



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
- Joint Housing Dept

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: April 20, 2021 Item #: P21-093	REQUESTS: The applicant is submitting a request for LDR Text Amendment – Section 2.2.6.D & 2.2.6.E For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Applicant/Agent: April Norton PO Box 714 Jackson, WY 83001	
Please respond by: May 26, 2021 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: alangley@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

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

PROJECT.

Name/Description: LDR Text Amendment - Section 2.2.6.D & 2.2.6.E.
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: April Norton Phone: 3077320867
Mailing Address: po box 714 ZIP: 83001
E-mail: aprilnorton@jacksonwy.gov

DESIGNATED PRIMARY CONTACT.

_____ Property Owner Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; review the type of application at www.townofjackson/200/Planning*

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input checked="" type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> Other: <u>Fee Waiver</u>
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

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

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

n/a **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

yes **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

April Norton
Signature of Property Owner or Authorized Applicant/Agent
April Norton
Name Printed

4-15-2021
Date
Housing Director
Title

Proposed Text Amendment

Allowance for condominium or townhouse subdivision of a lot in the Neighborhood Low Density-5 (NL-5) zone when all proposed units are permanently deed restricted with a Jackson/Teton County Housing Department, Jackson/Teton County Housing Authority, Jackson Hole Community Housing Trust, or Habitat for Humanity of the Greater Teton Area Special Restriction, Deed Restriction, and/or Ground Lease.

Narrative Description

The purpose of this text amendment is to reduce barriers for permanently deed restricted housing development. These permanently deed restricted units will provide stability to neighborhoods and work to achieve the community's stated goal of housing 65% of its workforce locally.

In 2018 NL-5 was created as a replacement for the AR zone. Historically, the AR zoning district allowed for a main house and two accessory residential units (ARUs), with the two ARUs serving as rental product. Since 1994, however, the AR zone included a Planned Unit Development (PUD) option, which was the most frequently used tool for Affordable and Workforce housing development. The amendment proposed today simply reinstates a version of that option for Affordable and Workforce housing development through an Affordable and Workforce housing condominium/townhouse allowance. This is consistent with the way the district has operated since 1994.

While this allowance will not be a solution for every landowner, it will provide an option for those owners who desire to build housing for the local workforce, but who do not want to manage or own a rental property. This amendment will remove a barrier to the development of permanently deed restricted housing without changing the FAR, bulk, or scale of development allowed per lot. It will also strengthen neighborhoods by building housing that by its nature is required to house members of the local workforce year-round, ensuring homes are occupied, lights are on, and community character is maintained and likely even enhanced.

Existing Text to be Amended

LDR Section 2.2.6.D. Development Options and Subdivisions, amend to the following:

1. Allowed Subdivision and Development Options		
Option Lot Size (min) Standards		
Allowed Subdivision Options		
Land Division	7,500 sf	(Sec. 7.2.3.)
Condominium/Townhouse	n/a	(Sec. 7.2.4.) (E.3.)

LDR Section 2.2.6.E. Additional Zone-specific Standards, add an additional standard:

- 3. Condominium or Townhouse.** Condominium or Townhouse subdivision is only allowed if all units on the property will be permanently deed restricted with a Jackson/Teton County Housing Department, Jackson/Teton County Housing Authority, Jackson Hole Community Housing Trust,

or Habitat for Humanity of the Greater Teton Area Special Restriction, Deed Restriction, and/or Ground Lease (collectively “Restriction”). The Restriction must permanently restrict use and occupancy of the dwelling units to those households who work locally and occupy the unit as their primary residence.

Findings

Pursuant to Section 8.7.1, LDR Text Amendment of the LDRs, the purpose of an LDR text amendment is to publicly review a change to the LDRs to ensure that the change improves implementation of the Comprehensive Plan. The Town Council has legislative discretion when amending the LDRs and shall consider factors including, but not limited to, the extent to which the proposed amendment:

Is consistent with the purposes and organization of the LDRs.

Complies. This amendment is consistent with the LDRs stated purpose to implement the Jackson/Teton County Comprehensive Plan. This amendment is for the Neighborhood Low Density 5 Zone and addresses how the land may be developed or subdivided.

Improves the consistency of the LDRs with other provisions of the LDRs.

Complies. This NL-5 was created as replacement for the AR zone. Historically the AR zone included a PUD option that was the most frequently used tool for Affordable and Workforce housing development. This amendment reinstates a version of that tool, allowing for Affordable and Workforce housing development in a way that is historically consistent with the zoning district.

Provides flexibility for landowners within standards that clearly define desired character.

Complies. This amendment provides flexibility for owners to develop permanently deed restricted ownership housing. This amendment does not exempt the development from compliance with all other applicable LDRs.

Is necessary to address changing conditions, public necessity, and/or state or federal legislation.

Complies. This amendment is proposed to encourage the development of permanently deed restricted ownership housing in neighborhoods that are currently undergoing significant change with the development of large single-family homes that are not providing local workforce housing.

Further, with the escalation of the local housing market, the need for safe, affordable housing for the local workforce continues to grow. Providing an option to develop homes with permanent deed restrictions helps meet this public need.

Improves implementation of the Comprehensive Plan.

Complies. The Comprehensive Plan sets a goal of housing 65% of the workforce locally (Policy 5.1.a.). By providing flexibility to build permanently deed restricted units, this amendment improves the implementation of the Comprehensive Plan through a reduction in barriers for Affordable or Workforce housing development (Policy 5.4.b.).

Is consistent with other adopted Town Ordinances.

Complies. This amendment is consistent with other Town Ordinances including the Workforce Housing Action Plan Initiative 5A: Allow for supply of workforce housing by removing barriers.