



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 26, 2021	REQUESTS:
Item #: P21-071	The applicant is submitting a request for a Pre-Application Conference for a Development Plan for the property located at 445 E Kelly Ave. PIDN: 22-41-16-34-2-00-027, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.
Planner: Paul Anthony	For questions, please call Paul Anthony at 307-733-0440, x1303 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
Owner: Teton County PO BOX 1727 Jackson, WY 83001	
Applicant: Jackson/Teton County Affordable Housing PO Box 714 Jackson, WY 83001	
Please respond by: April 16, 2021 (with Comments)	

Owner:

Teton County
PO BOX 1727
Jackson, WY 83001

Applicant:

Jackson/Teton County Affordable
Housing
PO Box 714
Jackson, WY 83001

Please respond by:**April 16, 2021 (with Comments)**

RESPONSE: For Departments not using Trak-it, please send responses via email to:



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

Fees Paid _____

For Office Use Only

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: Brown Property Affordable Housing Development

Physical Address: 445 E. Kelly, Jackson WY

Lot, Subdivision: PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.

PIDN: 22-41-16-34-2-00-027, -028

PROPERTY OWNER.

Name: Teton County Phone: 307-733-7030

Mailing Address: PO Box 1727 ZIP: 83001

E-mail: County Clerk Maureen Murphy <mmurphy@tetoncountywy.gov>

APPLICANT/AGENT.

Name, Agency: Jackson/Teton County Affordable Housing Phone: 307-732-0867

Mailing Address: PO Box 714, Jackson WY ZIP: 83001

E-mail: April Norton <ahnorton@tetoncountywy.gov>

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 to tstolte@jacksonwy.gov) 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)
 n/a 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

April Norton

Name Printed

3/26/2021

Date

Director

Title



y2consultants.com
307 733 2999

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

March 25, 2021

Paul Anthony, Planning Director
Town of Jackson Planning Department
150 East Pearl Ave.
PO Box 1687
Jackson WY 83001

RE: Pre-Application Conference Request – Development Plan
445 East Kelly Avenue Housing Project
Jackson/Teton County Affordable Housing

Paul –

On behalf of the Jackson/Teton County Affordable Housing Department (“Housing”) attached is a formal request for a Pre-Application Conference with Planning Staff, in furtherance of a Development Plan for the proposed Housing Project at 445 East Kelly.

We request a pre-app for the Development Plan in accordance with Town LDR 2.2.5 NL-5, section D. Development Options and Subdivision, Table 4. Required Subdivision and Development Option Permits, where a proposed land division of 10 or fewer lots requires a Development Plan (8.3.2) and Subdivision Plat (8.5.3). A Sketch Plan is not required.

The proposal consists of subdivision of two existing parcels, into six new parcels of 7,500 sq.ft. minimum each. Prior to Subdivision the two existing Lots will be combined through a lot-line vacation. See the Narrative provided on the following page, and the Conceptual Site Plan attached.

Thank you for accepting this application. We look forward to meeting with you and your staff.

Sincerely,



Patricia Ehrman, PLA
Landscape Architecture Lead
pat@y2consultants.com

McKay Edwards, AICP
Planner
McKay@y2consultants.com



Katie Creasey, PE
Civil Engineer Dept. Co-Lead
Katie@y2consultants.com

Enc. Pre-Application Conference Request
Application Fee
Letter of Authorization
Narrative Project Description
Conceptual Site Plan

NARRATIVE PROJECT DESCRIPTION

Existing Property Conditions

The site, in the East Jackson subarea, currently contains two lots totaling approximately 1.08 acres. Three structures exist on the property, and Cache Creek Ditch flows through from the southeastern property line to the middle of the western property line. The site abuts Mike Yokel public park on the east, Lower Valley Energy's power substation to the west, and three single-family homes to the north.

Three structures existing on the property. Of the three the Benson-Brown Home is considered the most significant, not only as the generation site for the town's first electrical service, but also as the home of the individual who made that electrification possible. The period of significance for the property corresponds to the year in which the cabin was constructed (1920).

The 2012 Jackson/Teton County Comprehensive Plan identifies the East Jackson neighborhood as a stable subarea. The goal for this subarea is to continue to provide a variety of housing types, including single family, duplex and tri-plex with up to three units per lot.

Character and magnitude of proposed physical development or use

The 2012 Jackson/Teton County Comprehensive Plan identifies the East Jackson neighborhood as a stable subarea. The goal for this subarea is to continue to provide a variety of housing types, including single family, duplex and tri-plex with up to three units per lot. Further, the Comp Plan prioritizes the creation of a safe, efficient, interconnected, multi-modal transportation network throughout the neighborhood.

Following approval of the Development Plan and subsequent subdivision and platting of the parcels in accordance with Town regulations, Housing will partner with Habitat for Humanity of the Greater Teton Area ("Habitat"), who will assume the role of Builder. County and Habitat intend to build three units attached as triplexes (2.2.6.E-F) upon each lot.

Intended development options or subdivision proposal

The proposed development of the site meets the Town's general intent for the zone:

"...to enhance the character and cohesiveness of residential neighborhoods while allowing for a flexible range of residential types, including single-family detached units, duplex units, and triplex units. A maximum of three detached or attached units per lot is permitted. This flexibility is intended to create opportunities for workforce housing because all apartment units are required to be rented to members of the local workforce." (LDR 2.2.6.A.1)

Housing's goal is to prepare the site for affordable housing development by subdividing the lot, relocating the Cache Creek ditch outside the building envelopes in cooperation with Jackson/Teton County Parks Department, installing infrastructure (roads, utilities, site grading) and facilitating design and construction of housing units by Habitat for Humanity of the Greater Teton Area.

Subdivision. This application addresses the proposed lot configuration into six (6) lots of 7,500 sq.ft. (min) each, in accordance with LDR 2.2.6.D. Table 1. Upon these new lots the applicant intends to construct three dwelling units each.

Parking: The NL-5 zone specifies parking requirements for detached single family (2 spaces/unit) and for apartments (1.5 spaces/unit). The proposed attached triplex units will be smaller than the average single-family home. Further, the location of the project within town and relatively close to many potential places of employment lends itself to the use of transit, bicycles and walking. Accordingly, we have used the apartment requirement of 1.5 spaces per unit, or 27 spaces for the project. It is likely that some overflow

parking will be available on the adjacent Lower Valley Electric parcel in addition to the minimum parking being provided on-site. The potential offsite parking is illustrated conceptually on the attached Conceptual Site Plan

Common Easements: Common Easements across portions of the lots will be used to create shared parking and access.

Historic Preservation. There are three existing structures on the site. The Benson-Brown Home is considered the most significant of the three, not only as the generation site for the town's first electrical service, but also as the home of the individual who made that electrification possible. The developer intends to preserve the original cabin and its attached mudroom, and to relocate and restore the cabin elsewhere on the site.

The cabin will be relocated and restored on the southmost proposed parcel, nearest to Kelly Ave., in order to maintain the site's relationship with the street and with pedestrians, to create a pleasing entry experience, and to provide an amenity to the residents (or neighborhood, as the building's anticipated new use has not been determined).

The cabin will not be remodeled for residential use. Therefore it is not counted among the three allowed dwelling units on the proposed Lot 1.

Two bands of mature, culturally significant spruce trees are slated to be preserved, in association with the restored Benson-Brown Home, lending character to the site, maintaining interest along the streetscape, and also allowing a direct pedestrian connection between the proposed subdivision and the existing Yokel Park.

The existing mature spruce trees on the site are well-known throughout east Jackson. The Bensons were renowned for hanging oversized ornaments on the trees every winter, to the delight of the neighborhood. The trees are considered by the design team and stakeholders to be as important to the character of the site as the historic Benson Home.

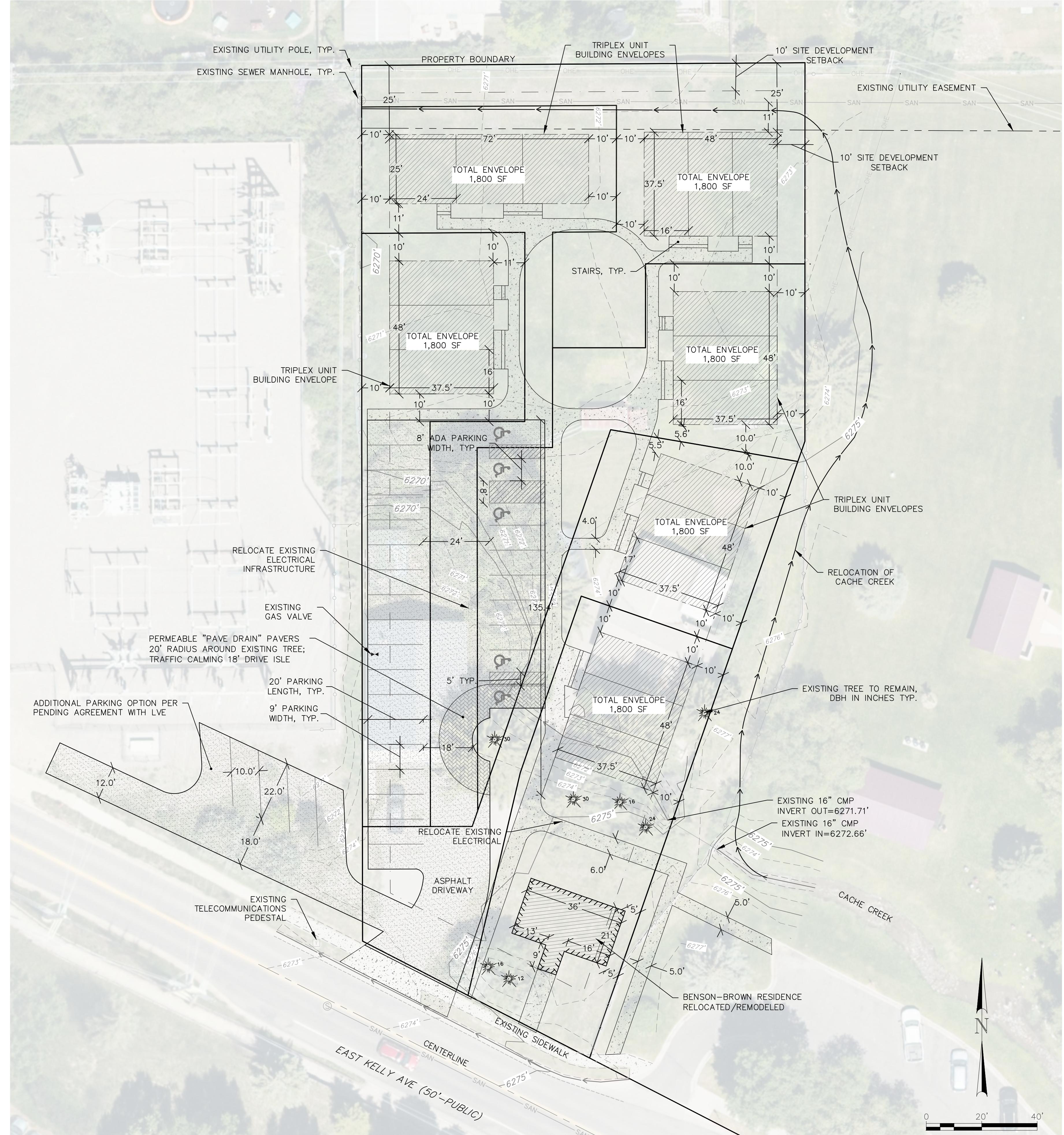
The historic Benson-Brown Home, in combination with the mature spruce trees, creates a small but cohesive legacy landscape. The elements are synergistic – that is – the trees and home in combination create a complete landscape which is greater than the parts.

Variances

Setbacks for the Site: Overall, the proposed plan will meet the Zone setbacks of 20-feet front, 10-feet sideyards and 1-feet rear yard. Within the site the subdivision is unique in that the layout does not provide "front" yards for each lot. All yards are treated as side or rear-yards. With three exceptions (in the same location) below, the layout provides a minimum 10-foot yard for all lots.

Lot 1: Housing and Parks & Rec propose to relocate the Benson-Brown Home to the front of the proposed Lot 1. In order to maintain appropriate clearance between the footprint and the sidewalk, the east side setback is proposed to be reduced to 5'. Beyond the property line is a clear 30' to the existing Yokel Park parking lot, which is adequate for access and screening.

Lots 2 and 3: In order to allow both the preservation of the Benson-Brown Home on-site and the preservation of several of the most important large spruce trees, a side-setback variance is requested affecting the proposed Lots 2 and 3 at a bend in the east property line. Specifically, the sideline setback of 10-feet is requested to be varied to approximately 5-feet, or a 5-foot variance on each lot. Because of the geometry at this location the variance only applies to the front approximately 30-percent of the two side-yards. The average setback for these yards exceeds 10-feet.



SITE PLAN

NOT FOR CONSTRUCTION NOTE

CAUTION: THIS IS A CONCEPT SITE PLAN AND IS NOT FOR CONSTRUCTION

LEGEND

(E) - EXISTING (P) - PROPOSED

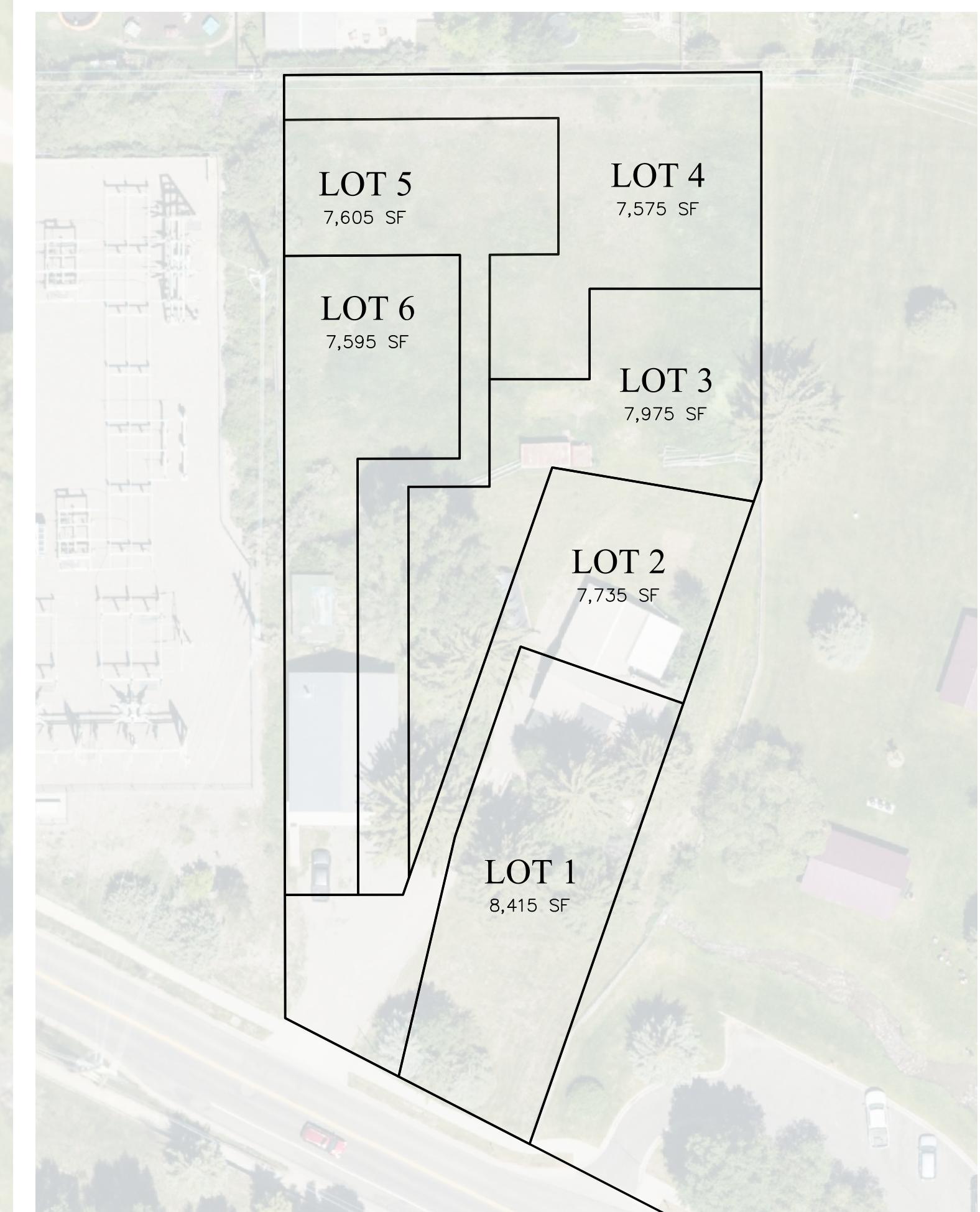
- (E) MAJOR CONTOUR
- (E) MINOR CONTOUR
- PROPERTY BOUNDARY
- (E) BUILDING, REMODELED
- (P) BUILDING ENVELOPE
- (E) WOOD FENCE
- (E) DITCH FLOWLINE
- (P) DITCH FLOWLINE
- (E) EDGE OF CONCRETE
- (P) EDGE OF CONCRETE
- (E) EDGE OF PAVEMENT
- (P) EDGE OF PAVEMENT
- (E) TOP BACK CURB
- (E) ROAD CENTERLINE
- (E) SANITARY MAIN
- (E) OVERHEAD ELECTRIC
- (P) SNOW STORAGE

PARKING NOTES

PARKING COUNT

TOTAL PARKING SPACES: 28
ADA PARKING SPACES: 5
VAN ACCESSIBLE ADA PARKING SPACES: 2

ADDITIONAL PARKING SPACES ON LVE PROPERTY: 5



LOT PLAN

 Y2 CONSULTANTS ENGINEERING, SURVEYING & PLANNING LANDSCAPE ARCHITECTURE, GIS NATURAL RESOURCE SERVICES y2consultants.com 307.733.2599	445 EAST KELLY AVE CONCEPT PLAN TETON COUNTY 445 EAST KELLY AVE JACKSON, WY
	DRAWING SET TITLE CONCEPT SITE PLAN REVIEW DATE 3/5/21 3/15/21 DRAWN BY: TK CHECKED BY: KC JOB #: 20263

C1.1

SITE PLAN TO ACCOMPANY PRE-APPLICATION CONFERENCE REQUEST

LETTER OF AUTHORIZATION

Teton County Wyoming _____, "Owner" whose address is: _____

P.O. Box 1727 Jackson, Wyoming 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Teton County Wyoming _____, as the owner of property

more specifically legally described as: _____

445 East Kelly Avenue

PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES Y2 Consultants _____ 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: Natalia D. Hacker

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: NATALIA D. HACKER, CHAIRWOMAN

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

STATE OF WYOMING

)

)SS.

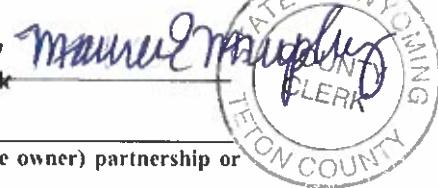
COUNTY OF TETON

)

ATTEST:

Maureen Murphy

Teton County Clerk



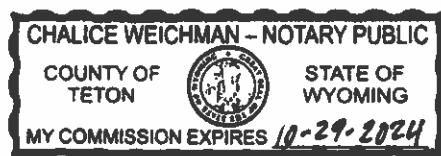
The foregoing instrument was acknowledged before me by NATALIA D. HACKER this 22nd day of MARCH, 2021.

WITNESS my hand and official seal.


(Notary Public)

My commission expires: 10-29-2024

(Seal)





PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #: _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: Fee Waiver for Brown Property Affordable Housing Development
Physical Address: 445 E. Kelly Avenue Jackson WY
Lot, Subdivision: PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116. PIDN: 2-41-16-34-2-00-027, -028

PROPERTY OWNER.

Name: Teton County Phone: 307-733-7030
Mailing Address: PO Box 1727 ZIP: 83001
E-mail: County Clerk Maureen Murphy <mmurphy@tetoncountywy.gov>

APPLICANT/AGENT.

Name: Jackson/Teton County Affordable Housing Phone: 307-732-0867
Mailing Address: PO Box 714 Jackson WY ZIP: 83001
E-mail: April Norton <ahnorton@tetoncountywy.gov>

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input checked="" type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<input type="checkbox"/> Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

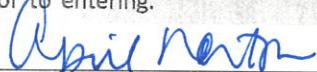
Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

April Norton

Name Printed

3/26/2021

Date

Director

Title