



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: September 11, 2019	REQUESTS: The applicant is submitting a request for a Pre-Application for a Sketch Plan for the property located at 1675 Berger Ln, legally known as, LOT 4, M-B SUBDIVISION LEASED BY MOUNTAIN BELL. For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Item #: P19-214	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Hoke & Co PO Box 130 Wilson, WY 83014 Applicant: Berlin Architects / Scott Zabriskie PO Box 4119 Jackson, WY 83001	
Please respond by: October 2, 2019 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@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
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process 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

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

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 or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to 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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

Signature of Owner or Authorized Applicant/Agent



Date

Name Printed

Title

LETTER OF AUTHORIZATION

Horne = CO. A 124 LL "Owner" whose address is: Box 130
Winston, WY. 83014
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Horne = CO, as the owner of property
more specifically legally described as: LOT 4 A-B Subdiv
PEN PAT 375 - AKA 1625 ELEGANT Lk

(If too lengthy, attach description)

HEREBY AUTHORIZES BERLIN ARCHITECTS

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:

[Signature]

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: MANAGING PARTNER

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

STATE OF Wyoming)

COUNTY OF Teton)

SS.

The foregoing instrument was acknowledged before me by Bland Horne this 22 day of August, 2019.

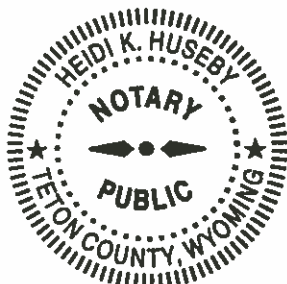
WITNESS my hand and official seal.

[Signature]

(Notary Public)

My commission expires: 7/1/21

(Seal)





Pre-application Request Project Info & Narrative

Lot 4 of M-B Subdivision, Town of Jackson, 1675 Berger Road

Lot Size: 1.386 Acres

Zoning: Business Park

Existing Building: 1 story, 12,096 sf (to remain)
Use: Light Industrial

Setbacks = Street 20', Side 10', Rear 20'

Site Development Setback = 0' for 40% of lineal frontage of front yard

Height Limit max. = 35'

Existing Use: Light Industrial
Proposed New Use: Light Industrial + Workforce Housing

FAR Allowed: .41 x 60,374 sf = 24,753 sf

LSR = .15 min. = 9,056 sf

Workforce housing reqmt: $[(24,750\text{sf} - 12,096\text{sf existing bldg}) \times .000246 \text{ units/sf}] = 3.11 \text{ units}$

Parking Requirement: 1 / 1000sf (1 disability spot / 25) (shared parking for res and non-res)

Phased Development

Phase 1:	Proposed Building Area:	12,096 sf existing 1 story, light industrial <u>11,550 sf</u> new 1 story, light industrial 23,646 sf total 2,450 sf new 2 story, workforce housing 24 parking spaces required (shared)
Phase 2:	Proposed Building Area (total):	-12,096 sf original building demolished <u>13,200 sf</u> new 1 story, light industrial 24,750 sf total 25 parking spaces required (shared)

BOX 4119
JACKSON, WY 83001

307-733-5697
FAX 307-733-5761
berlinarchitects.com

DESCRIPTION

This pre-application proposal is for a sketch plan and development plan permit. The flat site is currently occupied with a leased 12,096 sf light industrial building built circa 1975. The current design intent is for a phased implementation of additional new light industrial use lease space and workforce housing. Some preliminary background is attached for your reference from an earlier initial meeting between Berlin Architects and Town Planning.

Phase 1 would preserve the existing building on site and add a new independent building with 11,550 sf of 1 story industrial use lease space along with 2,450 sf of workforce housing in another separate 2 story building. The total Phase 1 FAR would equal .39 where .41 is allowed. A total of 24 parking spaces including 2 disability spaces are proposed matching what is required for the 23,646 sf area of total non-residential development floor area.

Phase 2 would involve demolition of the existing 12,096 sf 1975 building to be replaced with a new 13,200 sf 1 story industrial use lease space building. The total Phase 2 FAR would equal .41 as allowed. A total of 25 parking spaces with 1 disability space would be required for the 24,750 sf area of total non-residential development floor area. 33 parking spaces with at least 2 disability spaces are currently proposed.

The 3.11 Workforce Housing units proposed would be broken down as follows:

- One unit would be an affordable rental restriction for a qualifier making less than 50% of Family Median Income. This unit would be a 1 bedroom or a Studio unit of 650 habitable sf.
- Two units would each be an affordable rental or affordable ownership restriction for qualifiers making above 80% up to 120% of Family Median Income. These units would each be 2 bedroom units of 900 habitable sf.

Access from Berger Road is proposed. A large delivery truck loading location is shown on site adjacent to Berger Road with an additional curb cut to allow for pull-through access and doubling as the access point for the existing building's south facing garage door. A third curb cut is proposed for access and a single parking stall on the south end of the proposed new building for access to a garage door and would happen within the allowed 40% curb cut allowance. This curb cut is more than 50ft from the Gregory / Berger intersection.

The owner and design team have an interest in having a second vehicular access from Gregory Lane, in order to better accommodate traffic control and circulation on site. Fire truck emergency access would also be improved. We believe this access would comply with LDR's and hope that the benefit would help to make it an easy condition to approve. Town Planning noted no problem with such access, but we have encountered some hesitation from the Public Works Department. We would like to reach some conclusion about this request with those in authority over this decision during the pre-application process. We have attached an alternate plan for review that demonstrates one way that a Gregory Lane access could be included if allowed.

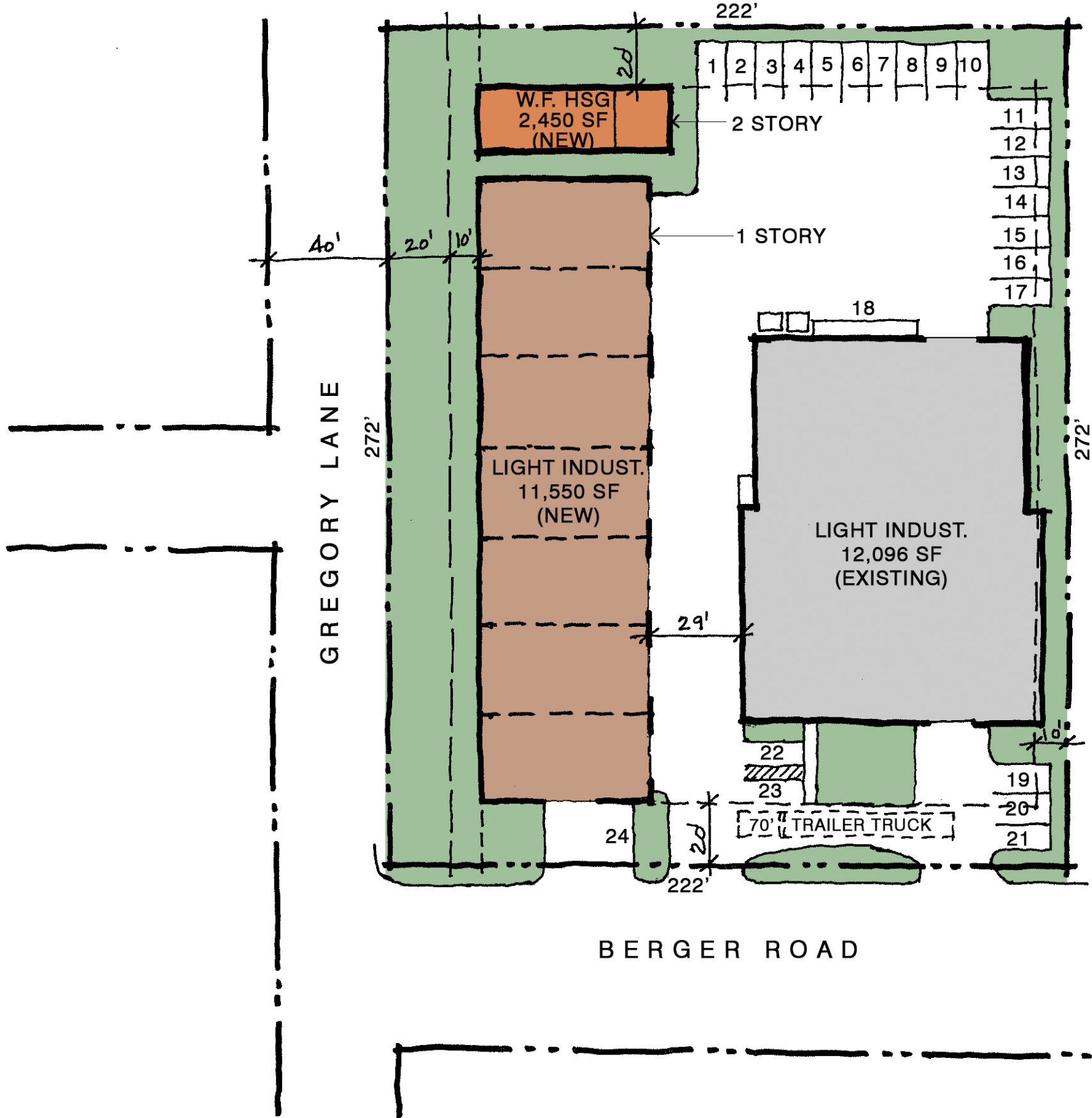
From: Brendan Conboy [<mailto:BConboy@jacksonwy.gov>]
Sent: Thursday, June 27, 2019 10:16 AM
To: Scott Zabriskie <scott@berlinarchitects.com>
Subject: RE: 1675 Berger Lane

Hi Scott,

Following up on our conversation yesterday I have some feedback after talking with Paul:

- The nonconforming expansion of 20% of floor area would only apply if the existing building itself were to be expanded. Based on the site plans submitted it doesn't appear that that is being contemplated. Therefore any additional separate buildings that meet setback requirements and other LDR requirements would not be subject to the 20% of existing floor area expansion limit. In other words, any other new buildings would only be limited by the max FAR of ~25k SF for the total site.
- The 40% lineal frontage and parking we discussed is correct. Options 1-A and 2-B appear to meet this limitation. Options 1-B and 2-A appear to exceed this limitation on Berger Ln.
- We do not foresee any issue with taking access from Gregory across the drainage ditch. This does not appear to be an irrigation ditch (Which has setback limits), but rather a stormwater ditch. I would talk with Public Works about it as well though.
- Particular attention should be paid to snow storage on site.
- Req'd Affordable Workforce Housing will need to be built on site to mitigate for any development beyond the 'credit' for the existing use square footage.
- Design review will be required for the project.
- Depending on the amount of floor area added a Development Plan will be required and potentially a Sketch plan for more than 15,000 SF (i.e. scrape option and new construction).

Thanks,
Brendan



SITE PLAN PHASE 1

1" = 40'

9.9.2019

