



# 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: March 12, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Pre-Application Conference for the property located at 80 E. Karns Avenue PIDN: 22-41-16-34-2-38-001 legally known as LOTS 1 & 2, BLK. 6, MEADOWLAND  For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Item #: P21-026	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Teton County Hosp. Dist. – John Kren CFO / CEO PO Box 428 Jackson, WY 83001  <b>Applicant:</b> Dynia Architects – Lisa Carranza PO Box 4356 Jackson, WY 83001	
<b>Please respond by:</b> <b>March 19, 2021 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
tvalentine@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](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 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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: Karns Apartment Building - 10 units

Physical Address: 80 Karns Avenue

Lot, Subdivision: Lots 1&2, Block 6, Meadowland

PIDN: 22-41-16-34-2-38-001

#### **PROPERTY OWNER.**

Name: Teton County Hospital District dba St. John's Medical Center - John Kren CFO,COO

Phone: 307-733-3636

Mailing Address: PO Box 428, Jackson, WY

ZIP: 83001-0428

E-mail: jkren@stjohns.health, assistant MGurney@stjohns.health

#### **APPLICANT/AGENT.**

Name, Agency: Dynia Architects - Lisa Carranza, AIA

Phone: 307-733-3766

Mailing Address: PO Box 4356, Jackson, WY

ZIP: 83001

E-mail: lisac@dynia.com; info@dynia.com

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner

x

\_\_\_\_\_ 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: na 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:**

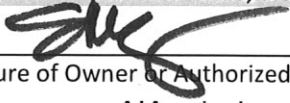
☒ Required  
☐ Optional  
☐ For an Environmental Analysis  
☒ For grading

**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 to [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)) of the submittal packet.

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

Lisa Carranza, AIA - dynia architects

\_\_\_\_\_  
Name Printed

February 4, 2021

\_\_\_\_\_  
Date

Architect

\_\_\_\_\_  
Title



Teton County Planning and Building Department  
200 S. Willow, P.O. Box 1727  
Jackson, WY 83001  
Phone (307)733-7030



**LETTER OF AUTHORIZATION BY OWNER**

THE LETTER OF AUTHORIZATION IS TO BE SUBMITTED ONLY IF THE APPLICANT/AGENT IS NOT THE RECORDED OWNER OF THE PROPERTY. THE RECORDED OWNER MUST SIGN THE LETTER OF AUTHORIZATION AND HAVE IT NOTARIZED.

**OWNER, CO-OWNER, OR CORPORATE OWNER:**

Name: John Kren, CFO, COO

Physical Address of Property: 80 E. Karns Avenue.

Mailing Address: PO Box 428, Jackson, WY 83001

Zip code: 83001 Phone: 307-733-3636

Email: jkren@stjohns.health

**AGENT OR CONTRACTOR:** (If authorizing Agent and Contractor, fill out a form for each)

Name: Dynia Architects, Lisa Carranza, AIA

Mailing Address: PO Box 4356 Jackson, WY

Zip code: 83001 Phone: 307-733-3766

Email: lisac@dynia.com

Owner, Co-Owner, or Corporate Owner, ("Owner") which property is specifically described as Lot1 & 2, Block 6, Meadowland (80 Karns Ave.)

hereby authorizes Agent or Contractor, as stated above, to represent and/or act for Owner in making application for, receiving, and accepting on Owner's behalf, any permits or other action by the Teton County Commissioners, Planning and Development, Building, and/or Engineering Departments relating to Owner's Property in Teton County, and the modification, development, planning, platting, replatting, improvements, use or occupancy of land, or energy mitigation in Teton County. Owner acknowledges and agrees to be bound and must abide by the written terms or conditions of issuance of any such named Agent or Contractor, whether actually delivered to Owner or not. Owner agrees that no modification, development, planning, platting or replatting, improvements, use or occupancy of land, or energy mitigation involved in any application, as it relates to Owner's Property, shall take place until approved by the appropriate official(s) of Teton County, in accordance with all applicable codes and regulations. Owner agrees to pay any fines and/or mitigation fees to Teton County and will 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, and/or regulations applicable to the action sought to be permitted by the application authorized herein. Owner agrees and authorizes Agent or Contractor to pay any fines and/or mitigation fees to Teton County and for the Agent or Contractor to accept and receive any reimbursement or fee payments due to Owner from Teton County, including but not limited to energy mitigation fees.

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.

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**OWNER, CO-OWNER, CORPORATE OWNER:**

Print Name: John Kren

Signature: *John Kren*

Title: COO / CFO

STATE OF Wyoming

COUNTY OF Teton

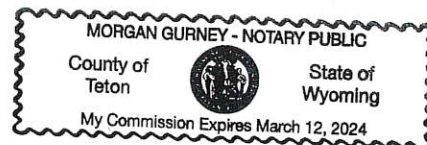
SS.

Subscribed and sworn to before me by John Kren this  
4 day of February, 2021.

WITNESS my hand and official seal.

My commission expires: 3/12/2024

*Morgan Gurney*  
Notary Public



# DYNIA

## Karns Apartments Project Narrative

**Owner: St. John's Health**

To address their growing employee housing needs, St. John's Health is proposing to build another apartment building based on their previous project at the corner of Millward and Kelley. The project will be located at the corner of 80 E. Karns Avenue and South King Street. The empty lot is 100 ft by 150, relatively flat, with alley access. The lot is zoned NH-1. Nine of the apartments will be two-bedroom units; each approximately 761.0 sq. ft. One apartment is proposed to be four bedrooms at approximately 1,368 sq. ft. The project will have a basement.

This project will be modeled on a previous project developed by St John's, located at the corner of Millward and Kelley. That project was developed as a PUD under previous Town regulations. It was composed of 12 two-story apartment units with a full basement.

The plans, character and architectural details will be similar to the Millward project. The height will be within the 35'-0" height allowed. The proposed square foot calculation for the project:

First Floor = 4,020.7 sq. ft.

Second Floor = 4,244.8 sq. ft.

Total proposed = 8,265.5 sq. ft

FAR = .4 x 15,000 sq. ft = 6,000 sq. ft

2:1 Workforce Housing bonus = 12,000 sq. ft.



**Millward apartment building – St. John's Health**

jackson | po box 4356 | 1085 w hwy 22 | jackson, wy 83001 | 307.733.3766 | preferred mailing address

denver | 3501 wazee street, #212 | denver, co 80216 | 303.339.9910 | [www.dynia.com](http://www.dynia.com)

new york | 141 w broadway | new york 10013 | 212-484-9860

## Karns Project Calculations

February 5, 2021

FIRST FLOOR

1	390.5
2	390.5
3	390.5
4	390.5
5	396.4
6	396.8
7	390.8
8	389.8
9	390.4
10	494.5
	<u>4020.7</u>

SQ. FT.

Landscaping front 50' 1/3rd

539.3
498.8
478.7
746.7
<u>2263.5</u>

S. King Landscaping

48
124
60.3
252.3
<u>484.6</u>

SECOND FLOOR

1	366
2	366
3	366
4	424
5	366.5
6	372.5
7	370.2
8	370.2
9	370.2
10	873.2
	<u>4244.8</u>

SQ. FT.

Alley and side

253.7
53.7
84.3
82.5
83.9
608.3
<u>1166.4</u>

Total 3914.5 SQ. FT Proposed

TOTAL	8265.5
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SQ. FT.

Proposed

FAR CALCULATION

0.4 15,000 6,000.00 SQ. FT. ALLOWED

2:01 WORKFORCE 12,000 SQ. FT. Two to One  
HOUSING BONUS

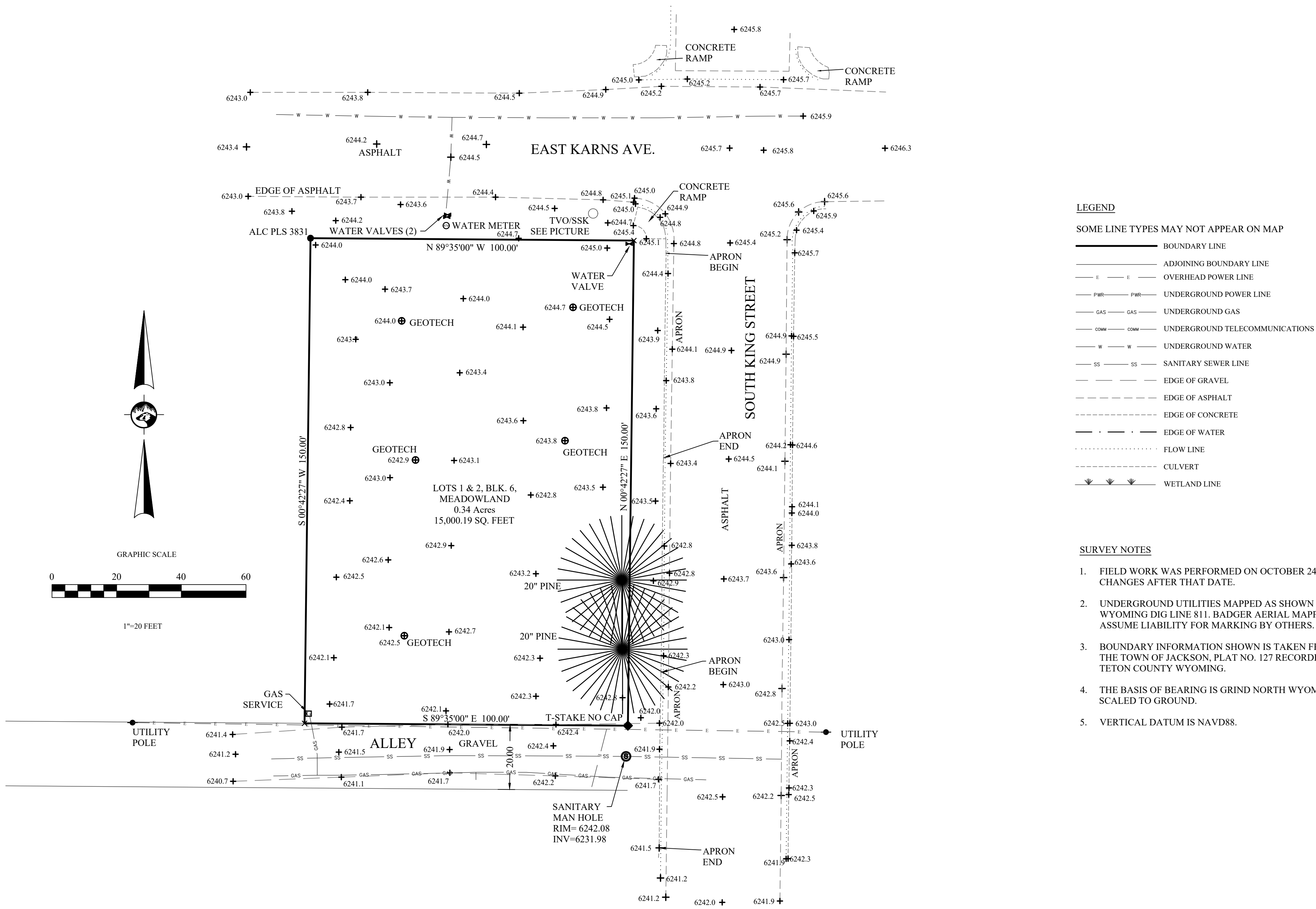
PARKING = 1.5 SPACES PER UNIT =	units	ratio	
	10.00	1.5	15 total spaces required

LANDSCAPE CALCULATIONS

ratio	lot size	total required	front 1/3 required
0.21	15,000.00	3,150.00	0.70 2,205.00 of total req'd



TOPOGRAPHIC SURVEY  
LOTS 1 & 2, BLOCK 6, MEADOWLAND  
ADDITION  
TOWN OF JACKSON, WYOMING



LEGEND

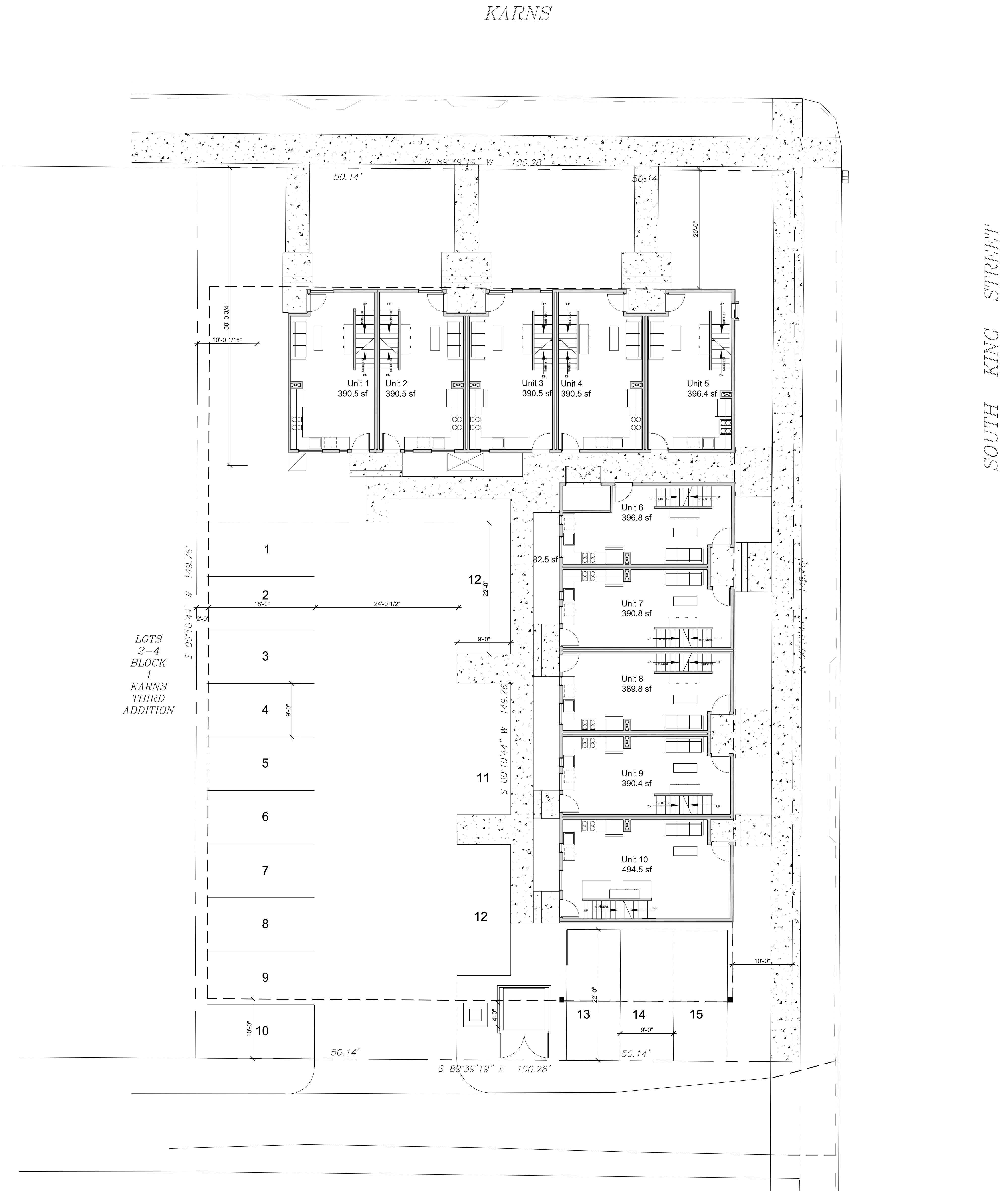
SOME LINE TYPES MAY NOT APPEAR ON MAP

- BOUNDARY LINE
- ADJOINING BOUNDARY LINE
- OVERHEAD POWER LINE
- UNDERGROUND POWER LINE
- UNDERGROUND GAS
- UNDERGROUND TELECOMMUNICATIONS
- UNDERGROUND WATER
- SANITARY SEWER LINE
- EDGE OF GRAVEL
- EDGE OF ASPHALT
- EDGE OF CONCRETE
- EDGE OF WATER
- FLOW LINE
- CULVERT
- WETLAND LINE

SURVEY NOTES

- FIELD WORK WAS PERFORMED ON OCTOBER 24, 2020 AND MAY NOT REFLECT CHANGES AFTER THAT DATE.
- UNDERGROUND UTILITIES MAPPED AS SHOWN HEREON WERE MARKED BY WYOMING DIG LINE 811. BADGER AERIAL MAPPING AND SURVEYING DOES NOT ASSUME LIABILITY FOR MARKING BY OTHERS.
- BOUNDARY INFORMATION SHOWN IS TAKEN FROM MEADOWLAND ADDITION TO THE TOWN OF JACKSON, PLAT NO. 127 RECORDED IN THE OFFICE OF THE CLERK, TETON COUNTY WYOMING.
- THE BASIS OF BEARING IS GRIND NORTH WYOMING WEST STATE PLANE NAD 83 SCALED TO GROUND.
- VERTICAL DATUM IS NAVD88.

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Relates to: 2020 Calculations			
FIRST FLOOR		Landscaping front 50' 1/3rd	
1	390.5		539.3
2	390.5		498.8
3	390.5		478.7
4	390.5		746.7
5	396.4		2263.5
6	396.8		
7	390.8	S. King Landscaping	48
8	389.8		124
9	390.4		60.3
10	494.5		252.3
	4020.7		484.6
SQ. FT.			
SECOND FLOOR		Alley and side	
1	366		253.7
2	366		53.7
3	366		84.3
4	424		82.5
5	366.5		83.9
6	372.5		608.3
7	370.2		1166.4
8	370.2		
9	370.2	Total	3914.5 SQ. FT Proposed
10	873.2		
	4244.8		
SQ. FT.			
TOTAL	8265.5	SQ. FT.	Proposed
FAR CALCULATION			
0.4	15,000	6,000.00 SQ. FT.	ALLOWED
2.01	WORKFORCE HOUSING BONUS	12,000 SQ. FT.	Two to One
PARKING = 1.5 SPACES PER UNIT =		units	ratio
		10.00	1.5
		15 total spaces required	
LANDSCAPE CALCULATIONS			
ratio	lot size	total required	front 1/3 required
0.21	15,000.00	3,150.00	0.70 2,205.00 of total req'd

