



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 22, 2009
MEETING DATE: MARCH 2, 2009

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

SUBJECT: **ITEMS P08-176, 177 & 178:** REQUESTS FOR CONDITIONAL USE PERMITS TO ALLOW A LODGING FACILITY OVER 15,000 SF AND LODGING IN THE TOWN SQUARE OVERLAY, AND A SKETCH PLAN FOR A LODGING & RETAIL FACILITY OF APPROXIMATELY 31,494 SQUARE FEET

APPLICANT/OWNER: STAGE STOP, INC.; JIM DARWICHE

REPRESENTATIVE: STROUT ARCHITECTS – GREG MASON

STATEMENT/PURPOSE

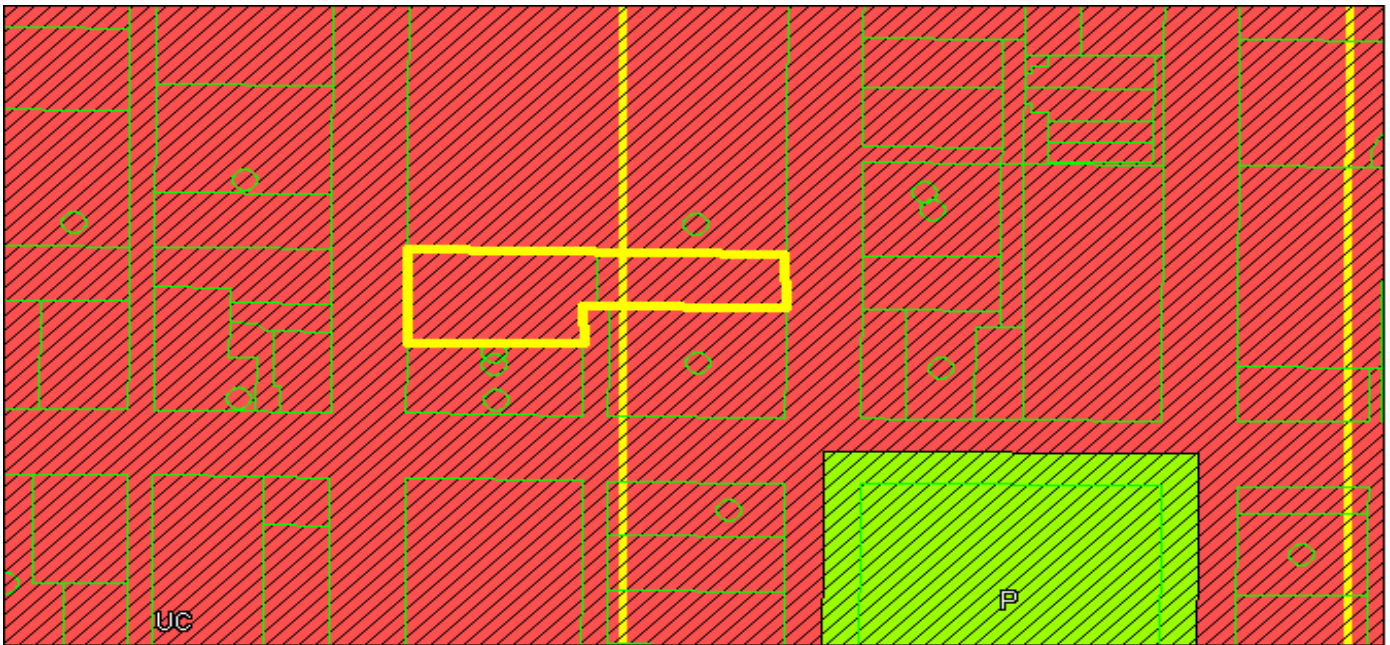
The applicant is requesting approval for Conditional Use Permits to allow a lodging facility over 15,000 SF and a lodging use in the Town Square Overlay, and Sketch Plan approval of a 31,494 SF above grade lodging & retail facility.

APPLICABLE REGULATIONS

Section 51200.C.3.b Sketch Plan
Section 2450 Maximum Scale of Development
Division 3500 Lodging Overlay District
Division 3600 Town Square Overlay District

LOCATION

The subject property is described as Lot 8, the North 35 ft. of Lot 12, and all of Lot 13, Block 7, Original Townsite of Jackson, and addressed as 135 N. Cache & 120 N. Glenwood Streets. The subject property is located within the Urban Commercial (UC) zoning district with the entire property located within the Lodging Overlay and a portion of the property fronting North Cache within the Town Square Overlay. An aerial photo and zoning map of the subject property are shown on the following page:



BACKGROUND/ALTERNATIVES

The subject property has historically been used for commercial lodging (Woods Motel) fronting North Glenwood Street and a mixture of retail and restaurant uses accessed from North Cache Street. The property has previously been considered for development utilizing the Planned Mixed Use Development (PMD) option most recently in 2008. Staff notes that this application is not utilizing the PMD development option but has been submitted under the base UC/LO development standards. The applicant has applied for and completed the mandatory Pre-application Conference prior to this Sketch Plan application.

PROJECT DESCRIPTION

The applicant is proposing a three-story building with a full basement. The first level will predominantly include commercial retail uses (10,554 square feet) accessed from a pedestrian corridor running the full length of the property between North Cache and Glenwood Streets. Commercial lodging specifically

including approximately 51 hotel/motel units (18,960 square feet) will occupy the second and third floors. The check in and reception area for the lodging use will be from Glenwood Street. The basement level will contain underground parking (12,000 square feet), a restaurant (3,000 square feet) and ancillary lodging functions. The proposed underground parking will be for the primary use of the lodging guests and be accessed from Glenwood Street. The retail uses on the first floor will be primarily accessed via pedestrians in the downtown area. A loading dock area will be located off of the existing alley accessed from Deloney Street.

Below is a table describing the dimensional limitations for this project:

	Allowed / Required	Proposed	Complies?
Site Area (min)	N/A	19,900 SF	Yes
Maximum FAR	1.3 & 1.83 ¹ 37,306 SF Total	34,494 SF Total ²	Yes
Minimum LSR	.00, .10 ³ (1,240 SF)	TBD ⁴	Yes
Front Setback (north)	0'	0'	Yes
Rear Setback (south)	0'	0'	Yes
Side Setback (east)	0'	0'	Yes
Side Setback (west)	0'	0'	Yes
Building Height	38' ⁵	38'	Yes
Parking	135	151 ⁶ (36 onsite)	Yes

1. The FAR in the Town Square Overlay (TSO) is 1.83 while the FAR in the non-TSO portion is 1.3; 25% FAR bonus for deed-restricted housing has been applied
2. FAR for deed restricted housing has been included
3. The LSR in the TSO is .00 while the LSR in the non-TSO portion is .10
4. It is anticipated that the applicant will utilize planter boxes and other similar features in order to satisfy the LSR requirement.
5. 110% allowed due to 6 foot elevation change between North Cache and Glenwood streets
6. 115 of the spaces are provide through parking credits associated with the previous use and downtown parking district

STAFF ANALYSIS

Conditional Use Permit for a building over 15,000 square feet

Section 2450B.5 Lodging Overlay District allows for a property owner to apply for a Conditional Use Permit for a building larger then 15,000 square feet but not exceeding 35,000 square feet for lodging uses. The intent of this regulation is to allow for the case by case review of said building to determine their compatibility with surrounding properties and the community as a whole. Staff finds that the proposed structure is unique due to its configuration with frontage on both Glenwood and North Cache. Staff finds that the 30 feet of frontage on North Cache is typical of that found in the surrounding existing street pattern along North Cache with frontages ranging from 30 and 50 feet. Although the Glenwood frontage is 80 feet in length, Staff finds that it is adequately broken up into two separate masses by the stairway leading up to the pedestrian plaza and the distinct architecture of the vertical stairway element leading to the second and third floors. Staff finds that a challenge for the applicant will be to break down the bulk and scale of the north and southern elevations. Staff recognizes that the property is allowed to propose a zero foot side yard setback but notes that due to building code requirements that do not allow any openings on these frontages. The proposed structures are proposed to be constructed of modular construction and as a result will have a four (4) foot separation between each module which will assist in addressing this issue.

Conditional Use Permit for a lodging use in the Town Square Overlay

Section 3640.C. Permitted Uses requires that Commercial Lodging Uses are only allowed in the Town Square Overlay District through the issuance of a Conditional Use Permit. The intent of this regulation is to allow for the case by case review of this particular use as it relates to the function and appearance of the Town Square Overlay. The purpose of the District is as follows:

The purpose of the Town Square Overlay District is to provide development standards that preserve and enhance the unique character, qualities, and pedestrian-oriented environment of the Jackson Town Square and its immediate vicinity.

Staff finds that the proposed location of the commercial lodging use on the second and third floors is consistent with the purpose and intent of the district. By providing commercial lodging in this downtown location it is consistent with maintaining a pedestrian orientated environment for tourists to the downtown while maintaining retail uses on the first floor to create a vibrant and attractive pedestrian realm.

Access & Circulation

Staff finds the proposed pedestrian plaza between North Cache and North Glenwood Streets is an innovative way to provide small retail spaces in close proximity to the Town Square. In addition, staff finds that this connection will be a positive amenity to the entire downtown drawing people off of North Cache to North Glenwood further expanding the downtown visitor experience. Staff has added as a condition of approval that the sidewalks along Glenwood and Cache be increased to a minimum of 10 feet along North Cache and 11 feet along Glenwood Street as recommended by the Pathways Coordinator and Town Engineer (please see the departmental reviews attached for further discussion).

The applicant is proposing to provide guest vehicular loading and unloading within the public right of way along Glenwood Street along with access to the proposed underground parking garage. Staff supports the use of the public right of way for this private function as a way to minimize curb cuts and conflicts with pedestrian movements in the downtown. Although this is seen as a positive aspect of the site plan staff has some concern with the loss of three (3) public parking spaces in the downtown area. Should Council choose to grant this request staff is recommending the applicant pay for this loss of public parking in an amount equal to the Town having to replace this loss of public parking in the future. Based upon the cost of parking spaces in the new garage staff would estimate this to be approximately \$40,000 per space. Staff finds that the proposed access to the underground parking is acceptable. Staff finds that by limiting the curb cut to 18 feet along Glenwood that conflicts with pedestrians in this area will be minimal. Furthermore, staff finds that the use of the access ramp will be moderate being primarily for the use of motel guests and thus will further limit the impact on pedestrians in the area.

Employee Housing

Based upon the proposed uses on the site the applicant is responsible to provide 4,159 square feet of employee housing when the previous credit is subtracted the total amount to be provided is 2,076 square feet. The applicant has proposed to include 1,980 square feet of deed restricted employee housing onsite. Staff has placed as a condition of approval that the applicant provide the additional approximately 100 square feet of employee housing onsite. Currently, the applicant is proposing one unit in the basement and two additional units on the second floor. Staff would request specific Council feedback related to the location of one of the proposed units being located in the basement with no windows but instead utilizing borrowed light (please see the Teton County Housing Authority comments for further discussion).

[Design Review Committee \(DRC\) Review](#)

The proposed building design has been reviewed twice by the Design Review Committee (DRC), once as part of the pre-application conference and once as required as part of the Sketch Plan submission. The proposed building is three stories in height as allowed within the lodging overlay and does not exceed 35 feet in height. Staff notes due to the six (6) feet in grade difference between Cache and Glenwood streets that applicant has been allowed to utilize 110% (38 feet) of the maximum height as allowed by the Land Development Regulations (LDRs). The DRC forwarded a positive recommendation to the Planning Commission on the proposed Sketch Plan design noting that significant work would need to be completed to address the following items as part of the Final Development Plan submission:

- Need to introduce subtractive and additive massing to the upper levels along the pedestrian plaza
- Need to address the northern façade as viewed from North Cache currently to plain; applicant can not assume this will be screened by adjacent buildings in the future
- Need to further develop the staircase along Glenwood to be truly inviting
- Pedestrian corridor has no hierarchy of space
- Need to include more mass and scale variety and less material variety; need to use other elements than materials as organizing principles
- Glenwood elevation needs significant further study; need to address bulk and scale in relation to buildings across the street and St. John's Church
- Need to occupy pedestrian plaza to address currently large void volume of space need something to draw you in
- Lots of opportunity and potential needs a lot of further refinement

[Planning Commission Review](#)

The Planning Commission met on February 4, 2009, to review the application. Following is the Commission's recommendation and an overview of Commission discussion for each of the three requested items.

Conditional Use Permit for a building over 15,000 square feet

The Planning Commission voted to recommend approval to Town Council of a conditional use permit to allow a building larger than 15,000 square feet but under 35,000 in the Lodging Overlay District (5-1, Barbara Allen, Geneva Chong, Ben Read, Lisa daCosta and Jessica Rutzick in favor; Nancy Shea opposed). Commission discussion is summarized as follows:

- the proposed site is unique with its two frontages and the applicant has broken up the bulk and scale well through the use of multiple individual buildings
- creative use of the by right zoning tools
- appropriate mix of lodging and retail uses complimenting each other
- use of individual building placement along the narrow lot with create a local retail village character
- Commissioners unable to make the findings found that the proposed building was not consistent with the intent of the Comprehensive Plan in terms of bulk, scale and character in the Town Square Overlay District

Conditional Use Permit for a lodging use in the Town Square Overlay

The Planning Commission voted to recommend approval to Town Council of a conditional use permit to allow a Lodging Use in the Town Square Overlay District (6-0, Barbara Allen, Geneva Chong, Ben Read, Lisa daCosta, Nancy Shea and Jessica Rutzick in favor). Commission discussion is summarized as follows:

- appropriate mix of lodging and retail uses complimenting each other
- additional lodging units near the Town Square was important and the intent of the Lodging Overlay
- appropriate location of uses with retail on the first floor with lodging above

Sketch Plan

The Planning Commission voted to recommend approval to Town Council of a Sketch Plan for a lodging and retail facility of approximately 31,494 above grade square feet (4-2, Barbara Allen, Geneva Chong, Lisa daCosta and Jessica Rutzick in favor; Nancy Shea and Ben Read opposed). Commission discussion is summarized as follows:

- pedestrian connection between Cache and Glenwood very successful
- project will create a positive visitor experience in the Town Square overlay with its mix of small retail spaces and lodging units
- overall design was acceptable at Sketch Plan but applicant will need to address the DRC comments as part of the Final Development Plan
- the proposed sidewalks widths below the required 10 feet may be acceptable with this project due to the pedestrian connection being proposed
- Commissioners unable to make the findings found that the overall architectural vernacular was too modern and southwestern in style for this location in the Town Square Overlay. The project needed to take on a much more historical Jackson Hole architectural style and pattern similar to the Jackson Theater, The Wort Hotel, Davies Reid, etc. The design may be appropriate elsewhere in Town, but not in this location.

STAFF FINDINGS

Item A: Pursuant to Section 5140. Conditional & Special Uses of the Land Development Regulations, the following findings shall be made for approval of a Conditional Use Permit for a building over 15,000 square feet in the Lodging Overlay District.

1. ***Consistent with Comprehensive Plan.*** *The proposed Conditional Use shall be consistent with the goals, objectives and policies of the Comprehensive Plan, including standards for building and structural intensities and densities, and intensities of use.*

Staff finds that the application is consistent with the Comprehensive Plan, specifically

- *a strong economy based upon visitation, offering unique visitor experiences in the outdoors;*
- *a vital, pedestrian-oriented downtown area which welcomes both visitors and locals; and*
- *residential and commercial buildings which reflect Jackson's heritage, character, and image.*

2. ***Compatibility.*** *The proposed Conditional Use shall be compatible with the scale and character of the immediate vicinity of the land proposed for development.*

Staff finds that the proposed structure is generally compatible with the scale and character of the immediate vicinity and the anticipated redevelopment pattern in the UC/LO zoning district.

3. ***Minimizes adverse impacts.*** *The design, development, and operation of the proposed Conditional Use shall minimize or mitigate adverse effects, including visual impact of the proposed use on adjacent lands.*

Staff finds that the proposed building design incorporating skyplaning on both the Cache and Glenwood facades will reduce the visual impact on adjacent properties. In addition, staff finds that the proposed pedestrian and vehicular improvements proposed are consistent with future planning efforts for the downtown.

4. ***Minimizes adverse environmental impact.*** *The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Staff finds that there will be minimal environmental impact as a result of the application.

5. ***Impact on Public Facilities.*** *The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Staff finds that the proposed application will not have any significant impact on public facilities above and beyond those currently existing.

6. ***Other Relevant Standards of the LDRs.*** *The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs for use, layout and general development characteristics.*

Staff finds that this Conditional Use is in compliance with other standards of the LDRs.

Item B: Pursuant to Section 5140. Conditional & Special Uses of the Land Development Regulations, the following findings shall be made for approval of a Conditional Use Permit for a lodging use in the Town Square Overlay.

1. ***Consistent with Comprehensive Plan.*** *The proposed Conditional Use shall be consistent with the goals, objectives and policies of the Comprehensive Plan, including standards for building and structural intensities and densities, and intensities of use.*

Staff finds that the application is consistent with the Comprehensive Plan, specifically

- *a strong economy based upon visitation, offering unique visitor experiences in the outdoors;*
- *a vital, pedestrian-oriented downtown area which welcomes both visitors and locals; and*
- *residential and commercial buildings which reflect Jackson's heritage, character, and image.*

2. ***Compatibility.*** *The proposed Conditional Use shall be compatible with the scale and character of the immediate vicinity of the land proposed for development.*

Staff finds that the proposed commercial lodging use on the second and third floors with retail uses occupying the first floor is consistent with the vertical integration of uses found in surrounding structures.

3. ***Minimizes adverse impacts.*** *The design, development, and operation of the proposed Conditional Use shall minimize or mitigate adverse effects, including visual impact of the proposed use on adjacent lands.*

Staff finds that the proposed building design locating the commercial lodging uses on the second and third floors will reduce the visual impact on adjacent properties. In addition, staff finds that by maintaining retail uses on the first floor a vibrant and active pedestrian realm will be maintained.

4. ***Minimizes adverse environmental impact.*** *The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Staff finds that there will be minimal environmental impact as a result of the application.

5. **Impact on Public Facilities.** *The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Staff finds that the proposed application will not have any significant impact on public facilities above and beyond those currently existing.

6. **Other Relevant Standards of the LDRs.** *The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs for use, layout and general development characteristics.*

Staff finds that this Conditional Use is in compliance with other standards of the LDRs.

Item C: Pursuant to Section 51200.E (Development Plan Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Development Plan.

1. **Consistent With the Comprehensive Plan.** *The proposed development plan shall be consistent with the purposes, goals, objectives and policies of the Comprehensive Plan, including standards for building and structural intensities and densities, and intensities of use.*

Staff finds that the proposed Sketch Plan is consistent with the purposes, objectives and policies of the Comprehensive Plan specifically as follows:

“Commercial development, including non-resort area lodging, must also be in balance with the community of which it is a part. In this case, “balance” also includes scale and character.”

Staff finds that this plan includes a building that breaks its massing up among various facades, is in scale with the surrounding buildings, and retains the character of the existing structures and site layout, thus maintaining the character of the community and the Town Square Overlay (TSO) and downtown area.

2. **Impact on Public Facilities.** *The proposed development plan shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMT facilities.*

Staff finds that proposal will have no significant adverse impact on public facilities above and beyond that typical of a development of this size. Conditions proposed by the Town will mitigate proposed impacts of the development upon the Town’s existing municipal services, particularly the provision of pedestrian and vehicular thoroughfares. All municipal services are available at this location.

3. **NRO/SRO.** *Any proposed development plan involving lands within the NRO or SRO shall achieve the standards and objectives of both the NRO, pursuant to Division 3200, Natural Resources Protection and Natural Resources Overlay (NRO) District, and the SRO, pursuant to Division 3300, Scenic Resources Overlay (SRO) District.*

Staff finds that the proposed project is not located in the NRO or the SRO Districts.

4. ***Other relevant standards of these Land Development Regulations.*** *The proposed Development Plan shall comply with all standards imposed on it by all other applicable provisions of these Land Development Regulations for use, layout, and general development characteristics.*

Staff finds that the proposed development complies with all other applicable standards of the Land Development Regulations for use, layout and general development characteristics.

5. ***Conditional and Special Uses.*** *The proposed development plan shall comply with the conditional or special use standards, as applicable, pursuant to Section 5140.B, Conditional Use Standards or Section 5140.C, Special Use Standards, if the proposed use is specified as a Conditional or Special use in Table 2200, Use Schedule.*

Staff was able to make the findings for the two (2) required Conditional Use Permits for this application as described above.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposed project meets the Council's strategic intent in that it supports Town as Heart, and contributes to the Town's economic sustainability.

FISCAL IMPACT

None identified.

STAFF IMPACT

None identified.

LEGAL REVIEW

Complete.

ATTACHMENTS

Department Reviews
Applicant Submittal

STAFF RECOMMENDATION

Item A: The Planning Director recommends **approval** of a Conditional Use Permit to allow a lodging structure over 15,000 SF within the Lodging Overlay District for the property located at 135 N. Cache & 120 N. Glenwood Streets.

Item B: The Planning Director recommends **approval** of a Conditional Use Permit to allow a Commercial Lodging use within the Town Square Overlay for the property located at 135 N. Cache & 120 N. Glenwood Streets.

Item C: The Planning Director recommends **approval** of a Sketch Plan for a lodging and retail facility of approximately 31,494 above grade square feet for the property located at 135 N. Cache & 120 N. Glenwood Streets.

SUGGESTED MOTIONS

Item A: I move to **approve** a Conditional Use Permit to allow a lodging structure over 15,000 SF within the Lodging Overlay District for the property located at 135 N. Cache & 120 N. Glenwood Streets based upon the findings as presented in the Staff Report for Item P08-176.

Item B: I move to **approve** a Conditional Use Permit to allow a Commercial Lodging use within the Town Square Overlay for the property located at 135 N. Cache & 120 N. Glenwood Streets based upon the findings as presented in the Staff Report for Item P08-177.

Item C: I move to **approve** a Sketch Plan for a lodging and retail facility of approximately 31,494 above grade square feet located at 135 N. Cache & 120 N. Glenwood Streets based upon the findings as presented in the Staff Report for Item P08-178 and the departmental reviews attached thereto.

**Town of Jackson
Project Reviews**

Project Number P08-178 **Applied** 12/19/2008 **JG**
Project Name Lodging and retail building **Approved**
Type SKETCH PLAN **Closed**
Subtype Commercial **Expired**
Status TOWN COUNCIL **Status** 3/2/2009 **AD**
Applicant Stage Stop, Inc. **Owner** STAGE STOP, INC.

Site Address **City** **State** **Zip**
 135 N Cache Street Jackson WY 83001

Subdivision **Parcel No**
 JACKSON ORIGINAL-TOWNSITE 22411628409001

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
Building	APPROVED	12/19/2008	1/9/2009	12/31/2008	
Legal	APPROVED	12/19/2008	12/19/2008	1/9/2009	
Pathways	APPROVED	12/19/2008	12/19/2008	1/9/2009	

Brian Schilling
 Pathways Coordinator
 Jackson Hole Community Pathways
 307-732-8573

Pedestrian Realm

The applicant shall provide a minimum of a 10' pedestrian sidewalk on the Cache St. frontage. It can be expected that a wider sidewalk (at least 15') may be included as a condition of approval by the Planning Commission or Town Council. The Glenwood frontage should include a minimum 11'-wide pedestrian sidewalk that can be located in the public right of way. The dimensions of the sidewalk should be coordinated with the Town of Jackson Public Works department and Jackson Hole Community Pathways.

Bicycle Parking Guidelines

It is recommended that the applicant provide short-term bike parking for the commercial and retail uses and long-term bicycle parking for employees and residential units. The bike parking should be indicated on the site plans.

Short-term parking (for customers, visitors, or guests parking for a few hours or less): the recommended style for short-term bike parking is one or more "single inverted-U" racks. JHCP recommends avoiding "wave" or "ribbon" style racks, as they are generally less effective than multiple single-U racks. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close or closer to the front entrance than the nearest car parking space, should be visible from the front entrance, and should not inhibit pedestrian flow. At least one bicycle parking space should be provided for every 10 vehicle spaces. Short term spaces could be provided in the proposed internal pedestrian street or in the furnishing zones of the pedestrian sidewalks along Glenwood and Cache.

Long-term parking (for employees/residents parking for more than a few hours-i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the business or residence, but should be located in a secure or monitored location, or in a locked enclosure. At least one long-term parking space should be provided for each residential unit and commercial unit.

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
Planning	APPROVED W/COND	12/19/2008	12/19/2008	1/23/2009	
1. Applicant shall address all comments of the Design Review Committee as part of Final Development Plan application.					
Public Works	APPROVED W/COND	1/28/2009	1/28/2009	1/28/2009	

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	

Jeremy Parker, 733-3079

*Please be advised that the following comments are being provided for use in preparation of all future submittals.

In addition to the required paper submittals, the Engineering Department would like to encourage applicants to submit plans, documents, etc in electronic PDF format. Please submit these materials via disc through Annette Despain of the Planning Department or directly to the Engineering department via email to Jeremy Parker (jparker@ci.jackson.wy.us), and with a CC to Annette Despain (adespain@ci.jackson.wy.us).

The Engineering Department would encourage that the applicant strive to develop the subject property with Green building materials/techniques/technologies as to limit environmental impact and be a benchmark for future development in the Town of Jackson and the State of Wyoming.

A construction-staging narrative shall be submitted for review and approval with the final development plan.

Prior to Building Permit approval, the applicant shall be required to submit for Town Engineer and Planning Director approval a detailed construction staging/phasing plan and narrative on the expected public impact.

We would recommend that the underground parking structure should be designed, per preliminary LDR section 4260-1.

The applicant appears to be planning on using public parking spaces as dedicated drop-off / pick-up spaces for the private development. Should the Council allow this use, staff is recommending the applicant pay for the loss of public parking in an amount equal to the cost of the Town providing a replacement public parking space in the future. Based on the cost of a parking space in the new garage we would estimate this cost to be approximately \$40,000.00/space.

A preliminary potable water system plan shall be provided on the plans consistent with Section 4810 of the LDR's. This plan shall include backflow device and meter locations.

A water system analysis indicating the required fire flow demands and the impacts to the Town's existing system shall be required.

A preliminary sanitary sewer system plan shall be provided on the plans consistent with Section 4820 of the LDR's. Please be advised that the sanitary sewer service that serves Browse & Buy currently is connected to the sewer main in the alleyway to the south of the project.

Information concerning the additional wastewater flows to be delivered to the Town's system shall be required. In addition this information shall include a review of downstream impacts created from the additional flows being delivered.

A preliminary irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with Section 4830 of the LDR's.

A complete and detailed landscaping plan shall be required.

A preliminary stormwater management plan for the site shall be provided on the plans consistent with Section 4900 of the LDR's.

A complete grading and erosion control plan shall be provided on the plans consistent with Section 49140-49160 of the LDR's.

Site contours (existing and proposed) shall be provided on the plans beyond all property boundaries per Section 51200D of the LDR's to ensure the development's integration into the surrounding public and private property.

A parking and access plan per Section 51200D of the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review.

A traffic analysis for the development's impact on adjacent roadways per Section 51200D of the LDR's shall be required.

A pedestrian corridor plan shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance. If awnings or canopies are proposed within the right-of-way, dimensional and

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
<p>drainage information shall be included on the plans. Please be advised that a Town standard sidewalk shall be constructed along North Cache Street and Glenwood Street as directed by Town Council.</p> <p>All work to be completed within the Town's right-of-way shall be specifically addressed. This shall include a complete and detailed drawing indicating the construction of the driveway and sidewalk. Please note that a public sidewalk easement dedicated to the Town shall be required prior to occupancy.</p> <p>All onsite power shall be shown as underground and location(s) of transformers indicated.</p> <p>Snow storage areas for the site shall be indicated on the plans.</p> <p>Fire Marshal approval of the proposed driveway design shall be obtained.</p> <p>Please be advised that a demolition permit shall be required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.</p>					
START	APPROVED	12/19/2008	12/19/2008	1/13/2009	No comments
TC Housing Authority	APPROVED W/COND	12/19/2008	12/19/2008	1/5/2009	

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	

Emily Van Engel, Associate Planner
Teton County Housing Authority
732-0867

TCHA staff's review is based on Section 2325 and Division 49500 of the Town of Jackson LDRs.

EMPLOYEE HOUSING MITIGATION PLAN (Section 49560)

1. REQUIREMENT CALCULATIONS

The applicant did not fill out a calculation worksheet from the Town of Jackson to determine the affordable housing requirement. Based on the table in Exhibit A of the application, and if we attribute the circulation use on Level 1 as retail, then the housing requirement is:

Lodging: $22,484 \text{ sf} \times 50 \text{ sf}/1000 \text{ sf} = 1,124.20 \text{ sf}$
Commercial Retail: $10,480 \text{ sf} \times 168 \text{ sf}/1000 \text{ sf} = 1,760.64 \text{ sf}$
First Floor Office: $300 \text{ sf} \times 250 \text{ sf}/1000 \text{ sf} = 75 \text{ sf}$
Restaurant: $3,000 \text{ sf} \times 400 \text{ sf}/1000 \text{ sf} = 1,200 \text{ sf}$
REQUIREMENT (without exemptions): 4,159.84 square feet

According to Exhibit A, there is an exemption for 1,832.17 square feet, assuming that the circulation is commercial retail space.

Commercial Retail: $2,771 \text{ sf} \times 168 \text{ sf}/1000 \text{ sf} = 465.53$
Circulation: $1,280 \text{ sf} \times 168 \text{ sf}/1000 \text{ sf} = 215.04 \text{ sf}$
Restaurant: $2,879 \text{ sf} \times 400 \text{ sf}/1000 \text{ sf} = 1151.60 \text{ sf}$
Commercial Retail: $5,029 \text{ sf} \times 50 \text{ sf}/1000 \text{ sf} = 251.45 \text{ sf}$
EXEMPTION: 2,083.62 square feet

TOTAL: 2,076.22 square feet of employee housing

With the exemption for existing uses, the requirement is 2,076.22 square feet of employee housing. However, the square footages on the floor plans differ slightly from the chart in Exhibit A, so the applicant should verify the employee housing requirement by filling out a calculation worksheet.

The applicant noted in a previous application for this property that there is 2,078 square feet of existing apartment space that is serving as employee housing. It is not deed-restricted. When the applicant redevelops the property, this housing will disappear. Our land development regulations do not address replacing housing stock such as this that does not have a deed-restriction. The applicant may not use the existing apartment as an exemption.

2. METHOD

The applicant has proposed on-site housing, which is the preferred method. According to the floor plans, it appears that there is 1,336 square feet of employee housing. The applicant shall provide more housing on-site to meet the requirement.

3. UNIT DESCRIPTIONS

The applicant proposes one unit in the basement and two units on the third floor. The applicant needs to provide floor plans for the basement unit for TCHA staff to determine if it meets square footage requirements. The units on the third floor meet square footage requirements but appear to have the same layout as the hotel rooms. The third-floor employee units do not meet requirements from TCHA Guidelines because they do not include kitchens. Employees and hotel guests have different living needs, so TCHA staff recommends that the applicant redesign the employee units to include kitchens and storage that supports a long-term inhabitant.

4. PROPOSED DEED RESTRICTIONS

The applicant shall record a deed restriction on the employee units to ensure long-term affordability. TCHA staff will provide the applicant with a deed restriction that shall be recorded concurrent with Final Plat recordation.

LIVABILITY SUGGESTIONS

To make the units more livable, it would be preferable if the applicant could incorporate some outdoor space for the employee housing in this proposal. Also, since workers in our community tend to have bikes, skis and other outdoor gear, TCHA staff requests that the

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applicant add outdoor storage space and a bike rack.

February 18, 2009

Since review of this application on January 5, 2009, the Housing Authority has received more detail on the employee housing. The applicant proposes a two-story employee unit in the basement that has one skylight for the entire unit rather than windows. The skylight sits over the stairwell inside the unit, so it does not directly hit the living space. It also sits below an exterior stairwell.

Housing Authority Guidelines, which support the Comp Plan and LDRs, set livability requirements that aim to eliminate substandard or inadequate housing. The guidelines require all housing units to have exterior windows in all bedrooms and living spaces or at a minimum borrowed natural light in the living and sleeping spaces.

As it's currently designed, the basement unit in this proposal does not meet the natural light requirement from Housing Authority Guidelines. Housing Authority staff recommends that the applicant design the employee housing to include windows.