



September 9, 2022

Hal Hutchinson, HH Land Strategies
PO Box 1902
Wilson, WY 83014

Stage Stop, Inc.
PO Box 1677
Jackson, WY 83001

[sent via email only to hal@hhlandstrategies.com]

RE: Sufficiency Determination for BUP2022-0076 & BUP2022-0077

Dear Hal,

We have received your applications submitted for the Basic Use Permits for Office and Accessory Residential Use(s) at the Legacy Lodge, 3000 Big Trail Drive, dated August 26, 2022. In accordance with the procedures set forth in the Teton County Land Development Regulations, I find the above referenced applications to be **Insufficient**. This determination was made on Friday, September 9, 2022.

LDR Section 8.2.5 Determination of Sufficient. A sufficient application is one that:

1. *Includes the information and materials identified at the pre-application conference or in the application checklist established by the Planning Director in the Administrative Manual; and*
2. *Contains such information and materials in sufficient detail to determine compliance with these LDRs.*

The Basic Use Permit application checklist identifies the following requirements under General Information:

- Narrative description of the use.** Briefly describe the proposed use for which you are seeking a permit. Include the proposed location of the use and whether any new physical development is required.
- Proposed Development Program.** Please use the attached template, established in the Administrative Manual.
- Site Plan.** Please see the attached list of minimum standards for a site plan, established in the Administrative Manual.
- Floor Plans.** Include floor plans for any existing buildings that will be occupied by the proposed use. If any changes to the buildings are proposed, indicate those on the plans.

The application for BUP2022-0077, Legacy Lodge Misc. Professional Office Basic Use Permit is insufficient for the following reasons.



1. Narrative description of use does not identify the type of professional office being proposed. Miscellaneous Professional Office is not a sufficient description for staff to determine compliance.
2. Please expand on why kitchenette areas and bathrooms are not part of the office use in each unit.
3. Floor Plans provided only illustrate a residential use and do not sufficiently describe occupation of the existing space by an office use.
4. Application does not mention any Building Code/Permit requirements for changes in occupancy code from assisted living to office. Would recommend reviewing this to ensure Basic Use Permit application encompasses all potential changes to the space.

The application for BUP2022-0076, Legacy Lodge Accessory Residential Unit Basic Use Permit is insufficient for the following reasons.

1. A Basic Use Permit application is required for each Accessory Residential Unit. This application proposes one BUP application for 27 individual units.
2. Several references are made to a R-2 zone which is inaccurate.
3. The application BUP2022-0077 makes reference to housing requirements being met by the Accessory Residential Units and that the details would be “more fully described below in the associated ARU Basic Use Permit application.” However, upon review of BUP2022-0078 the application makes no reference to how ARUs may provide affordable housing mitigation (i.e. no reference to affordable deed restrictions). Would recommend using the Housing Mitigation Plan Checklist provided by the Jackson/Teton County Affordable Housing Department to remedy this insufficiency: <http://jhaffordablehousing.org/DocumentCenter/View/10475/2019-Housing-Mitigation-Plan-Checklist?bidId=>

Please provide a response to these insufficiencies within 60 days or the applications will be considered withdrawn. If you have any questions or concerns regarding this determination and the County review process, please feel free to contact me at (307) 733-3959 or via email at: cwindom@tetoncountywy.gov

Sincerely,

A handwritten signature in cursive script that reads "Chandler Windom".

Chandler Windom
Senior Planner