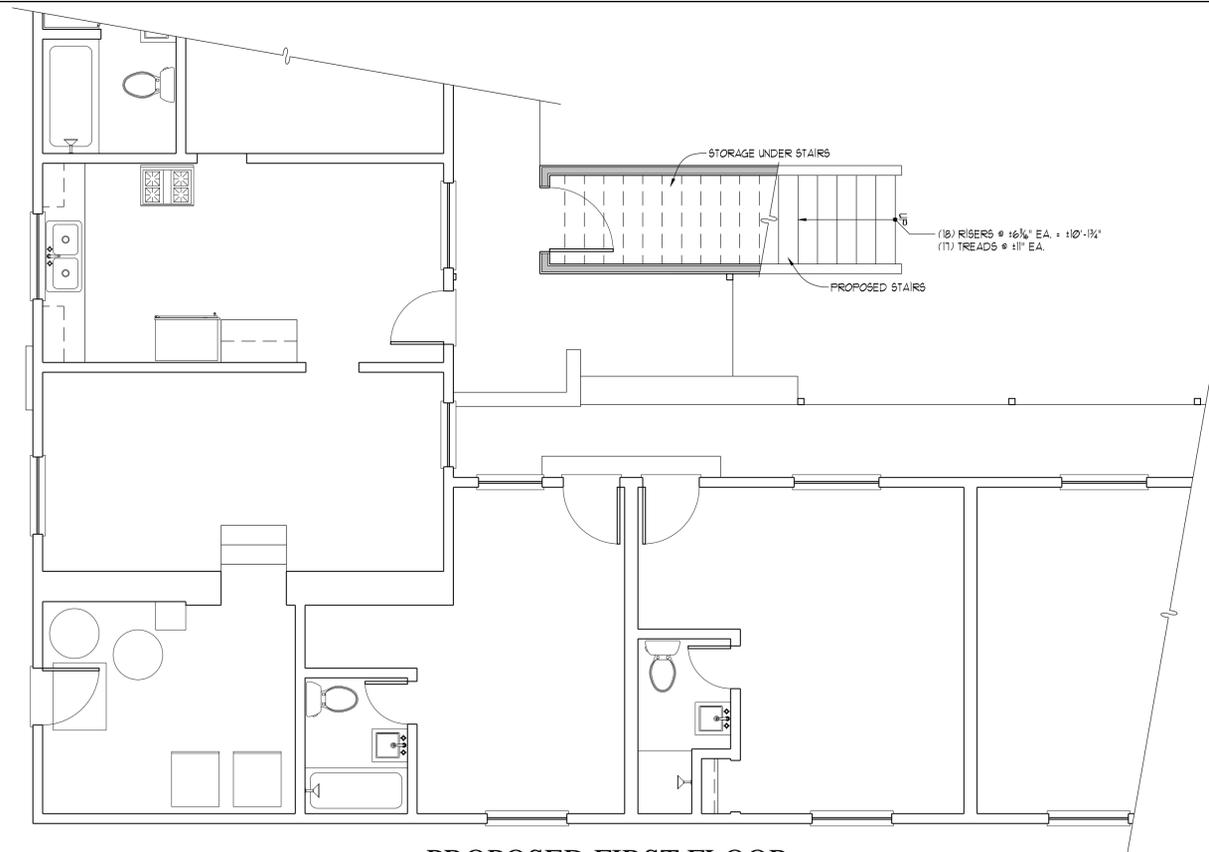
4. *Will not pose a danger to the public health or safety*

The administrative adjustment for parking does not pose a danger to the public health or safety.

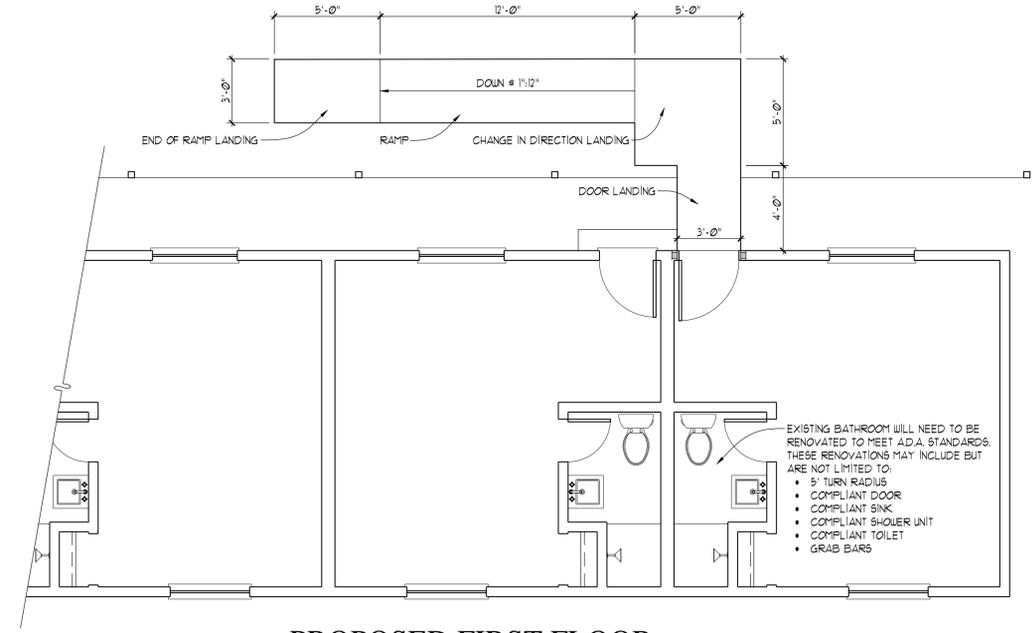
5. *The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section*

This is the first administrative adjustment application for the property.

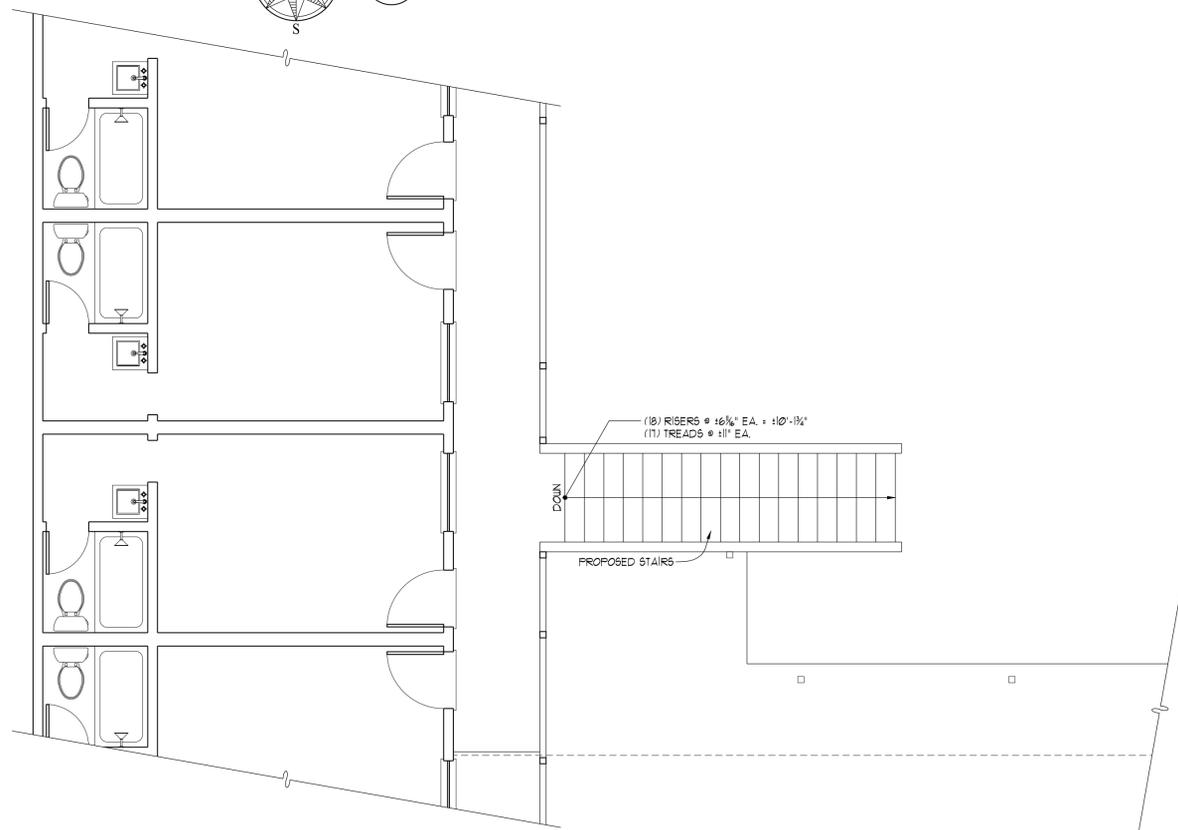




PROPOSED FIRST FLOOR
 PLAN AT NEW EGRESS STAIRS
 1
 A2.1
 1/4" = 1'-0"



PROPOSED FIRST FLOOR
 PLAN AT A.D.A. UNIT
 2
 A2.1
 1/4" = 1'-0"



PROPOSED SECOND FLOOR
 PLAN AT NEW EGRESS STAIRS
 3
 A2.1
 1/4" = 1'-0"

**STAGE COACH
 MOTEL**

295 NORTH GLENWOOD STREET
 TETON COUNTY, WYOMING

**DUBBE MOULDER
 ARCHITECTS**

JACKSON 1160 Alpine Lane, srs 2A
 PO BOX 9227
 JACKSON, WY 83002
 PHONE: (307) 733-9551

DRIGGS 37 North First East
 PO BOX 169
 DRIGGS, ID 83422
 PHONE: (208) 354-0151

OWNERSHIP & USE OF DOCUMENTS
 DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF DUBBE-MOULDER ARCHITECTS, P.C.

Drawing Title
**PROPOSED FLOOR
 PLAN ALTERATIONS**

Set Title:
PROGRESS SET

Set Title	Set Issue Date

Drawn By:	Checked By:
Plot Date: FEBRUARY 11, 2016	Sheet Number:
Scale: 1/4" = 1'-0"	A2.1
Project Number: 1604	