



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: November 11, 2020

Item #: P20-214

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

Email: panthony@jacksonwy.gov

Owner

Freemont County Community College –
Willie Noseep

Applicant:

Rob Pitts (Buyer)
PO Box 4128
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Pre-Application for an apartment building for the property located at 235 & 255 Veronica Lane, legally known as Lot 14, John D. Hall Ninth Addition of the Town of Jackson.

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

Please respond by:

December 3, 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 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

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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For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: **Veronica Lane Apartments**

Physical Address: **235 & 255 Veronica Lane**

Lot, Subdivision: Lot 3 & 6 of the Stockhouse-Patterson Addition to the TOJ, Teton County, WY according to Plat 822

PIDN: **22-41-16-32-4-29-003; 22-41-16-32-4-29-006**

PROPERTY OWNER.

Name: **Fremont County Community College; Willie Noseep** Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name, Agency: **Rob Pitts; Buyer** Phone: **9012838856**
Mailing Address: **PO Box 4128 Jackson, WY** ZIP: **83001**
E-mail: **rob@pittswestinvestments.com**

DESIGNATED PRIMARY CONTACT.

Property Owner Yes 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.

Yes Physical Development Permit
 Yes Use Permit
 _____ Development Option or Subdivision Permit
 Yes Interpretations of the LDRs
 _____ Amendments to the LDRs
 _____ Relief from the LDRs
 _____ Environmental Analysis

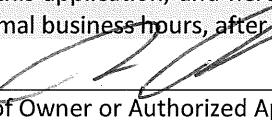
This pre-application conference is:
 _____ Required
 Yes Optional
 _____ For an Environmental Analysis
 _____ For grading

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.
 Yes 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 Narrative Project Description. Please attach a short narrative description of the project that addresses:
 Yes Existing property conditions (buildings, uses, natural resources, etc)
 Yes Character and magnitude of proposed physical development or use
 Yes Intended development options or subdivision proposal (if applicable)
 NA Proposed amendments to the LDRs (if applicable)
 Yes 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:
 Yes Property boundaries
 Yes Existing and proposed physical development and the location of any uses not requiring physical development
 Yes Proposed parcel or lot lines (if applicable)
 NA Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference
 NA 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.
 Yes 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

Rob Pitts

Name Printed

11/11/2020

Date

Sponsor

Title

LETTER OF AUTHORIZATION

CWC, Willie Noseep _____, "Owner" whose address is: _____
235 & 255 VERONICA LANE LOT 3 & 6, JACKSON, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

FREMONT COUNTY COMMUNITY COLLEGE DISTRICT DBA CENTRAL WYOMING COLLEGE, WILLIE NOSEEP, VP ADMINISTRATIVE SERVICES, as the owner of property more specifically legally described as:

Lot 3 & 6 of the Stockhouse-Patterson Addition to the TOJ, Teton County, WY according to Plat 822 Recorded in the office of the County Clerk on October 7, 1994 PIDN#22-41-16-32-4-29-003 and PIDN# PIDN#22-41-16-32-4-29-006

(If too lengthy, attach description)
HEPERY AUTHORIZES PITTS WEST INVESTMENTS, LLC BY JOHN P. PITTS, MGR.

HEREBY AUTHORIZES PITTS WEST INVESTMENTS, LLC BY JOHN R. PITTS, MGR _____ 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: WILLIE NOSEEP, VP ADMINISTRATIVE SERVICES

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

The foregoing instrument was acknowledged before me by Willie Noseep this 11 day of November, 2020.

WITNESS my hand and official seal.

Wilma M. Shukett

(Notary Public)

(Seal)





Veronica Lane Apartments

Pre-Application

Lot Information:

Address: 235 & 255 Veronica Lane

PIDN: 22-41-16-32-4-29-003; 22-41-16-32-4-29-006

Area: .65 Acres, 28,314 Feet

Zoning: CR-3

1. Existing Property Conditions (building, uses, natural resources, etc)
 - a. The two lots, 235 & 255 Veronica Lane, have been vacant dating back to 1945. This information was curated by using the Greenwood Map, and the available overlays. There are no known natural resources on either lot. The lots are not being used in any capacity.
2. Character and magnitude of proposed physical development or use
 - a. The development being proposed is a 36 unit apartment complex, being made up of seven 2 Bedroom Units, and twenty-nine 1 bedroom units. The development will support required parking on the first floor, as well as four apartments; and the second and third stories will have thirty-two apartments. The development will utilize the 2:1 housing bonus and create 7 employee units.
 - b. Please see "attachment A" for housing calculations.
3. Intended development options or subdivision proposal
 - a. The development plan is to build a 3 story apartment building consisting of 36 total apartments.
4. Project Narrative
 - a. The Veronica Lane Apartments will be designed as long term apartment rentals for the working class of Jackson Hole. While 7 of the units will be specifically set aside for "workforce housing", all the apartments are intended to house the workers of Jackson Hole. With its excellent location to Albertsons grocery store, and the Maple Way bus stop, this is an ideal spot for a multi-family development. The Sponsor has already begun discussions with the leadership team and Board of St. John's Health and intends to provide a dedicated number of units for our healthcare workers.



As housing insecurity continues to be a main concern for Jackson Hole Residents, it is important to get this project moving, so we can deliver these apartments in a timely fashion.

Pitts West Investments, LLC is located in Jackson, WY and Rob Pitts, Sponsor, understands the needs of the community. It is the intent of PWI to work with the City in a team effort.

Thank You
Rob Pitts
901-283-8856

Commercial Property

Zone	CR-3		
Number of Lots	2		
Total Area (acres)	0.65 Acre		43560
Total Area (feet)	28314		

FAR - Buildable Area	
MAX FAR	0.4
Max Floor Area Ratio	11325.6
Max Height	42
Stories	3

Market Units (2nd & 3rd Floor)

Total FAR	11326
Total Market Housing - 2 Floors	11326
2 BR unit sq ft	788
1 BR unit sq ft	496
# 2 BR units	3
# 1 BR units	18
Total sq ft used	11292

2:1 Housing Calculation

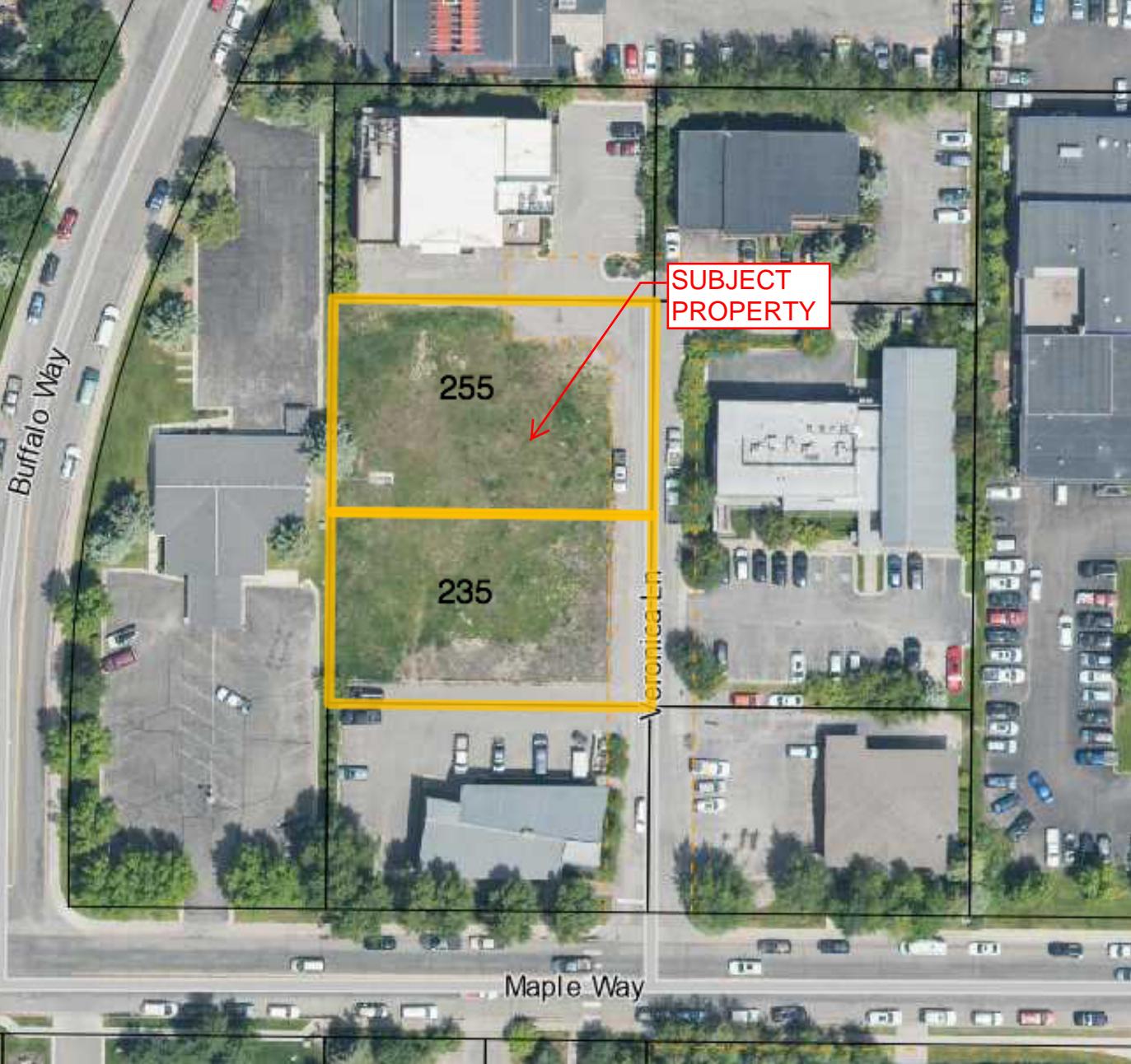
Required Parking 2 BR units	1.5
Offered Parking 2 BR units	1.5
Rquired Parking 1 BR units	1
Offered Parking 1 BR units	1
Parking spaces provided	23
Parking spaces that can fit on site	42
Parking Overage	20
# of extra units that can be built on site	20
# of market rate units to be added to development	13
# of Employee units to be added to development	7

Additional Density to Development

# of additional 2 BR units to be added	4
Required Parking	6
2 BR unit sq ft	792
# of additional 1 BR units to be added	11
Parking Required	11
1 BR sq ft	496
Additional sq ft of development	8624
Total Parking Requirement	17

TOTALS

TOTAL SQ FT OF DEVELOPMENT	19916
Total Number of 2 BR Units	7
Toal Number of 1 BR Units	29
Total Number of Units	36



**SUBJECT
PROPERTY**

255

235

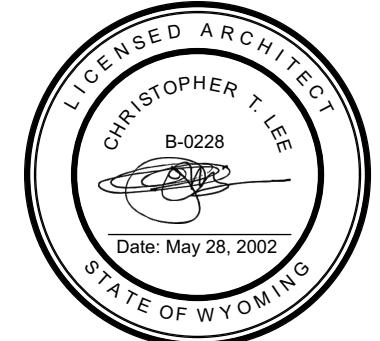
Eronica Ln

Maple Way

da

DESIGN ASSOCIATES ARCHITECTS
50 S KING ST, STE 201 JACKSON WY
(O) 307 733 3600

www.dajh.co
PROJECT NO: 35-02 ARCHITECT: CIL
© 2020 DESIGN ASSOCIATES ARCHITECTS



REVISION HISTORY
SYMB | CHANGE | DATE
1 | CONCEPTUAL | 2-4-20

235 VERONICA LANE
JACKSON, WY

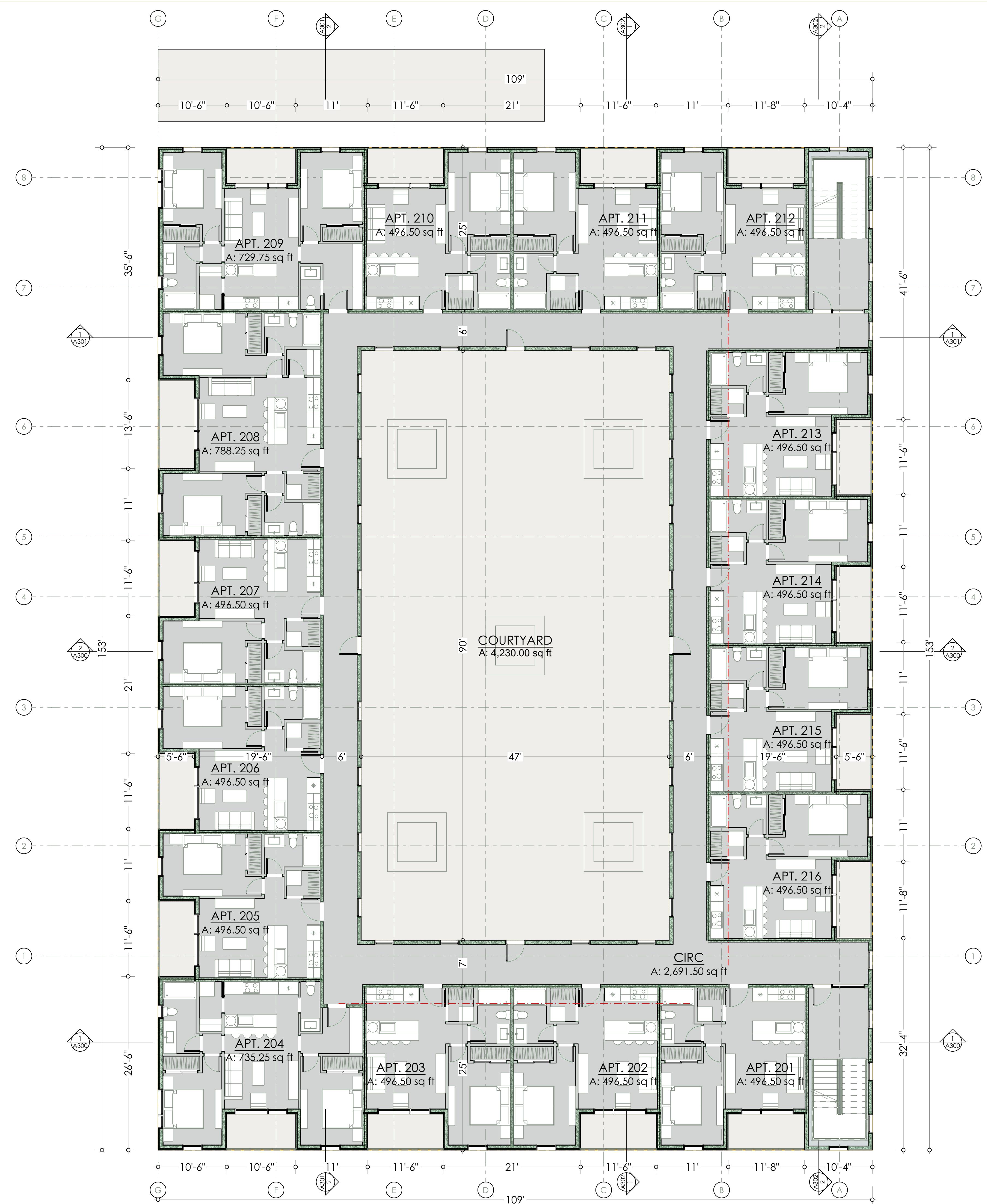
CONCEPTUAL
2-4-20

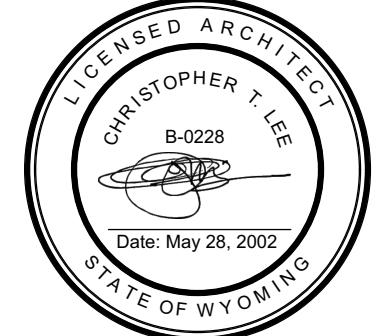
A202

SECOND FLOOR PLAN

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

SECOND FLOOR PLAN





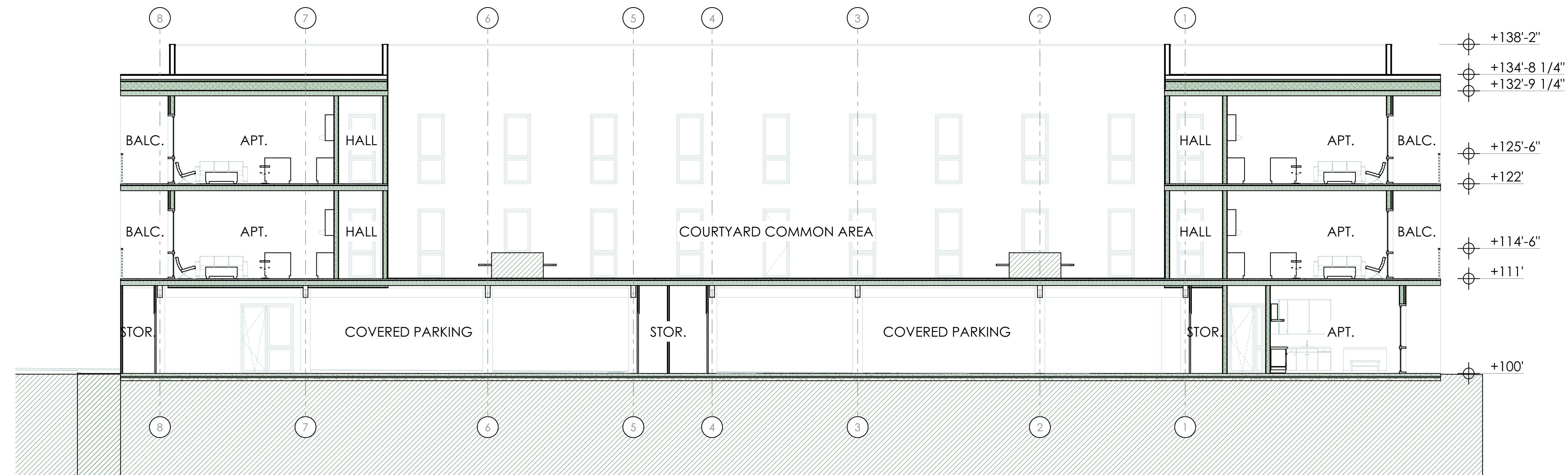
REVISION HISTORY
SYMB | CHANGE | DATE
1 | CONCEPTUAL | 2-4-20

VERONICA LANE APARTMENTS
235 VERONICA LANE
JACKSON, WY

CONCEPTUAL
2-4-20

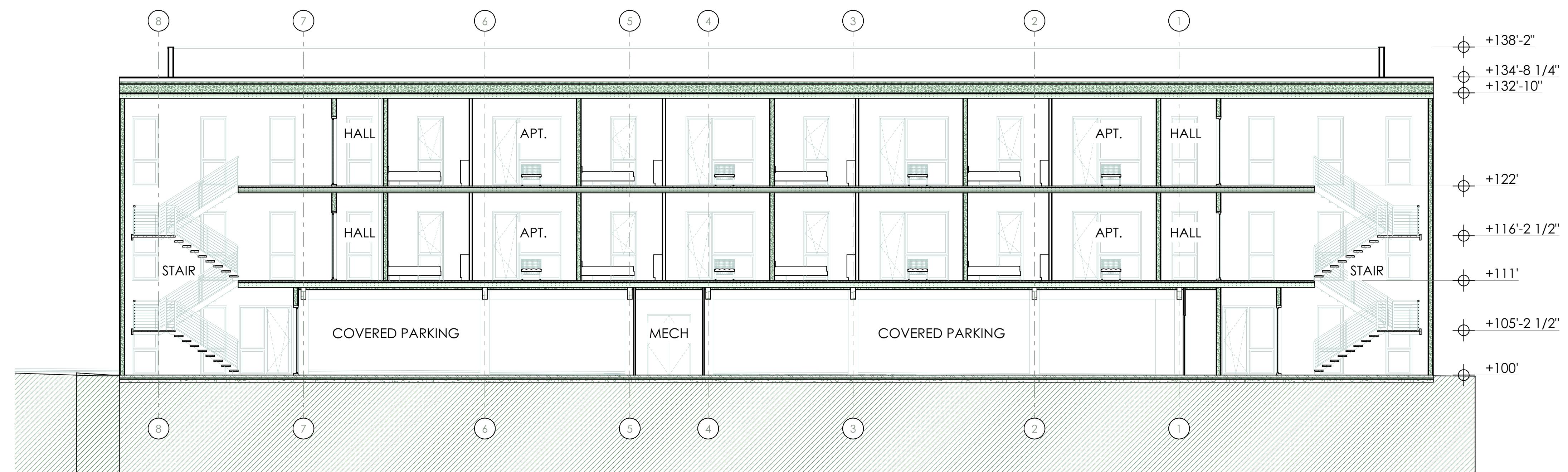
A302

SECTION



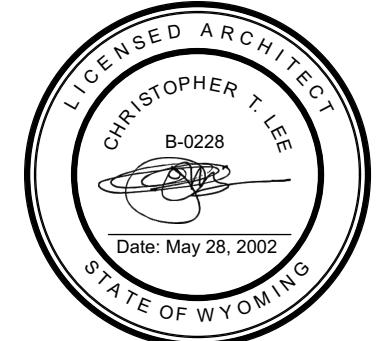
SECTION
1
A302

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



SECTION
2
A302

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



REVISION HISTORY

SYMB | CHANGE | DATE

1 | CONCEPTUAL | 2-4-20

VERONICA LANE APARTMENTS

235 VERONICA LANE
 JACKSON, WY

CONCEPTUAL
 2-4-20

A400

SOUTH ELEVATION

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

ELEVATION



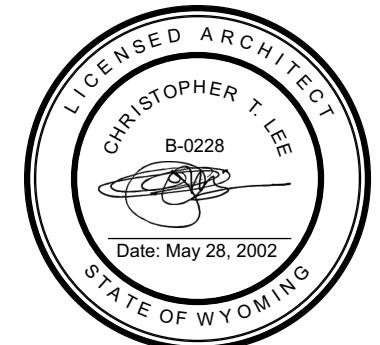
NORTH ELEVATION

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



SOUTH ELEVATION

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



REVISION HISTORY

SYMB | CHANGE | DATE

1 | CONCEPTUAL | 2-4-20



EAST ELEVATION

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



VERONICA LANE APARTMENTS

235 VERONICA LANE
 JACKSON, WY

CONCEPTUAL
 2-4-20

A401

WEST ELEVATION

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

ELEVATION



VERONICA LANE APARTMENTS

235 VERONICA LANE
JACKSON, WY



NORTH COURTYARD ELEVATION

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



EAST COURTYARD ELEVATION

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



SOUTH COURTYARD ELEVATION

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



WEST COURTYARD ELEVATION

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

A402

EL E V A T I O N