



# 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

Item #: P20-138

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner**

Town of Jackson

**Applicant:**

April Norton  
PO Box 1687  
Jackson, WY 83001

**Agent:**

Summit Housing Group – Rusty  
Snow 283 Front Street, ste1  
Missoula, MT 59802

**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.

**Please respond by: August 12, 2020 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto: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](http://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 processed 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](http://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](mailto:tstolte@jacksonwy.gov)).

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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](http://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)

### 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*

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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  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: Larry Pardee

(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

)

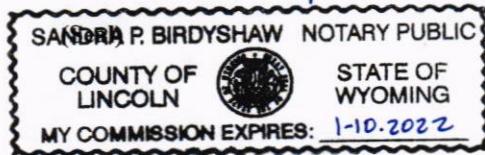
The foregoing instrument was acknowledged before me by Larry Pardee as this 22nd day of July, 2020.

WITNESS my hand and official seal.

Sandra P. Birdyshaw

(Notary Public)

My commission expires: 1-10-2022



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**

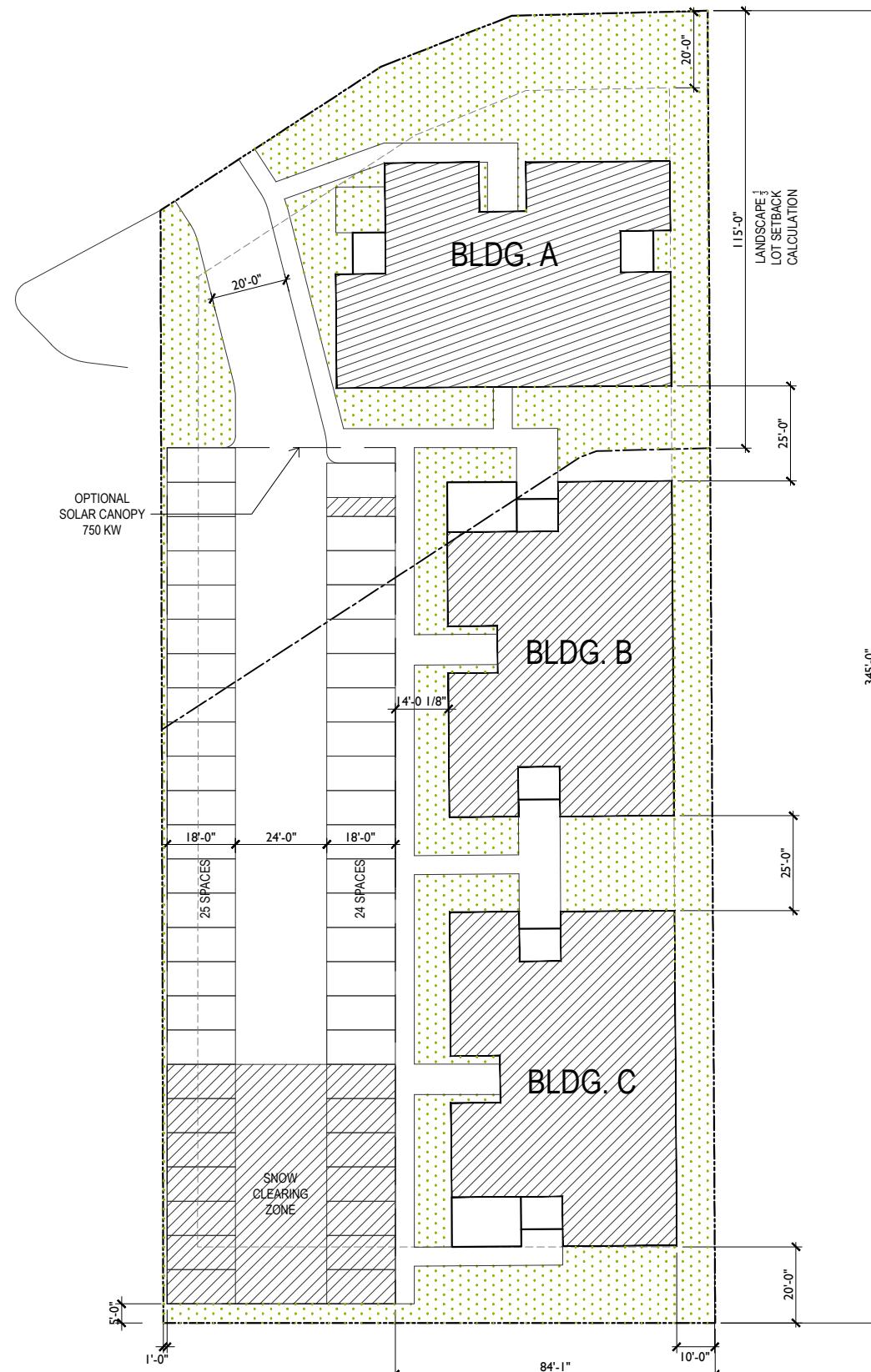
**Planning & Building Department**

**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 $\frac{1}{3}$ 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	$0.000017 * \text{sf} + (\text{Exp}(-14.17 + 1.59 * \text{Ln}(\text{sf}))) / 2.176$	49 SPACES



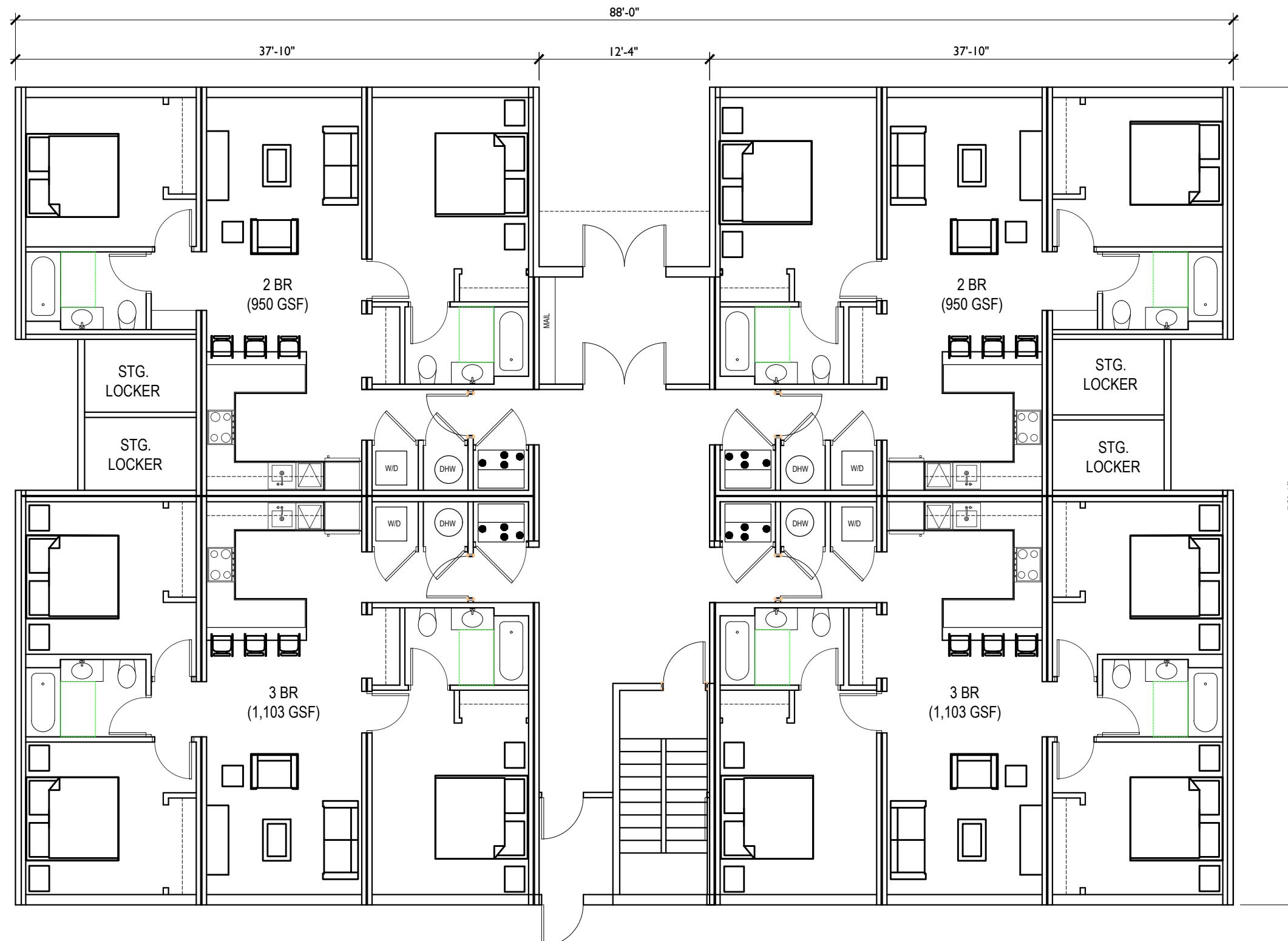
## SITE PLAN

SCALE: 1" = 40'-0"

SP-3

DATE: 7.14.20

ONION  
FLATS  
ARCHITECTURE



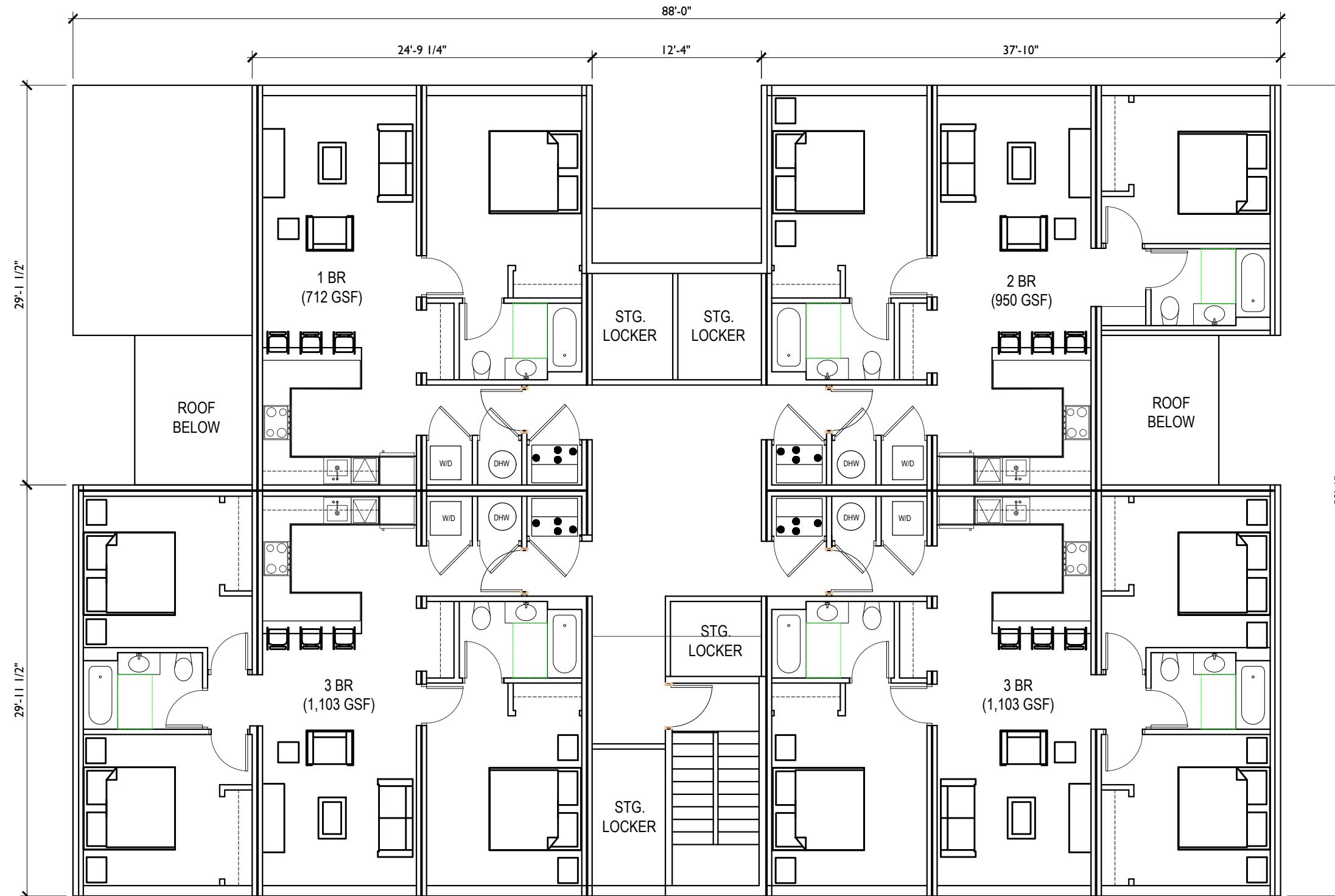
## FIRST FLOOR PLAN

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

ONION  
FLATS  
ARCHITECTURE

FP-1

DATE: 7.15.20

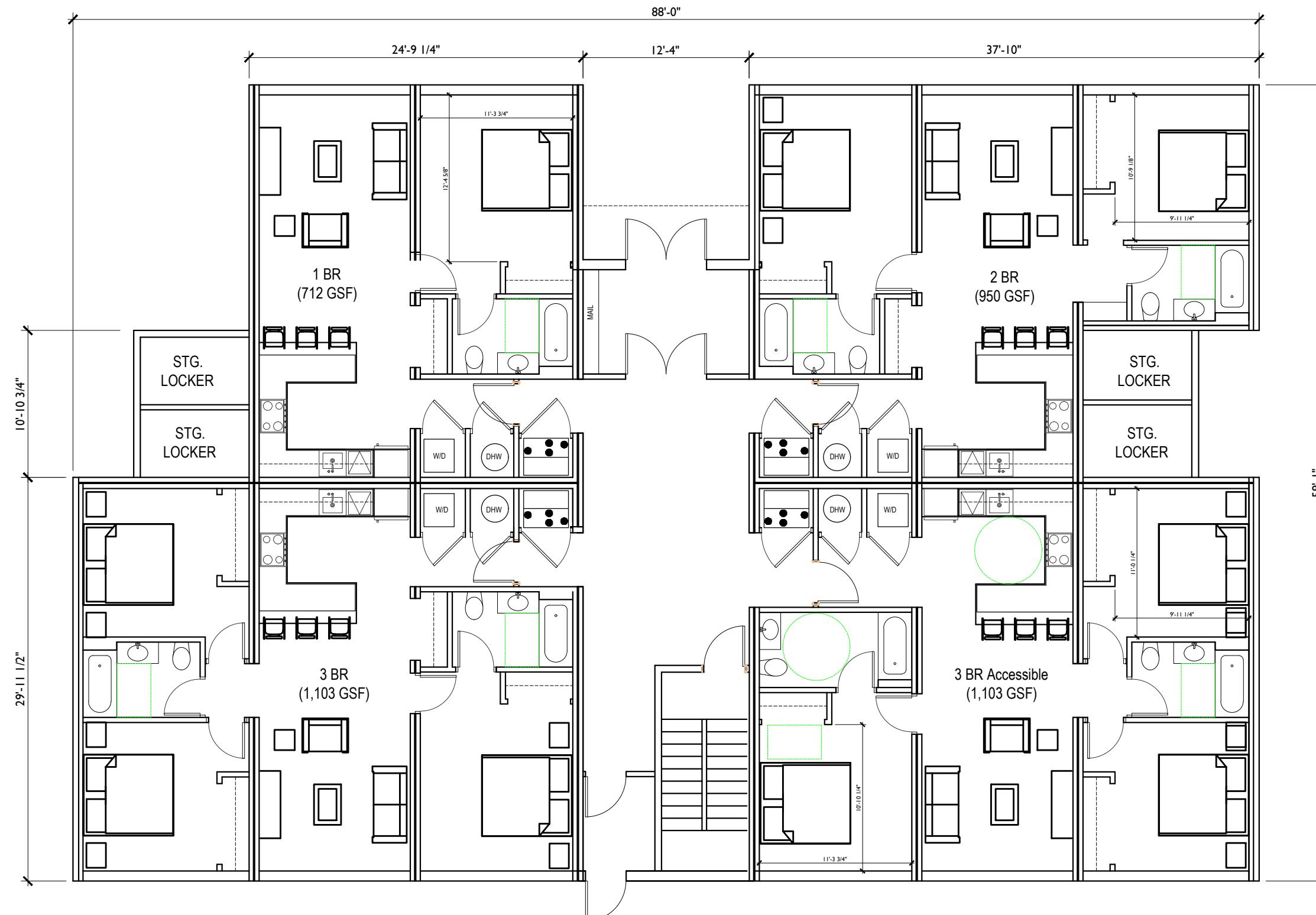


ONION  
FLATS  
ARCHITECTURE

FP-2

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

DATE: 7.15.20



## FIRST FLOOR PLAN (BLDG. A)

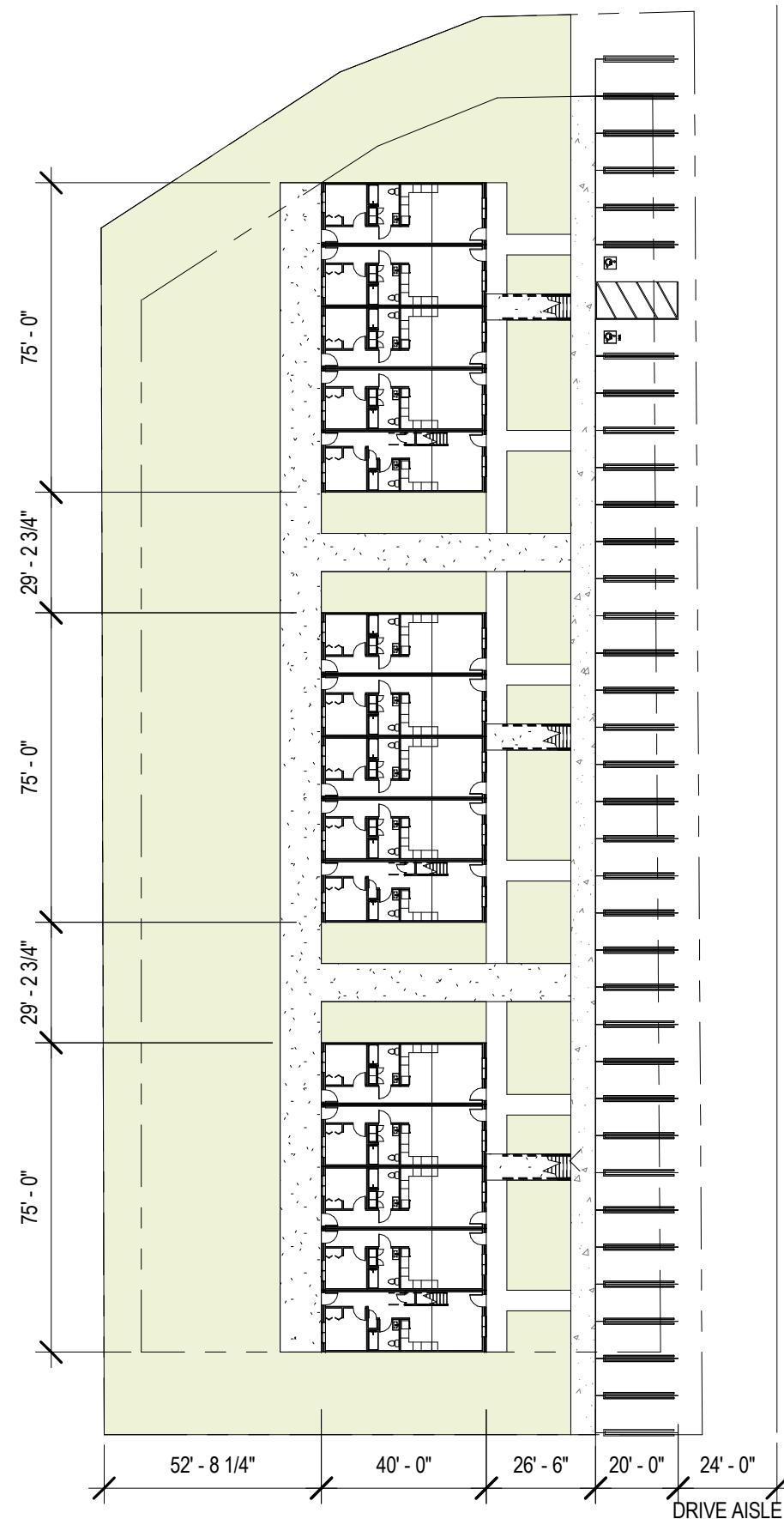
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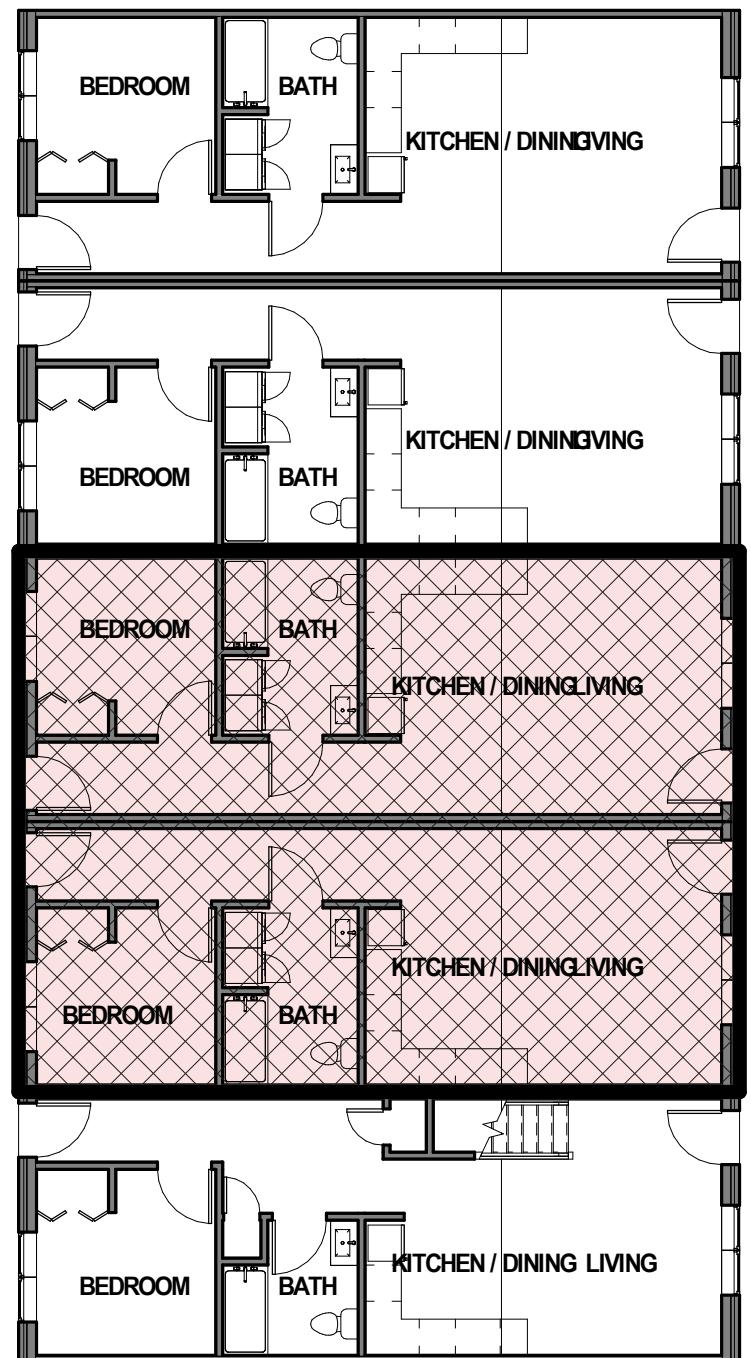
SCALE: 1/8" = 1'-0"

FP-3

DATE: 7.15.20

NEIGHBORHOOD MEDIUM DENSITY - 2 REQUIRED		PROPOSED
LOT AREA: 47,592 SF (1.09 AC)		
<u>PRIMARY BUILDING SETBACKS</u>		
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		0.21x LOT AREA = 9,994 SF
		70% W/IN FRONT 1/3 OF SITE = 6,995 SF
		17,698 SF (0.37)
		8,814 SF (88%)
<u>PARKING SETBACKS</u>		
PRIMARY STREET	20'-0" (MIN.)	10'-2"
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		
1 BR	UNIT SIZE	UNIT COUNT
	600 GSF	6 UNITS
2B4	1,045 GSF	9 UNITS
3BR	1,200 GSF	9 UNITS
TOTAL UNIT COUNT		24 UNITS
PARKING REQUIREMENT		0.000017xSF+(EXP(-14.17+1.59xLn(SF)))/2.176
		36 SPACES



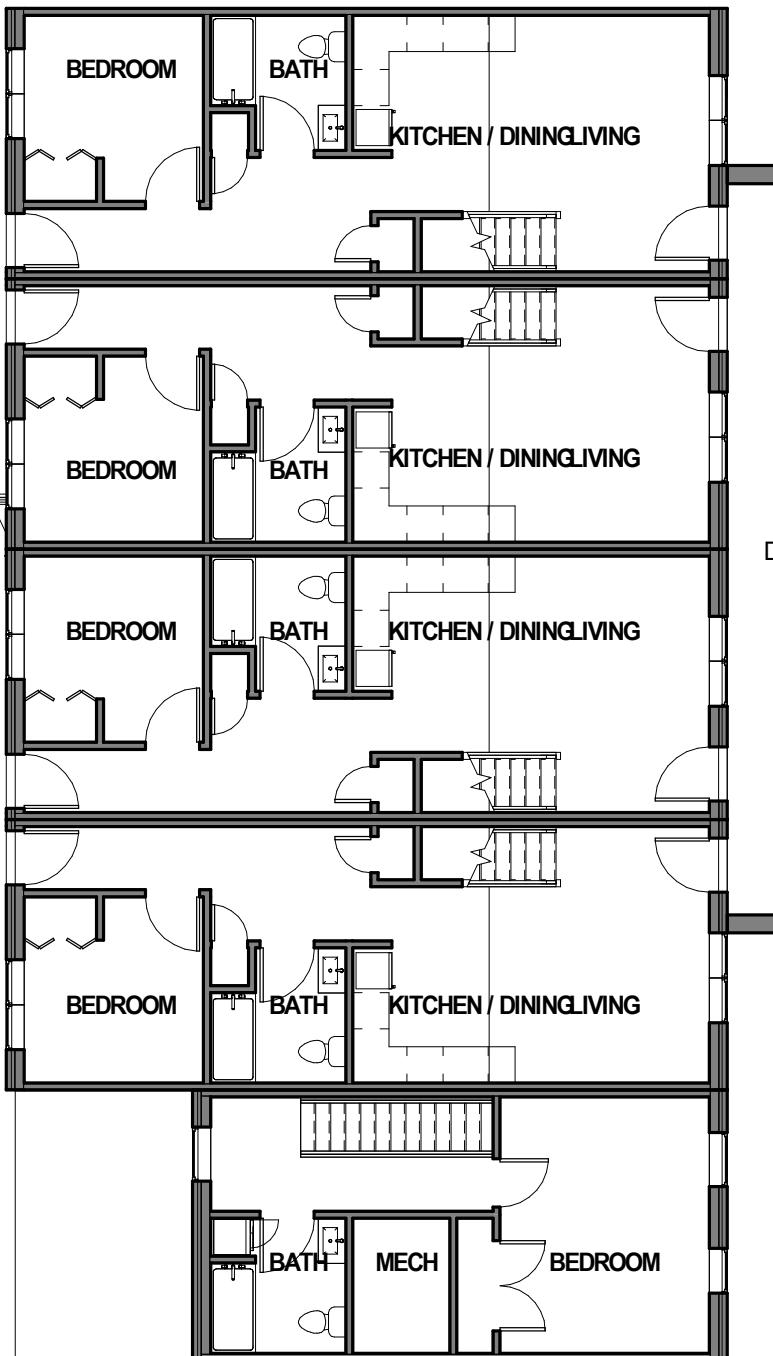


2 BEDROOM, GROUND FL APT

15' - 0"

15' - 0"

1 BEDROOM, GROUND FL APT



15' - 0"

15' - 0"

2 BEDROOM, 2 STORY APT

15' - 0"

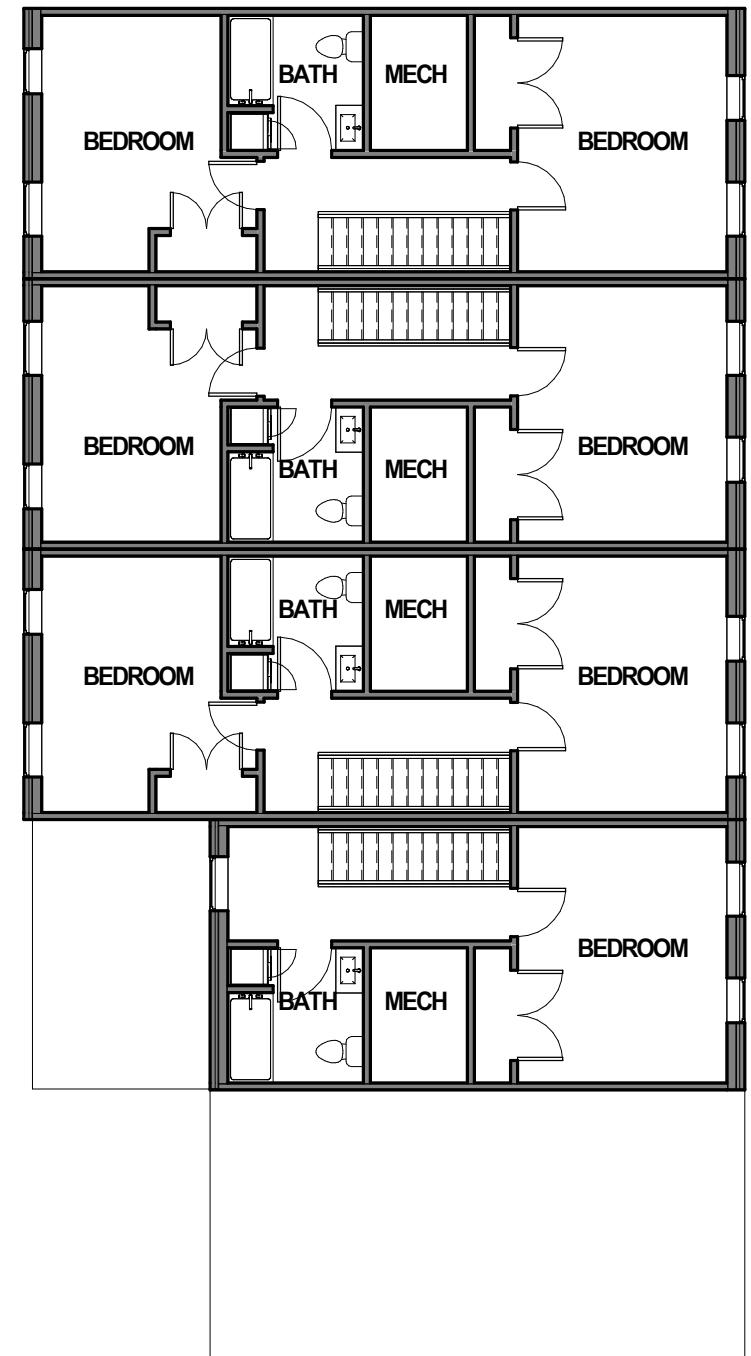
15' - 0"

2 BEDROOM, 2 STORY APT

15' - 0"

DN

2 STORY APT



2 BEDROOM, 2 STORY APT

15' - 0"

15' - 0"

2 BEDROOM, 2 STORY APT

15' - 0"

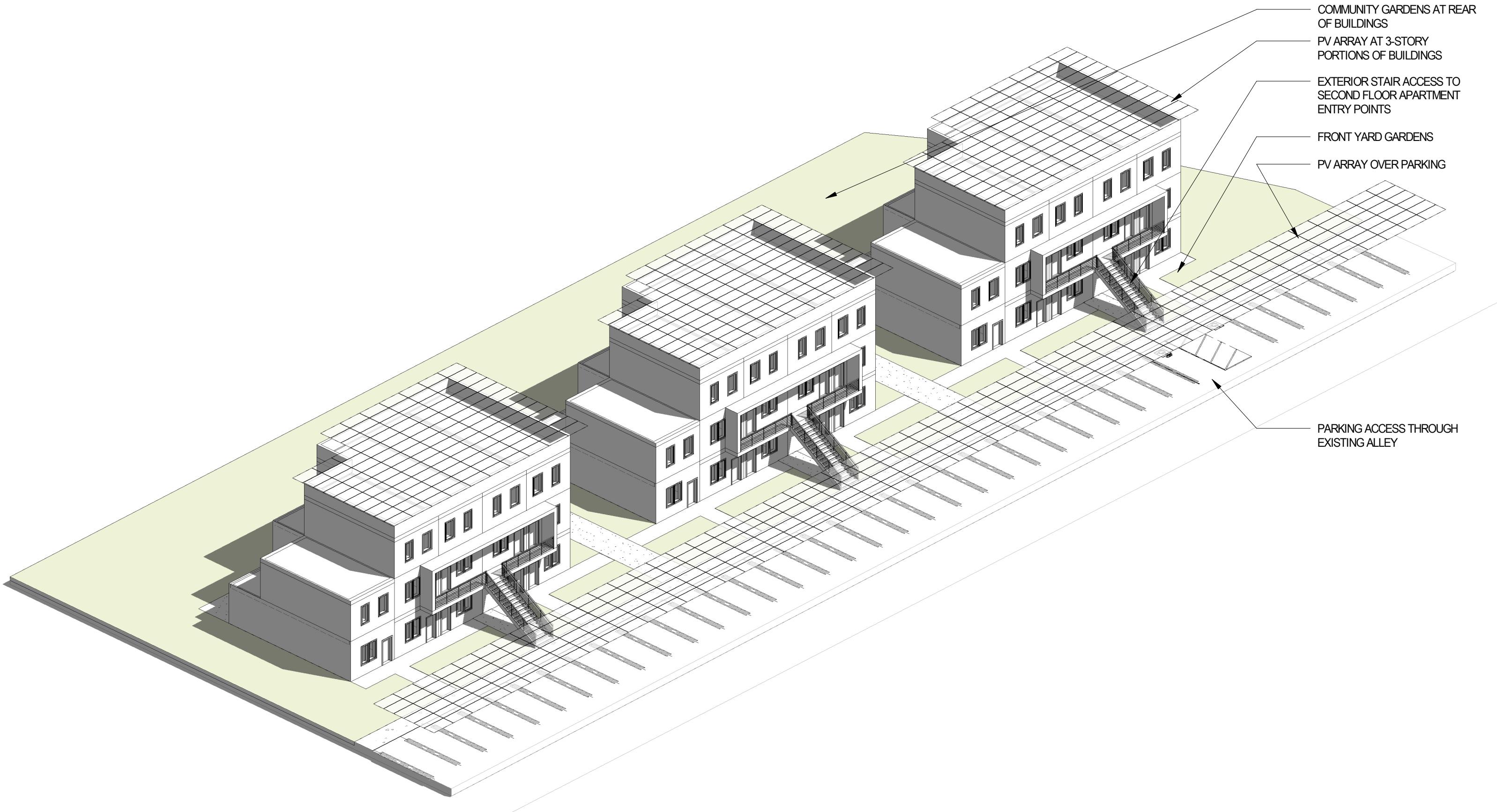
15' - 0"

2 BEDROOM, 2 STORY APT

GROUND FLOOR

SECOND FLOOR

THIRD FLOOR



**SNOW KING SITE**  
3D PERSPECTIVE

07/17/20

3