



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: July 23, 2020	REQUESTS: The applicant is submitting a request for a Pre-Application for a zoning map amendment for the property located at 400 W. Snow King Avenue, legally known as PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57 (FAIR GROUNDS, INCLUDES PUBLIC WORKS DEPT.). For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P20-138	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner Town of Jackson Applicant: April Norton PO Box 1687 Jackson, WY 83001 Agent: Summit Housing Group – Rusty Snow283 Front Street, ste1 Missoula, MT 59802	
Please respond by: August 12, 2020 (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. | phone (307)733-0440
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** (tstolte@jacksonwy.gov).

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



PRE-APPLICATION CONFERENCE REQUEST (PAP)
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PROJECT.

Name/Description: 24 units of affordable housing

Physical Address: 400 W. Snow King Avenue, Jackson WY

Lot, Subdivision: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57

PIDN: 22-41-16-33-1-00-027

PROPERTY OWNER.

Name: Town of Jackson

Phone: 307-733-3932

Mailing Address: PO Box 1687, Jackson, WY

ZIP: 83001

E-mail: ahnorton@tetoncountywy.gov

APPLICANT/AGENT.

Name, Agency: Rusty Snow, Summit Housing Group, Inc.

Phone: 406-241-0103

Mailing Address: 283 W Front St, Ste 1, Missoula MT

ZIP: 59802

E-mail: rusty@summithousinggroup.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner

x

____ Applicant/Agent

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Signature of Owner or Authorized Applicant/Agent

Rusty Snow

Name Printed

7/21/20

Date

President

Title

LETTER OF AUTHORIZATION

Town of Jackson

, "Owner" whose address is: 150 E. Pearl

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: 400 W. Snow King Ave.

(If too lengthy, attach description)

HEREBY AUTHORIZES Summit Housing Group

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 OF CO-OWNER)

Title: Town Manager

(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

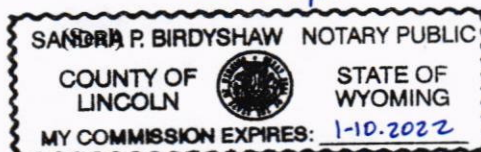
)

The foregoing instrument was acknowledged before me by Larry Pardee as this 22nd day of July, 2020.

WITNESS my hand and official seal.

Sandra P. Birdyshaw
(Notary Public)

My commission expires: 1-10-2022



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

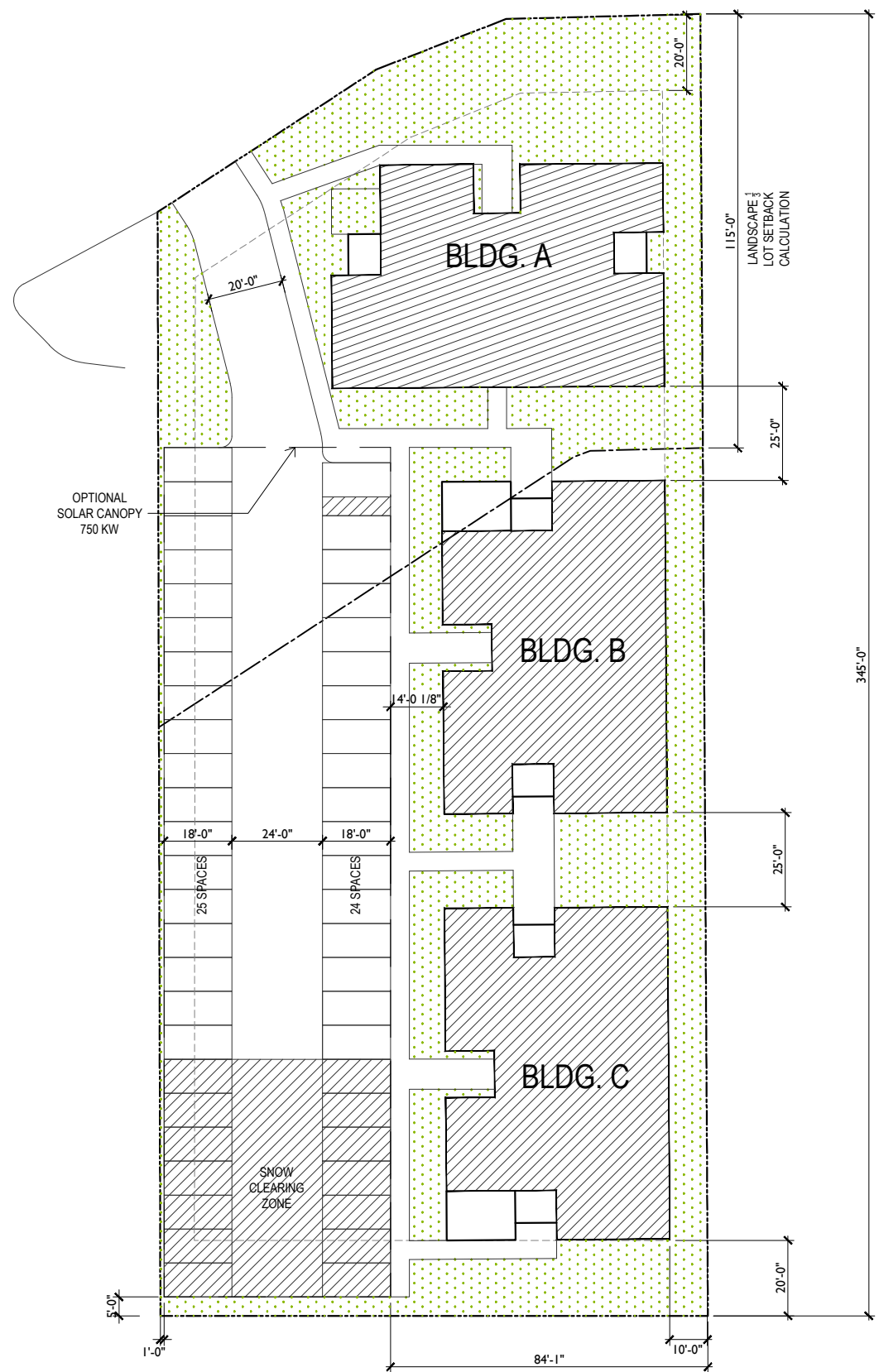
Narrative Project Description

- Existing property conditions (buildings, uses, natural resources, etc)
The property is the eastern portion of W 400 Snow King Ave, which is owned by the Town of Jackson, currently vacant land with a maintenance shed on premise.
- Character and magnitude of proposed physical development or use
The project proposes to build 24 affordable housing units in 3 buildings. The units will consist of (6) 1-bedrooms, (9) 2-beds and (9) 3-beds.
- Intended development options or subdivision proposal (if applicable)
n/a
- Proposed amendments to the LDRs (if applicable)
The property is currently zoned P/SP. We propose a zoning change to NM-2.

NEIGHBORHOOD MEDIUM DENSITY - 2	REQUIRED	PROPOSED
LOT AREA : 47,592 SF (1.09 AC)		
PRIMARY BUILDING SETBACK		
PRIMARY STREET	20'-0" (MIN.)	20'-0"
SECONDARY STREET	10'-0" (MIN.)	10'-0"
SIDE INTERIOR	10'-0" (MIN.)	10'-0"
REAR	20'-0" (MIN.)	20'-0"
LANDSCAPING : APARTMENTS	.21 X LOT AREA = 9,994 SF 70% W/IN FRONT 1/3 OF SITE = 6,995 SF	17,698 SF (.37) 8,814 SF (88%)
PARKING SETBACKS		
PRIMARY STREET	20'-0" (MIN.)	51'-2"
SECONDARY STREET	20'-0" (MIN.)	80'-0"
SIDE INTERIOR	1'-0" (MIN.)	1'-0"
REAR	5'-0" (MIN.)	5'-0"
SCALE OF DEVELOPMENT: WORKFORCE HOUSING AREA BONUS (7.8.4)	MAX FAR: 40% = 19,037 SF 100% WFH - 2:1 = 38,074 SF	28,668 SF

ALLOWED USE: APARTMENT	UNIT SIZE	UNIT COUNT
1 BR	712 GSF	4 UNIT
2 BR	950 GSF	8 UNITS
3 BR	1,103 GSF	11 UNITS
3 BR ACCESSIBLE	1,103 GSF	1 UNIT
TOTAL UNIT COUNT		24 UNITS
PARKING REQUIREMENT	0.000017 * sf + (Exp(-14.17 + 1.59*Ln(sf)))/ 2.176	49 SPACES

2



SITE PLAN

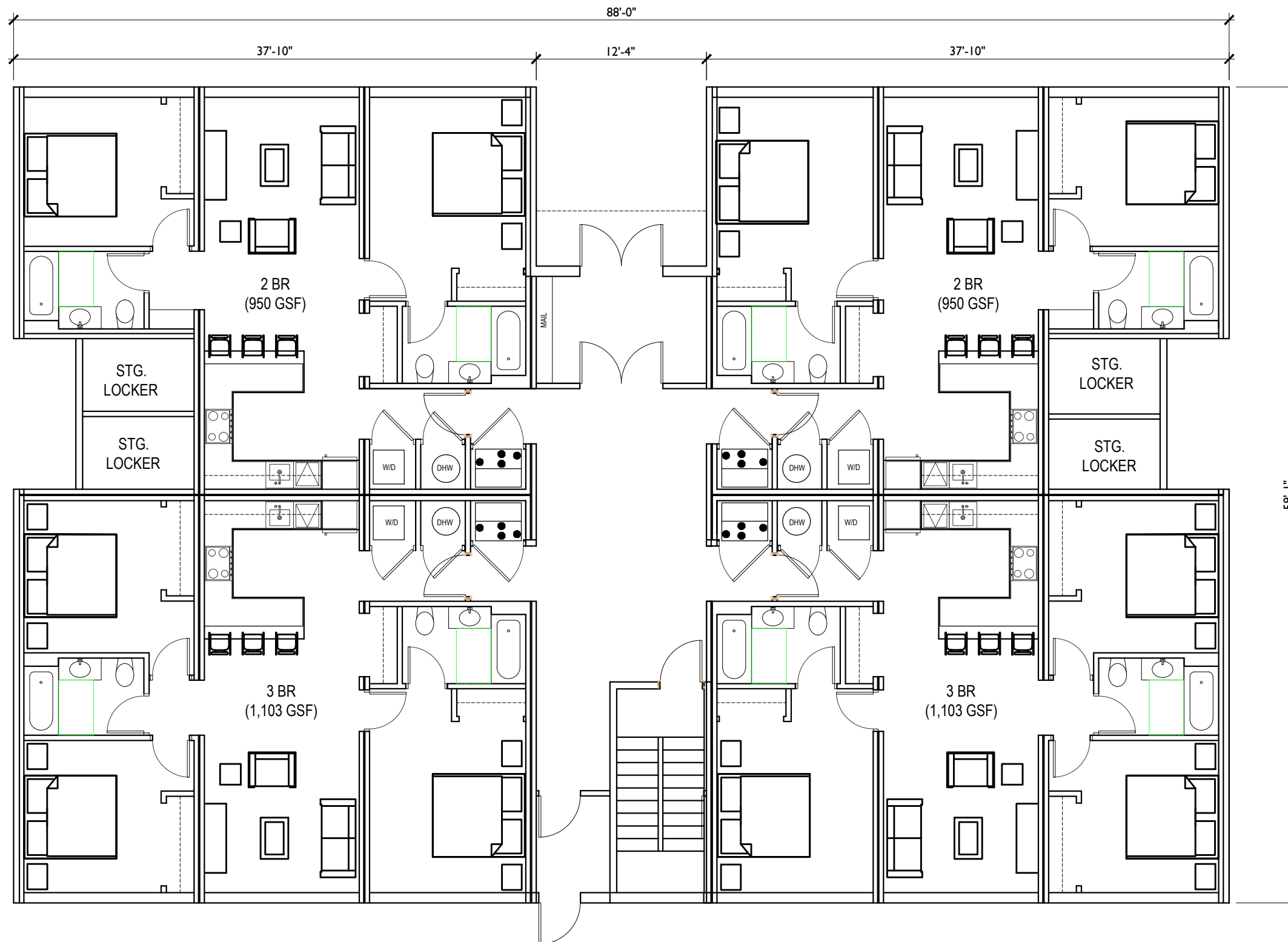
SCALE: 1" = 40'-0"

ONION
FLATS

ARCHITECTURE

SP-3

DATE: 7.14.20



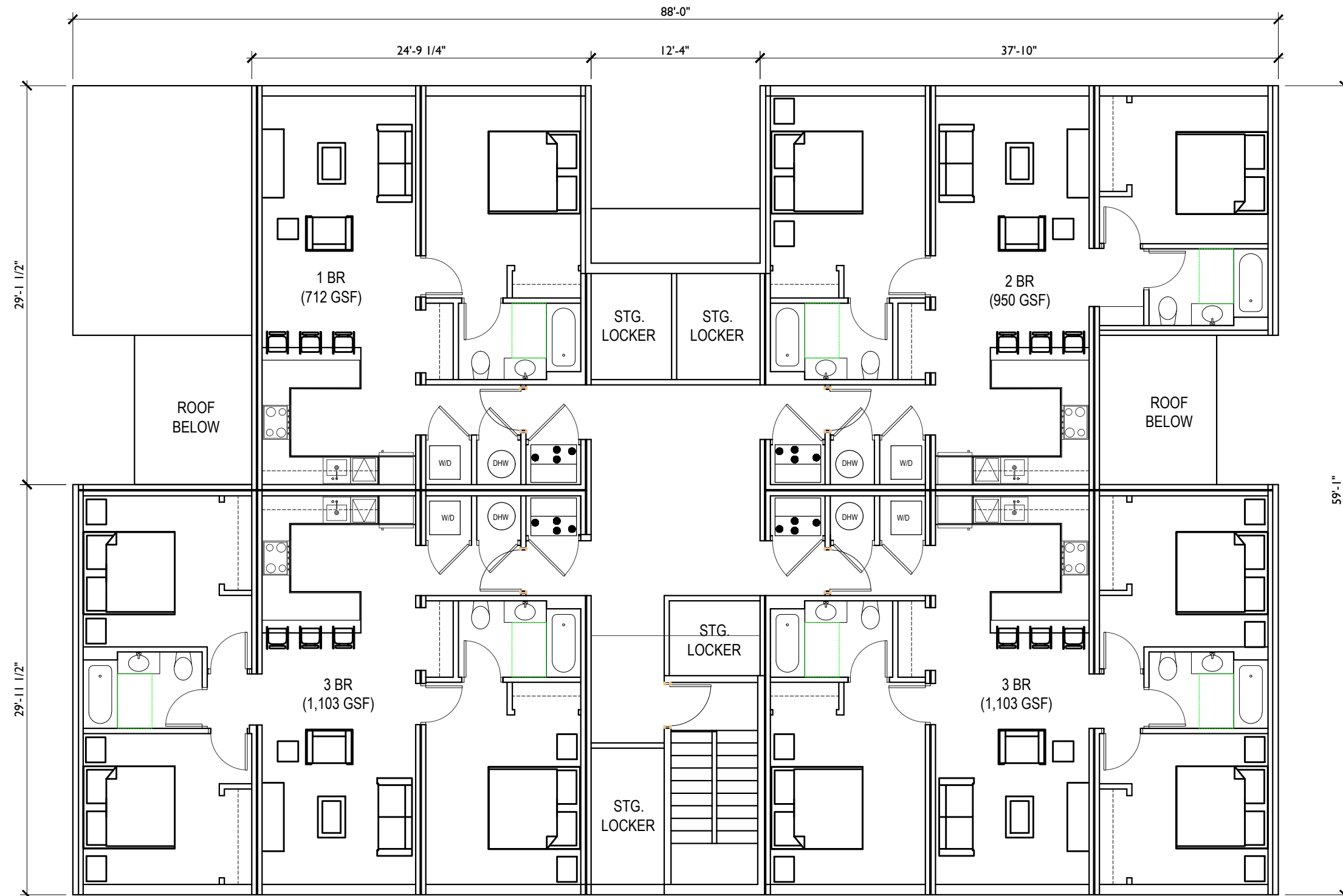
FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

ONION
FLATS
ARCHITECTURE

FP-1

DATE: 7.15.20



SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

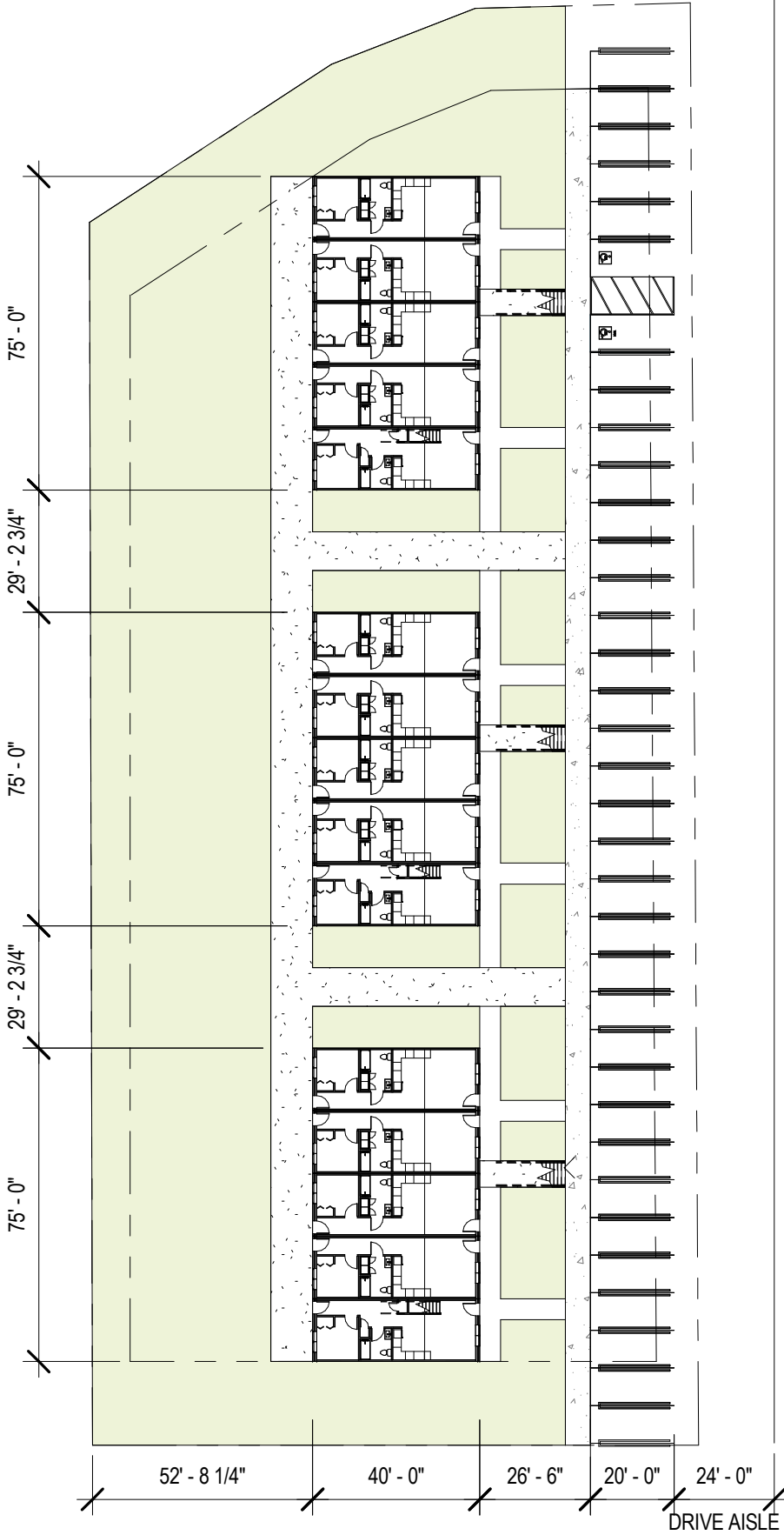


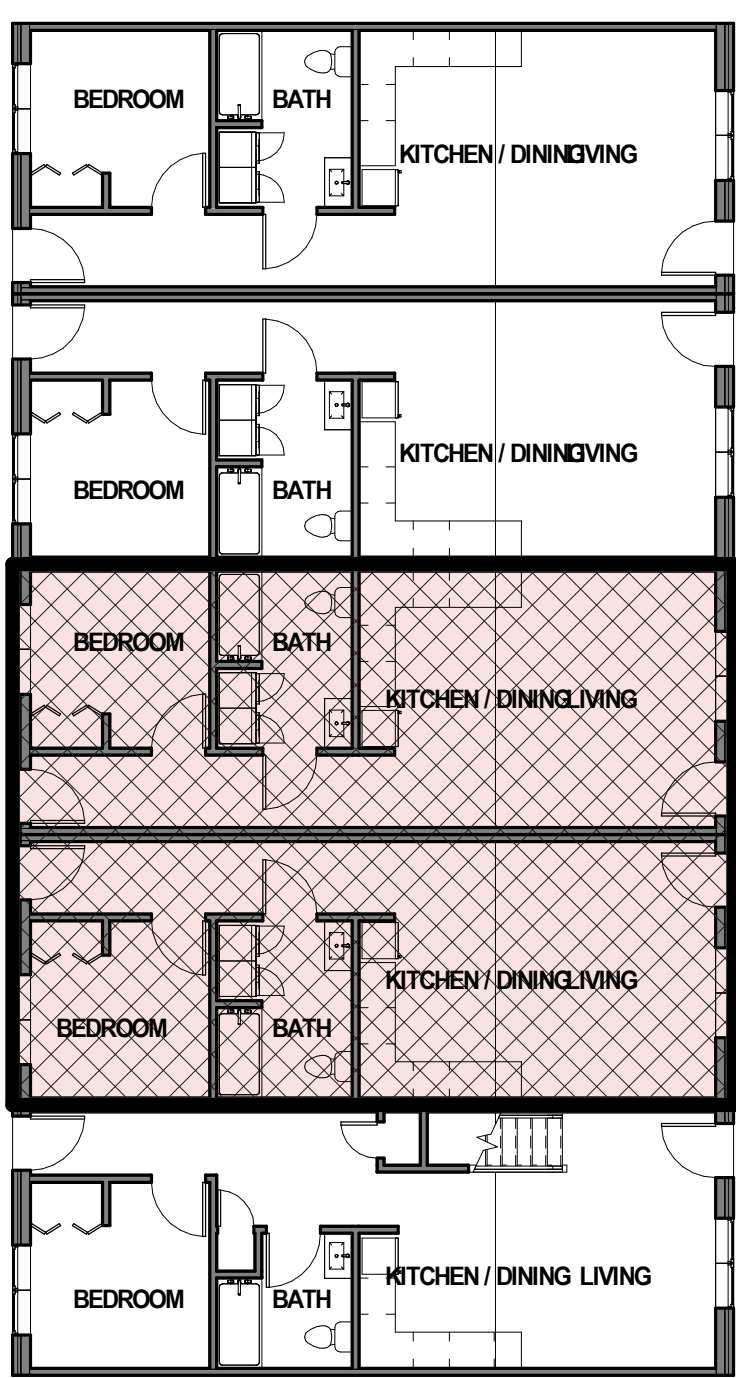
FP-2

DATE: 7.15.20

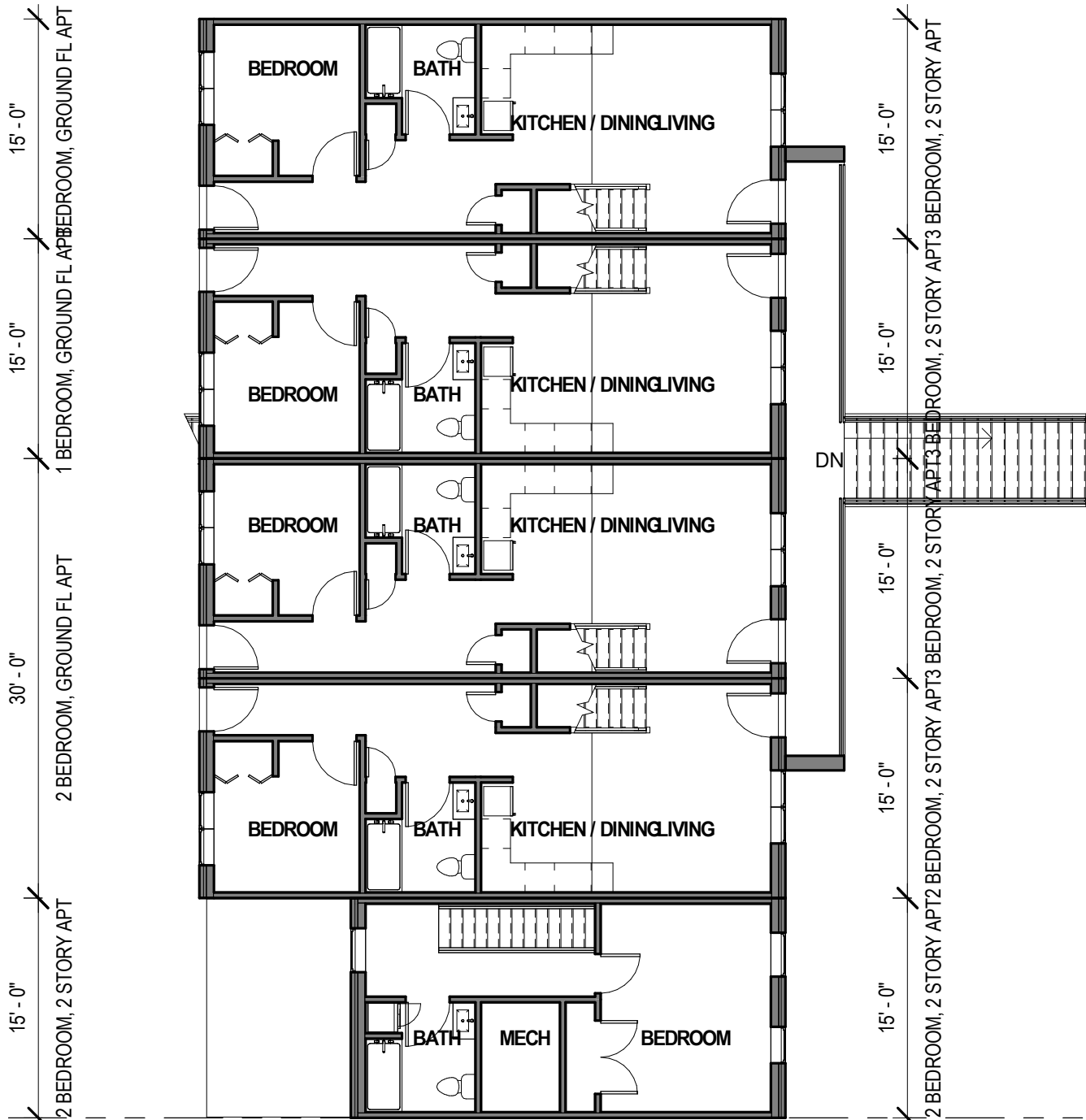
SCALE: 1/8" = 1'-0"

NEIGHBORHOOD MEDIUM DENSITY - 2 REQUIRED		PROPOSED
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<u>PARKING SETBACKS</u>		
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SECONDARY STREET	20'-0" (MIN.)	0'-0"
SIDE INTERIOR	1'-0" (MIN.)	119'-2"
REAR	5'-0" (MIN.)	5'-0"
SCALE OF DEVELOPMENT	MAX FAR: 40% = 19,037 SF	
WORKFORCE HOUSING AREA BONUS:	100% WFH 2:1 = 38,074 SF	23,805 SF
ALLOWED USE: APARTMENT	UNIT SIZE	UNIT COUNT
1 BR	600 GSF	6 UNITS
2B4	1,045 GSF	9 UNITS
3BR	1,200 GSF	9 UNITS
TOTAL UNIT COUNT		24 UNITS
PARKING REQUIREMENT	$0.000017 \times \text{SF} + (\text{EXP}(-14.17 + 1.59 \times \text{Ln}(\text{SF}))) / 2.176$	36 SPACES

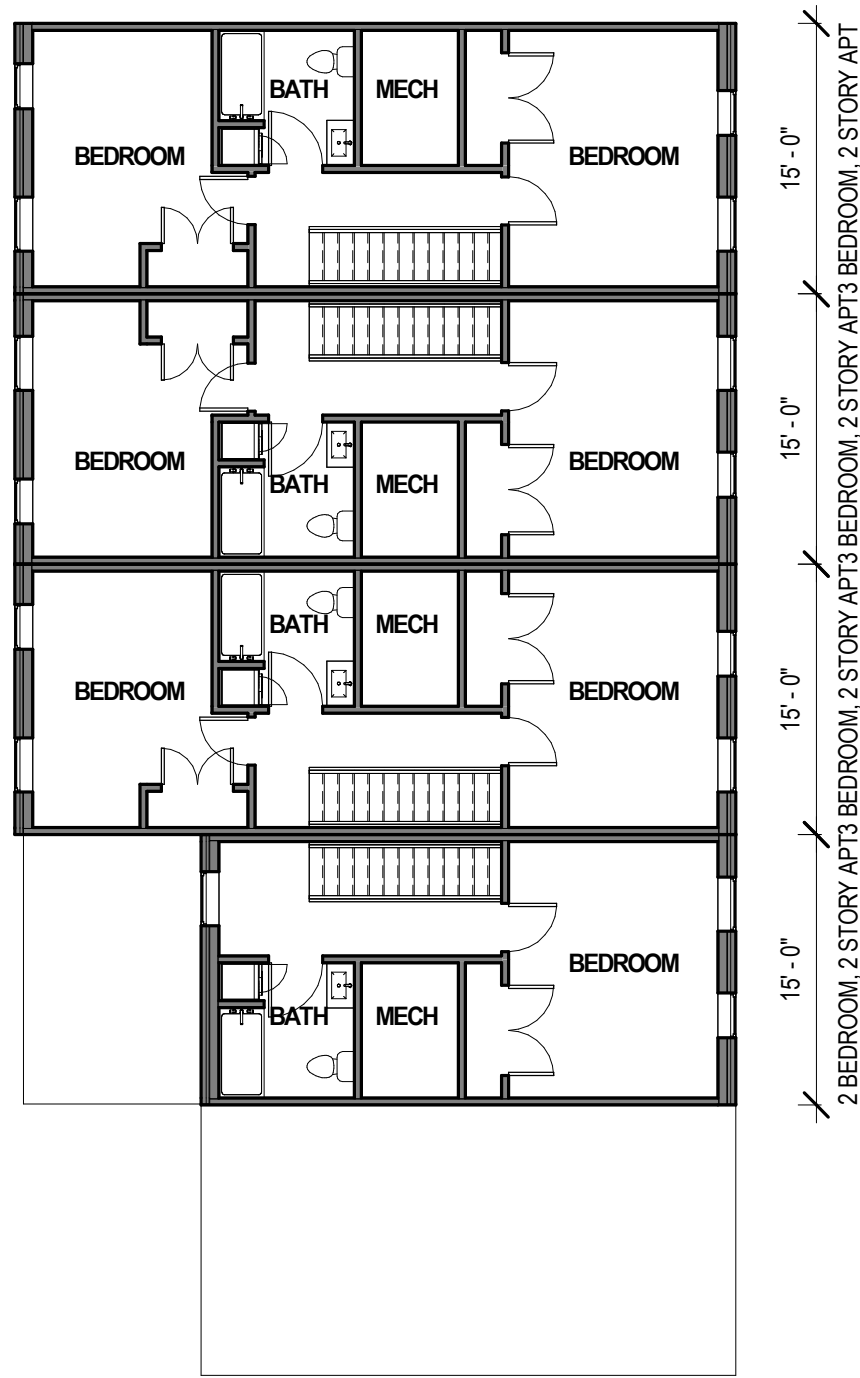




GROUND FLOOR



SECOND FLOOR



THIRD FLOOR

