



# 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

<p>Date: October 1, 2021</p> <p>Item #: P21-255</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <hr/> <p><b>Owner:</b> St John's Hospital – Hitching Post 460 E Broadway Jackson, WY 83001</p> <p><b>Applicant:</b> HH Land Strategies, LLC PO BOX 1902 Wilson, WY 83014</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Pre-Application meeting for a zoning map amendment for the Hitching Post, located at 460 E Broadway Avenue , Parcel B, Map T-74A, PIDN: 22-41-16-34-2-00-001</p> <p>For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.</p>
<p><b>Please respond by:    October 22, 2021 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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: Str John's Hospital - Hitching Post Housing Project

Physical Address: 460 E Broadway Avenue

Lot, Subdivision: Parcel B, Map T-74 A

PIDN: 22-41-16-34-2-00-001

**PROPERTY OWNER.**

Name: Teton County Hospital District

Phone: \_\_\_\_\_

Mailing Address: 480 E Broadway Ave

ZIP: 83001

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name, Agency: HH Land Strategies, LLC, Hal Hutchinson

Phone: 307-699-0265

Mailing Address: PO Box 1902, Wilson, WY

ZIP: 83014

E-mail: hal@hhlandstrategies.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: N/A 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.

<input type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input checked="" type="checkbox"/> Amendments to the LDRs	<input type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

**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 [planning@jacksonwy.gov](mailto:planning@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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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.



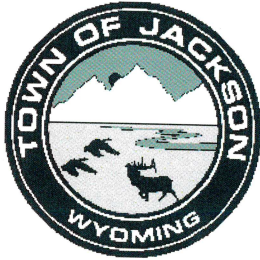
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application and hereby authorize 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



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
www.jacksonwy.gov

Date: September 30, 2021

# LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual  
David Robertson, CEO, St Johns Health

Being duly sworn, deposes and says that Teton Cty. Hospital Dist. is the owner in fee of the premises located at:  
Name of property owner as listed on deed  
Address of Premises: 460 E Broadway Ave, Town of Jackson, WY 83001

Legal Description: Parcel B, Map T-74A

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hal Hutchinson, HH Land Strategies, LLC

Mailing address of Applicant/agent: PO Box 1902, Wilson, WY 83014

Email address of Applicant/agent: hal@hhlandstrategies.com

Phone Number of Applicant/agent: 307-699-0265

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application  
☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application  
☐ Demolition Permit    ☒ Other (describe) Zoning map amendment

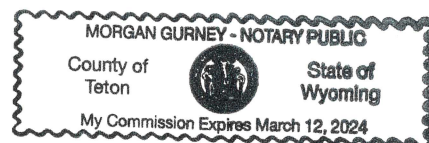
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Chief Executive Officer, SJH

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

STATE OF Wyoming )  
COUNTY OF Teton ) SS.



The foregoing instrument was acknowledged before me by Dave Robertson this 30 day of September, 2021. WITNESS my hand and official seal.

Morgan Gurney  
Notary Public

My commission expires: 3/12/2024

# HH LAND STRATEGIES, LLC

PO Box 1902, Wilson, WY 83014

307-699-0265 - HAL@HHLANDSTRATEGIES.COM

September 30, 2021

Paul Anthony, Planning Director  
Town of Jackson Planning and Building Department  
150 E Pearl Avenue  
Jackson, WY 83001

Dear Mr. Anthony,

HH Land Strategies, in association with GYDE Architects, are pleased to submit the enclosed Pre-application Conference Request for the property located at 460 East Broadway, Town of Jackson, Wyoming (Parcel B, Map T-74A, PIDN 22-41-16-34-2-00-001).

The purpose of the Pre-Application Conference is to identify applicable standards and procedures of the Town of Jackson LDRs and identify submittal requirements for an application to amend the Official Zone District Map of the Town of Jackson for the property located at 460 East Broadway, commonly known as the "Hitching Post". The property is currently zoned Neighborhood Medium Density 2 (NM-2). The applicant seeks to amend the Town of Jackson official Zone District Map to zone the subject property Public/Semi Public (PSP).

The subject property is owned by the Teton County Hospital District. The Teton County Hospital District is a government entity. Pursuant to Town LDR Section 4.2.1 – Public/Semi Public Zoning - Land in the P/SP-TOJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district. Based on the above, the subject property is eligible to apply for P/SP Zoning.

460 East Broadway is generally rectangular in shape, with approximately 196 feet of street frontage on East Broadway. It is bordered on the east by five lots. The northernmost lot bordering the subject property to the East is zoned Office Residential (OR). The remaining four lots are zoned Neighborhood Low Density 5 (NL-5). Land to the South is also zoned NL-5 and contains residential uses. The property bordering the subject property to the West is zoned NM-2 and is used as a parking lot for the LDS Church.

460 East Broadway is currently developed and contains seventeen buildings. The uses on the subject property include residential uses and short-term rental uses that support the Hospital District operations. The Hospital District plans to redevelop the property to provide housing for hospital employees in a quantity that is needed to ensure meaningful employee retention, and provides hospital employees with high quality dwelling units. The Hospital District will retain ownership of the property and any dwelling units that are developed on the land.

We are seeking a Zoning Map Amendment to P/SP to allow for flexibility in how the physical development is designed and located on the site to achieve the hospital's housing goals while minimizing impacts to the neighboring properties.

Please contact me with any questions or concerns, or to schedule the requested Pre-Application Conference.

Sincerely,



Hal Hutchinson