



# 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: October 28, 2021	<b>REQUESTS:</b>
Item #: P21-280	
Planner: Paul Anthony	The applicant is submitting a request for a Pre-Application meeting for the Red House deed-restricted development on 10 lots located at 335 S Millward St : PIDN's :22-41-16-33-1-20-001, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, 22-41-16-33-1-20-006, 22-41-16-33-1-24-002, 22-41-16-33-1-24-003, 22-41-16-33-1-24-004, and 22-41-16-33-1-24-005.
Phone: 733-0440 ext. 1303	
Email: <a href="mailto:panthony@jacksonwy.gov">panthony@jacksonwy.gov</a>	For questions, please call Paul Anthony at 307-733-0440, x1303 or email to the address shown to the left. Thank you.
<b>Owner:</b> Red House, LLC / Teton County PO Box 4902 Jackson, WY 83001	
<b>Applicant:</b> Hoyt Architects PO BOX 7364 Jackson, WY 83002	
<b>Please respond by:</b> November 19, 2021 (with Comments)	

**Owner:**

Red House, LLC / Teton County  
PO Box 4902  
Jackson, WY 83001

**Applicant:**

Hoyt Architects  
PO BOX 7364  
Jackson, WY 83002

The applicant is submitting a request for a Pre-Application meeting for the Red House deed-restricted development on 10 lots located at 335 S Millward St : PIDN's :22-41-16-33-1-20-001, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, 22-41-16-33-1-20-006, 22-41-16-33-1-24-002, 22-41-16-33-1-24-003, 22-41-16-33-1-24-004, and 22-41-16-33-1-24-005.

For questions, please call Paul Anthony at 307-733-0440, x1303 or email to the address shown to the left. Thank you.

**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  
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: Red House Affordable Housing

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_

PIDN: 22-41-16-33-1-20-\*

PIDN: 22-41-16-33-1-24-(002, 003, 004, 005)

\*(001, 002, 003, 004, 005, 006)

**PROPERTY OWNER.**

Name: Red House, LLC

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

Mailing Address: P.O. Box 4902, Jackson, WY

ZIP: 83001

E-mail: patrick@aicpvt.com

**APPLICANT/AGENT.**

Name, Agency: Hoyt Architects - Neal Zeren

Phone: 733-9955 x 1005

Mailing Address: P.O. Box 7364

ZIP: 83002

E-mail: NealZ@HoytArchitects.Design

**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.

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 [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.  
 **On File 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>.

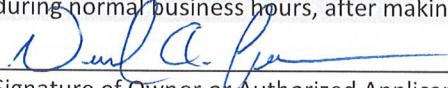
**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 N/A Intended development options or subdivision 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

Neal A. Zeren - Hoyt Architects

Name Printed

10/28/2021

Date

Architect

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](http://www.jacksonwy.gov)

Date: 10/28/2021

## 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

Being duly sworn, deposes and says that Red House, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: See attached description.

Legal Description: See attached description.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hoyt Architects

Mailing address of Applicant/agent: P.O. Box 7364, Jackson, WY 83002

Email address of Applicant/agent: [NealZ@HoytArchitects.Design](mailto:NealZ@HoytArchitects.Design)

Phone Number of Applicant/agent: 307-733-9955 x 1005

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 in 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) \_\_\_\_\_

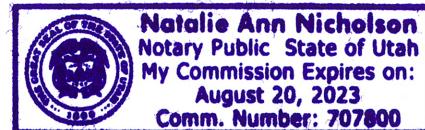
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

~~Property Owner Signature~~

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

STATE OF Utah )  
 ) SS.

COUNTY OF Salt Lake )



The foregoing instrument was acknowledged before me by Matthew Ireland this 28<sup>th</sup> day of October 2021. WITNESS my hand and official seal.

Notary Public

My commission expires:

Aug. 20, 2023



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

**LETTER OF AUTHORIZATION**

**PROPERTY DESCRIPTION**

Parcel: 22-41-16-33-1-20-001

Address: 335 S. Millward Street, Jackson, WY 83001

Location: Lot 1, BLK. 9, Wort-2 (Map T-60A)

Parcel: 22-41-16-33-1-20-004

Location: Lot 2, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-005

Location: Lot 3, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-006

Location: Lot 4, BLK. 9, 2nd Wort Addition

Parcel: 22-41-16-33-1-20-002

Address: 270 W. Hansen Avenue, Jackson, WY 83001

Location: Lot 5, BLK. 9, Wort-2

Parcel: 22-41-16-33-1-20-003

Address: 320 S. Jackson St., Jackson, WY 83001

Location: Lot 6, BLK. 9, Wort-2

## **Red House Affordable Housing**

Pre- App Conference

### **Project Narrative**

This proposed project is for the re-development of 10 lots within the Town of Jackson. The north six lots, described by the PIDN's as; 22-41-16-33-1-20-001, 22-41-16-33-1-20-002, 22-41-16-33-1-20-003, 22-41-16-33-1-20-004, 22-41-16-33-1-20-005, and 22-41-16-33-1-20-006, are zoned CR-2. The south 4 lots, described by the PIDN's as; 22-41-16-33-1-24-002, 22-41-16-33-1-24-003, 22-41-16-33-1-24-004, and 22-41-16-33-1-24-005, are zoned NH-1.

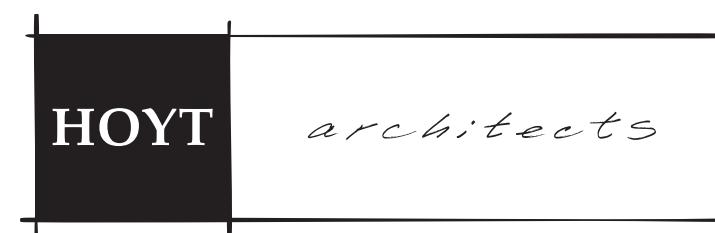
The project consists of redeveloping several existing structures and open spaces by constructing nine new buildings on the property. The project will include deed restricted, apartment style housing and will consist of 57 total units with a mix of one-, two-, and three-bedroom apartments. The proposed project will have 64 surface parking spaces. We are providing alternative transportation with 124 bike parking spots and internal storage units for each unit within each structure. The three buildings on the south lots respond to the NH-1 Zoning and neighborhood feel with shorter buildings, open green space, and community gardens. The north six buildings respond to the CR-2 zoning and current LDRs with structures pushed to the corners. The intent is to have all buildings constructed with durable materials inside and out. The exterior to be clad in natural wood, stone, and metal.

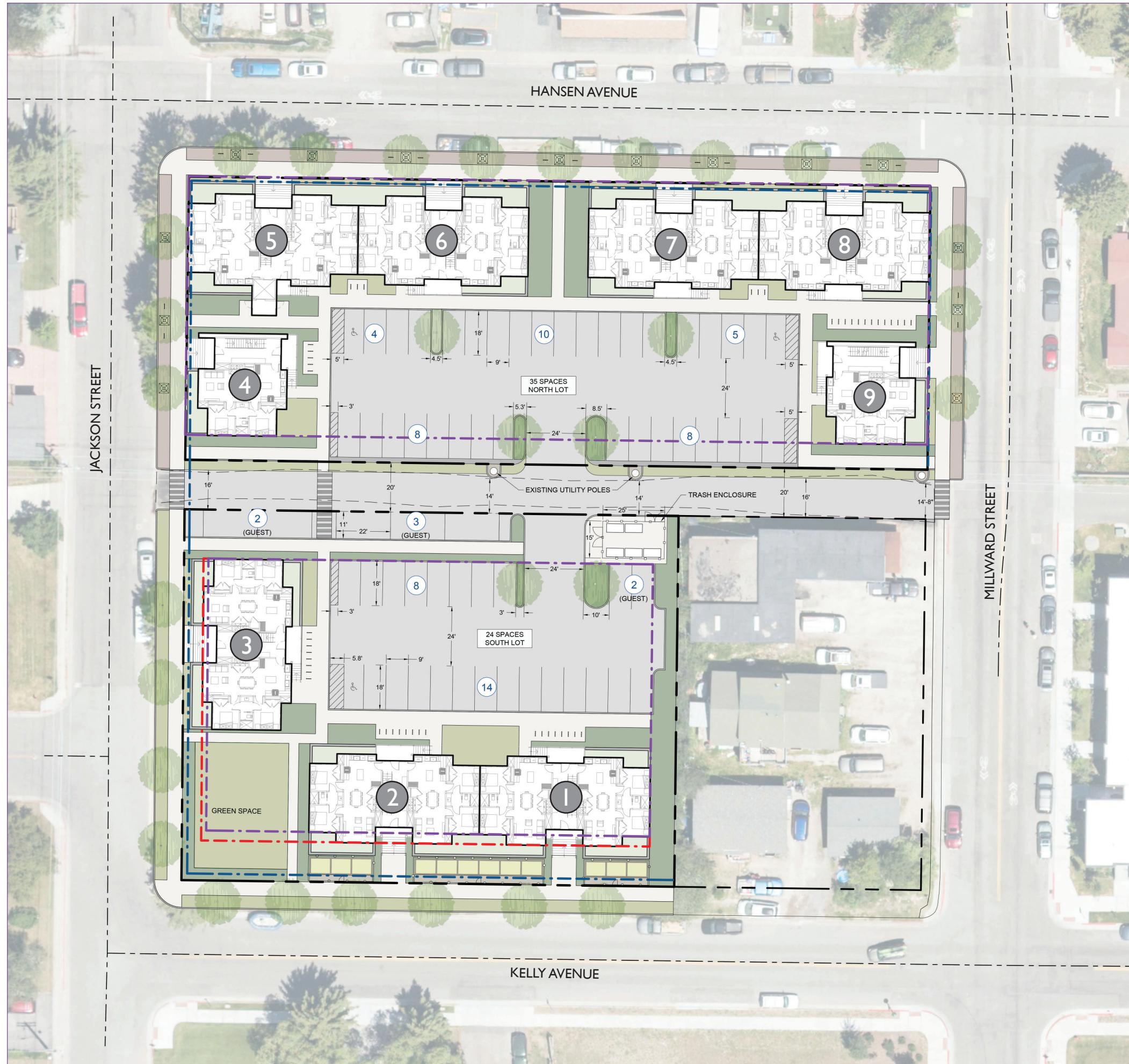
The objective of the conference is to ensure compliance with current LDRs, form-based code, and proposed administrative adjustments. A schematic design package, complete with site plan, landscaping plan, floor plans, and exterior perspective views, is attached.

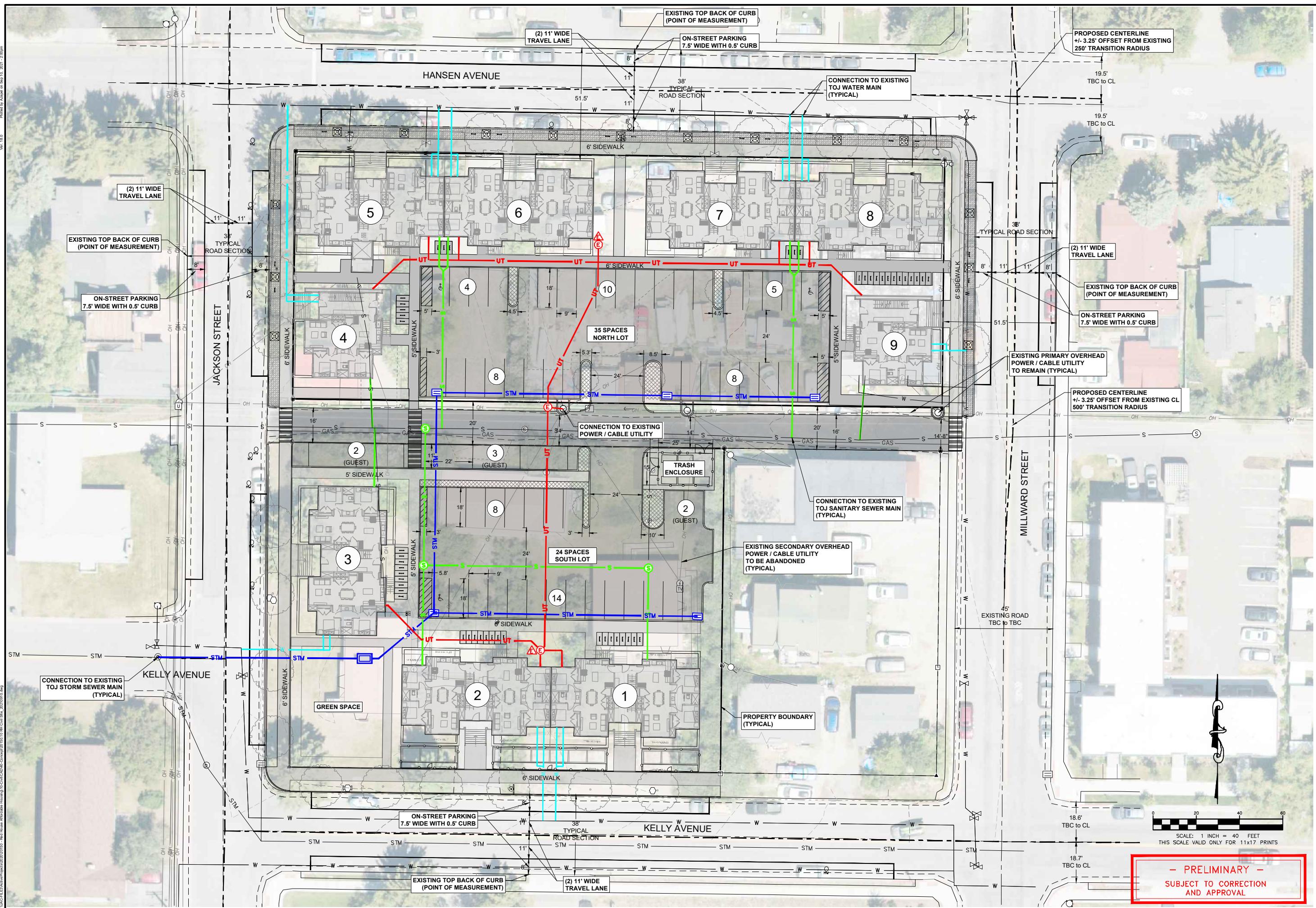
# RED HOUSE

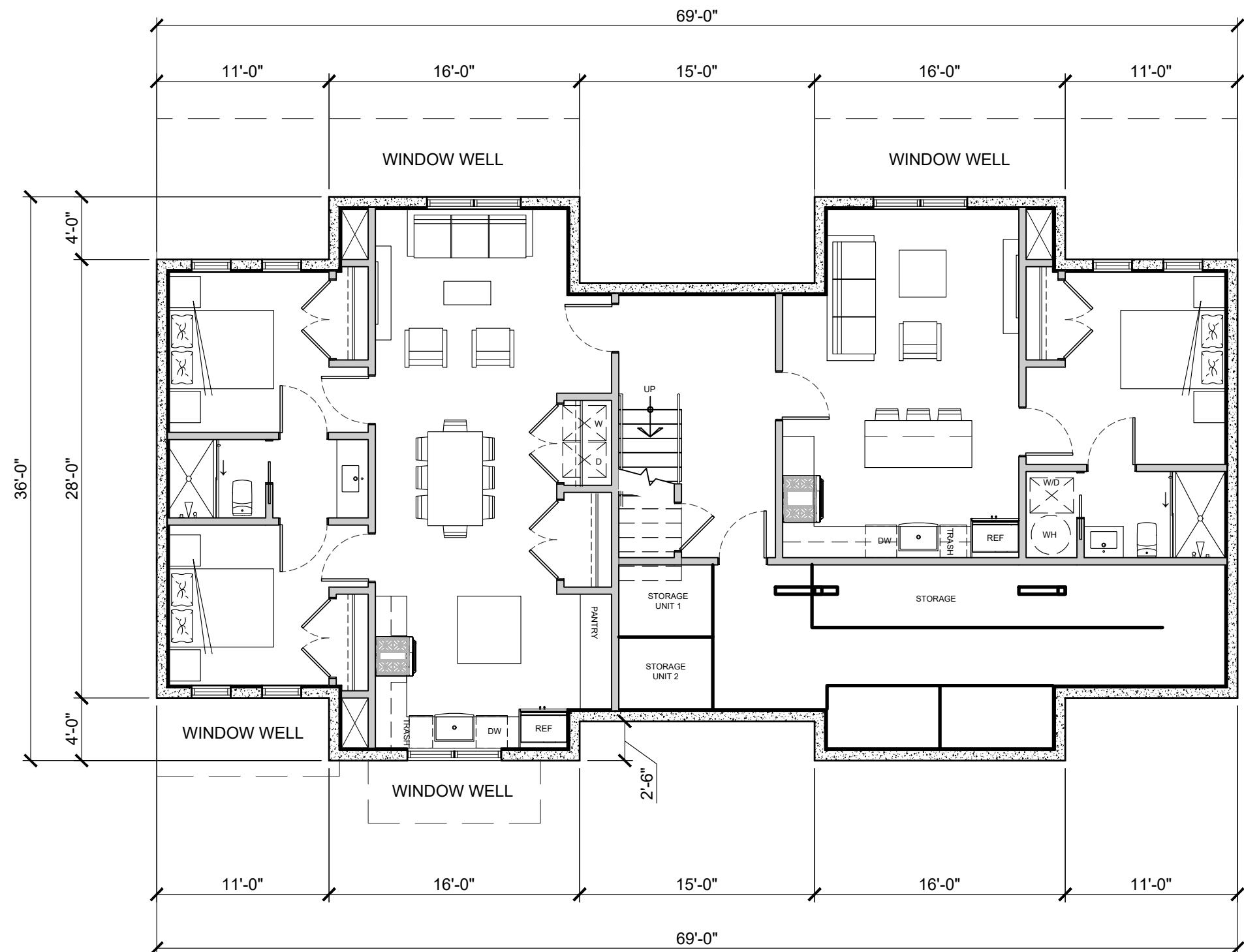
## WORK FORCE HOUSING

JACKSON, WYOMING









**FULL UNIT - GARDEN LEVEL PLAN -5'**

1/8" = 1' - 0"

GARDEN LEVEL  
PLATE: 2,173  
UNIT (1 BED): 623  
UNIT (2 BED): 931.5  
CIRC/MECH/STORAGE: 588.5

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**REDHOUSE**

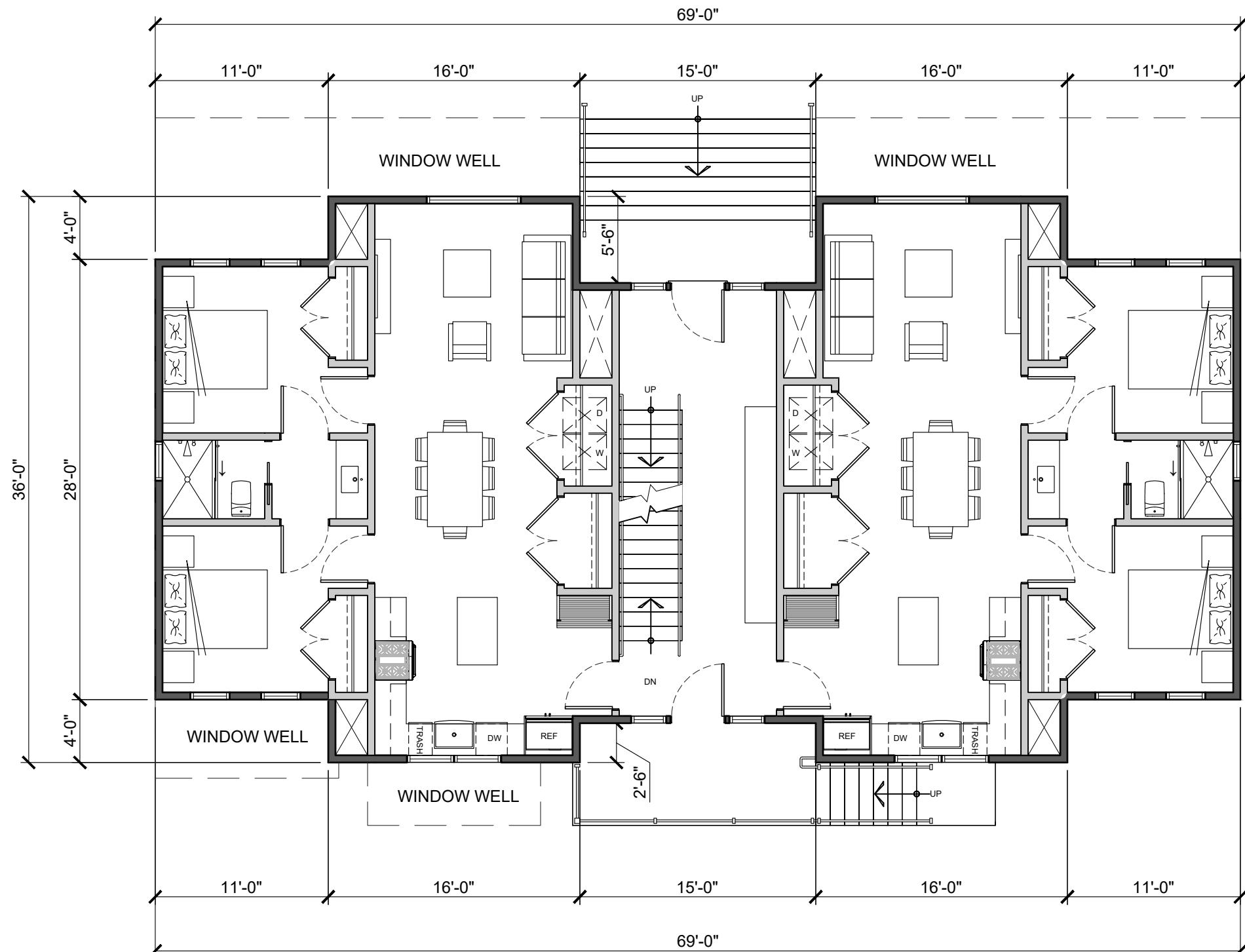
HOYT

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hoytarchitects.design  
307.733.9955

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**A101**



**FULL UNIT - FIRST LEVEL PLAN + 5'**

1/8" = 1' - 0"

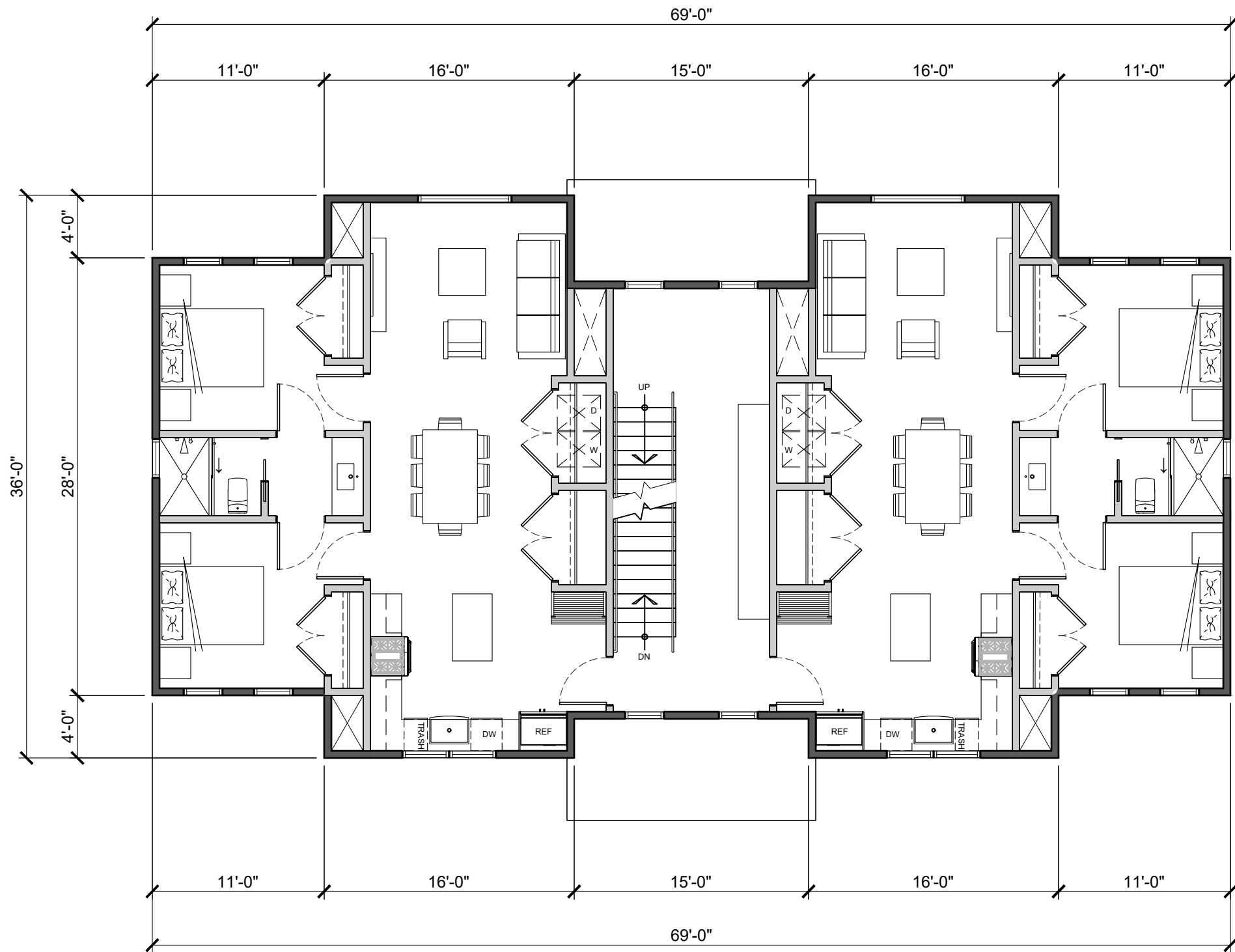
FIRST FLOOR  
PLATE: 2,173  
UNIT: (2) @ 916.5 = 1,833  
CIRC/MECH: 340

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## FULL UNIT - SECOND LEVEL PLAN + 15

1/8" = 1' - 0"

SECOND FLOOR  
PLATE: 2,173  
UNIT: (2) @ 916.5 = 1,833  
CIRC/MECH: 340

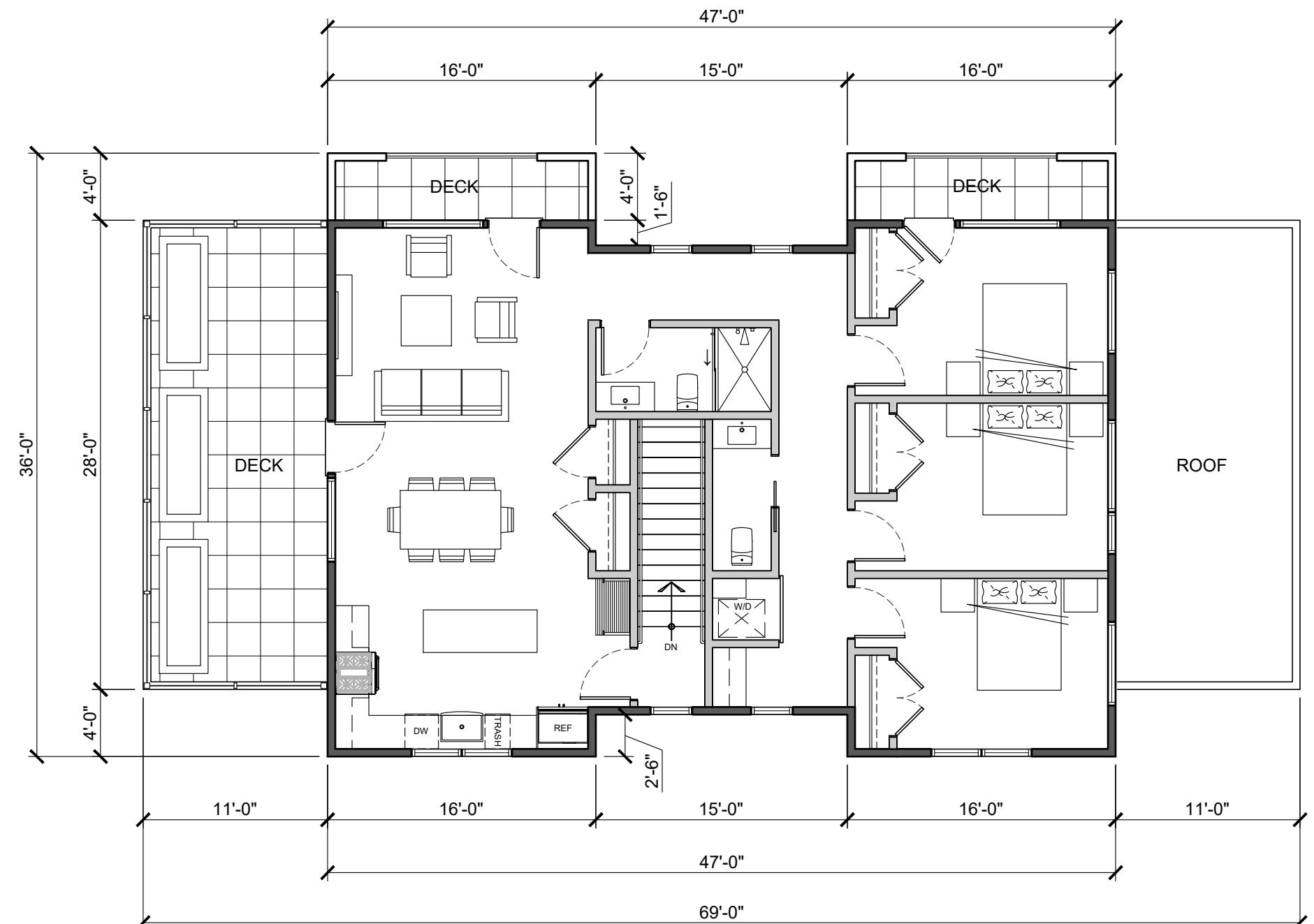
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THIRD FLOOR  
PLATE: 1,429  
UNIT: 1,363  
CIRC: 66  
DECKS: 436

**REDHOUSE**

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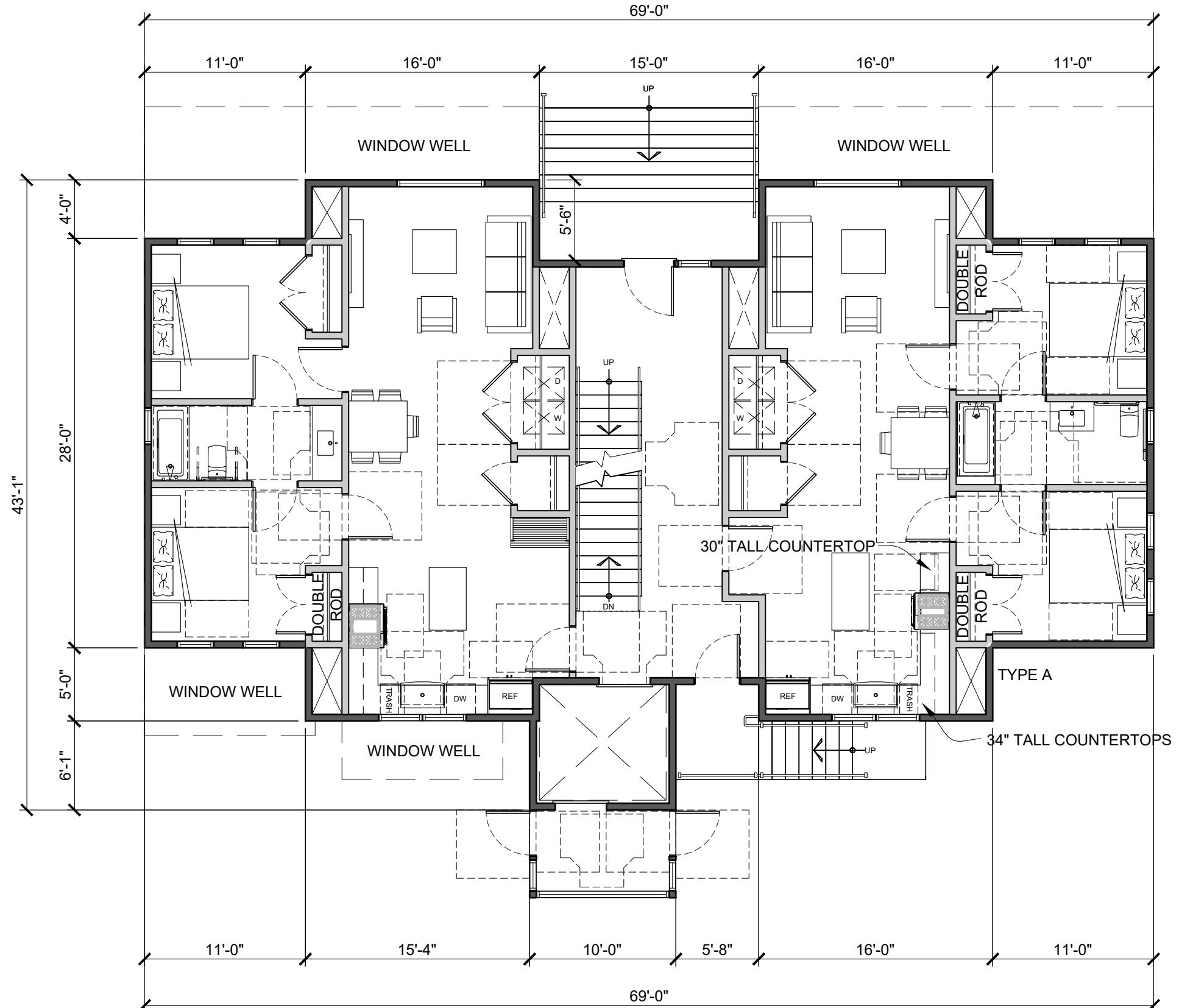
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## TYPE B

## TYPE A



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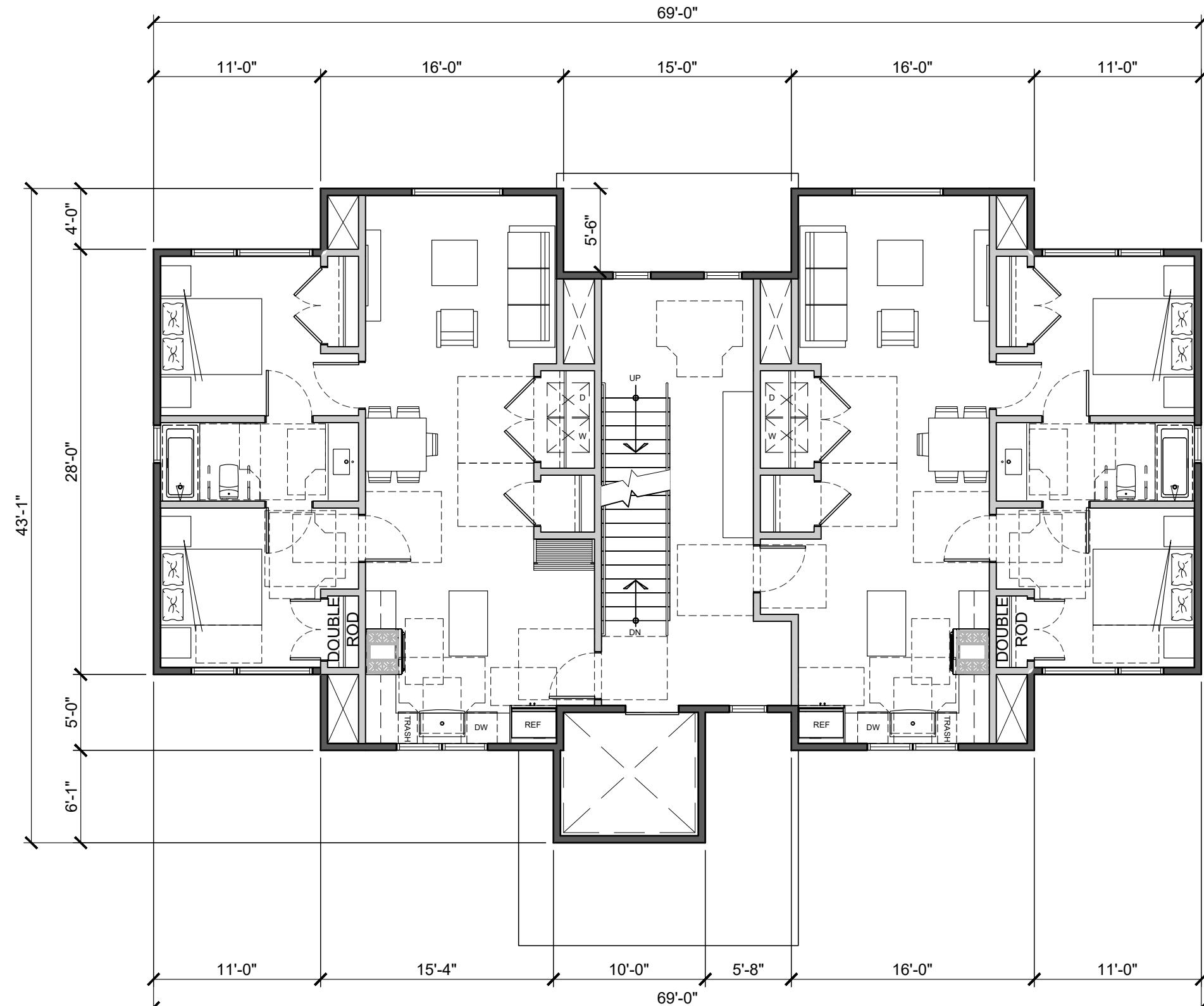
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A106

## TYPE B

## TYPE A



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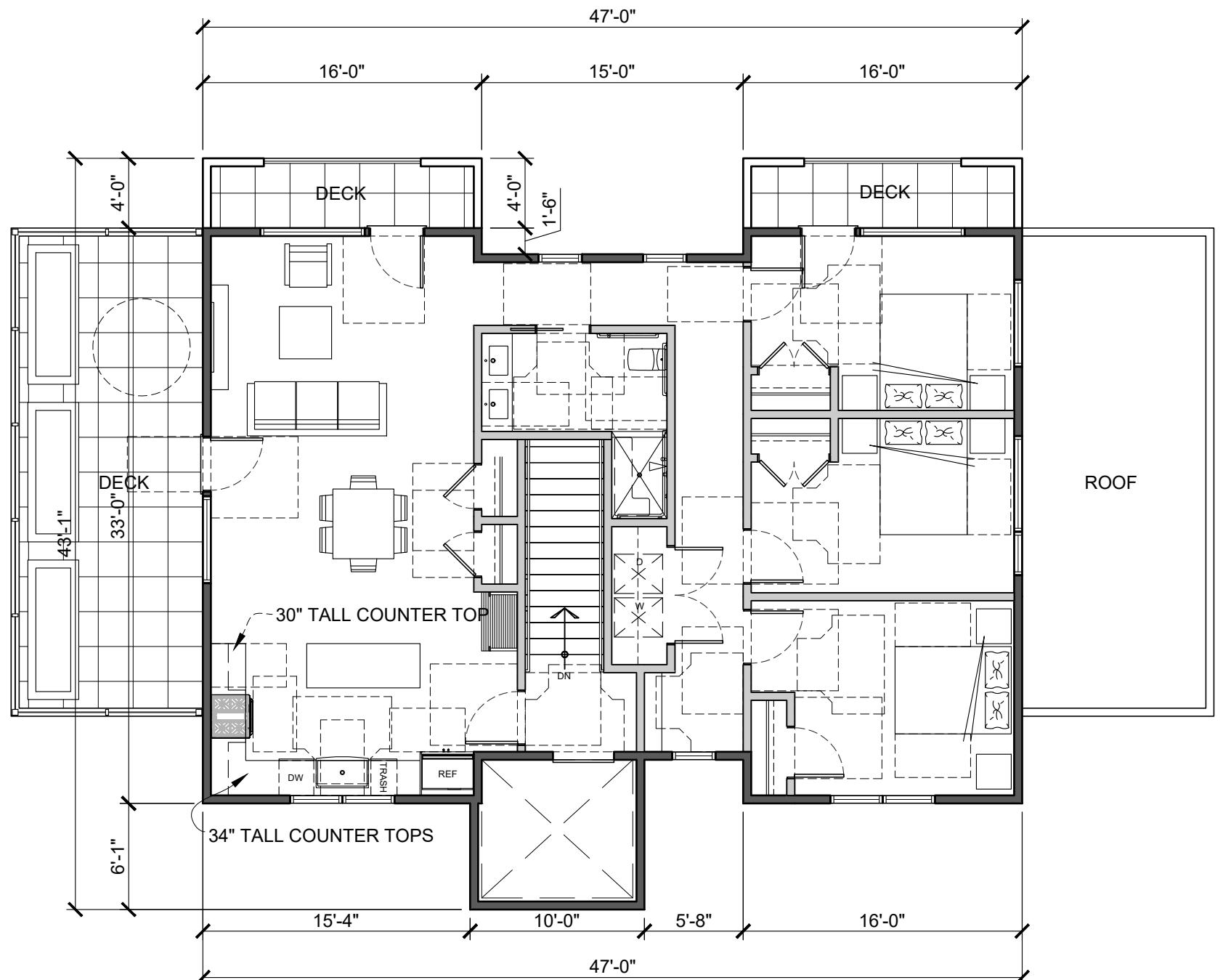
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## TYPE A



## ADA THIRD LEVEL PLAN + 25'

1/8" = 1' - 0"

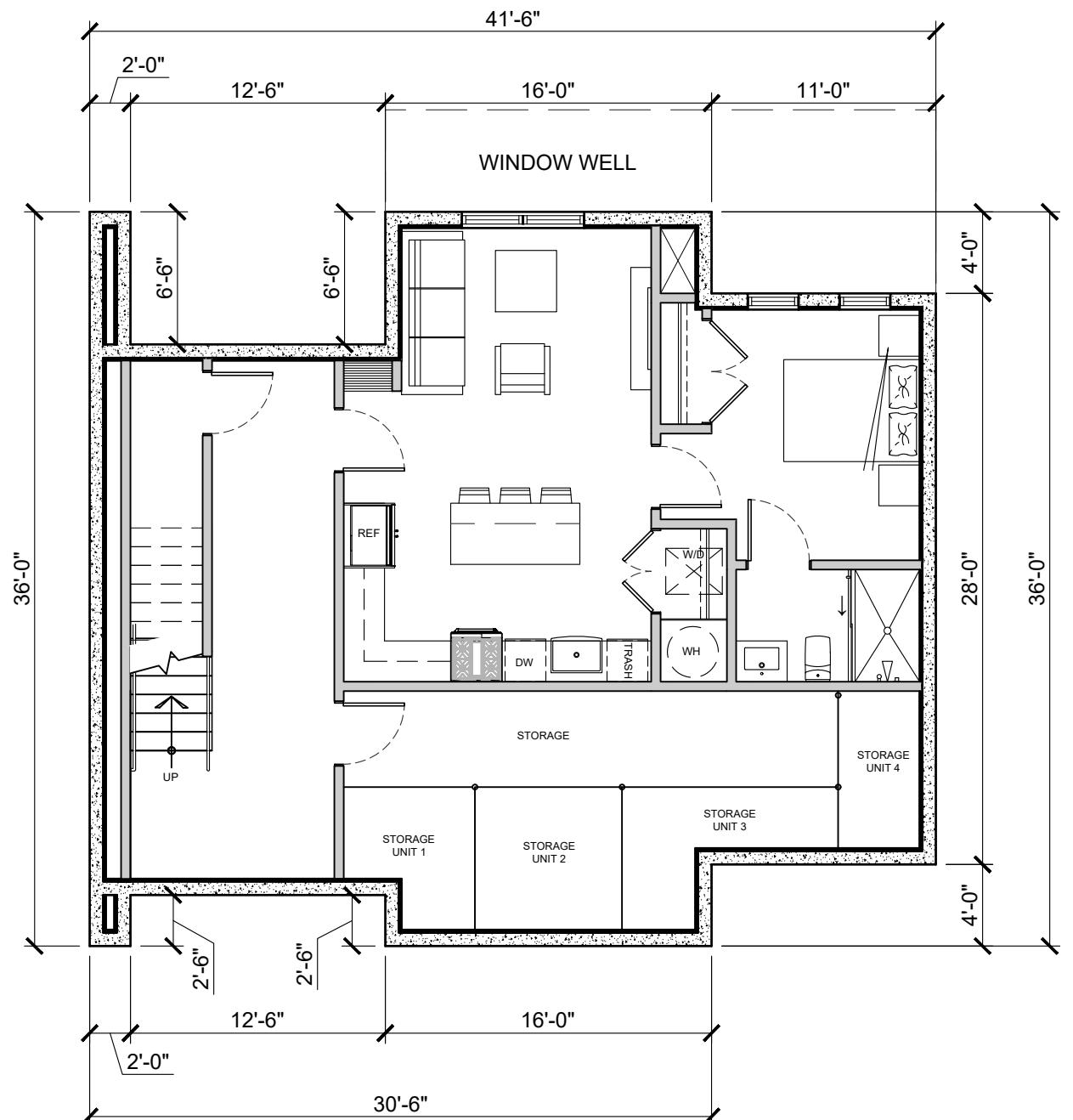
THIRD FLOOR  
PLATE: 1,560  
ADA UNIT: 1,387  
CIRC: 173  
DECKS: 206

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**HALF UNIT - GARDEN LEVEL PLAN -5'**

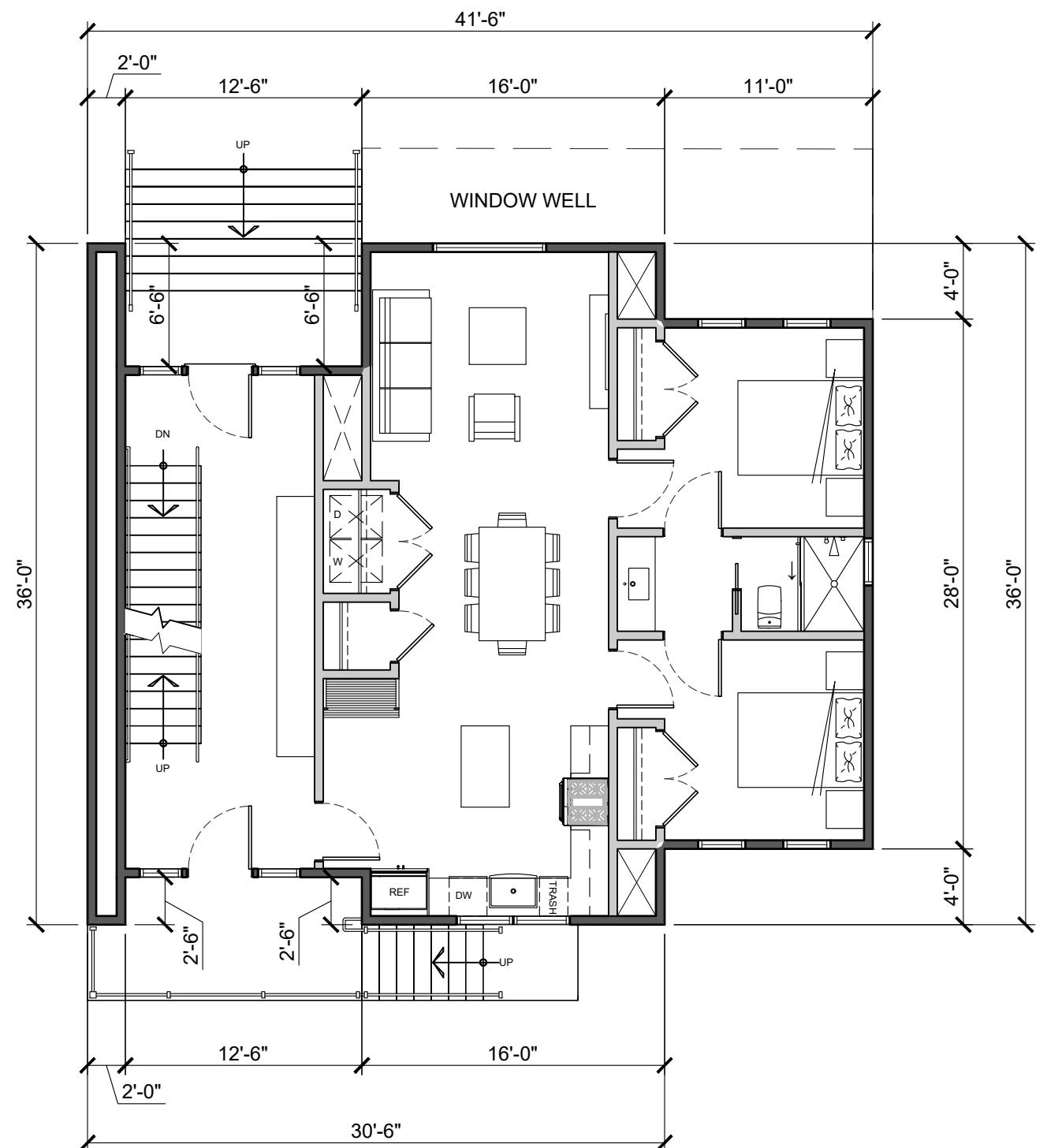
1/8" = 1' - 0"

GARDEN LEVEL  
PLATE: 1,234  
UNIT (1 BED): 623  
CIRC/MECH/STORAGE: 611

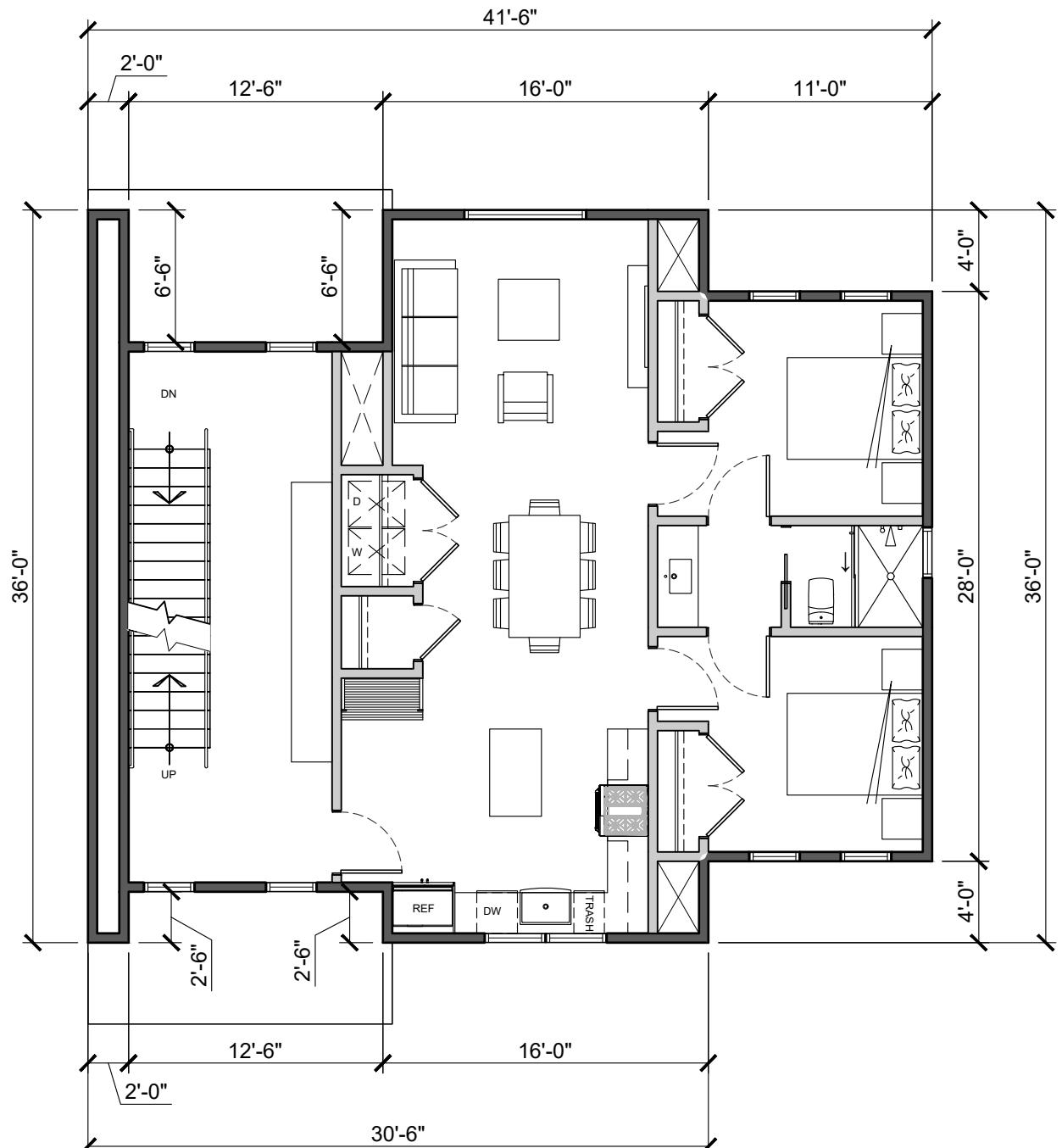
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A110



HALF UNIT - SECOND LEVEL PLAN + 15

1/8" = 1' - 0"

SECOND FLOOR  
PLATE: 1,234  
UNIT: 916.5  
CIRC/MECH: 317.5

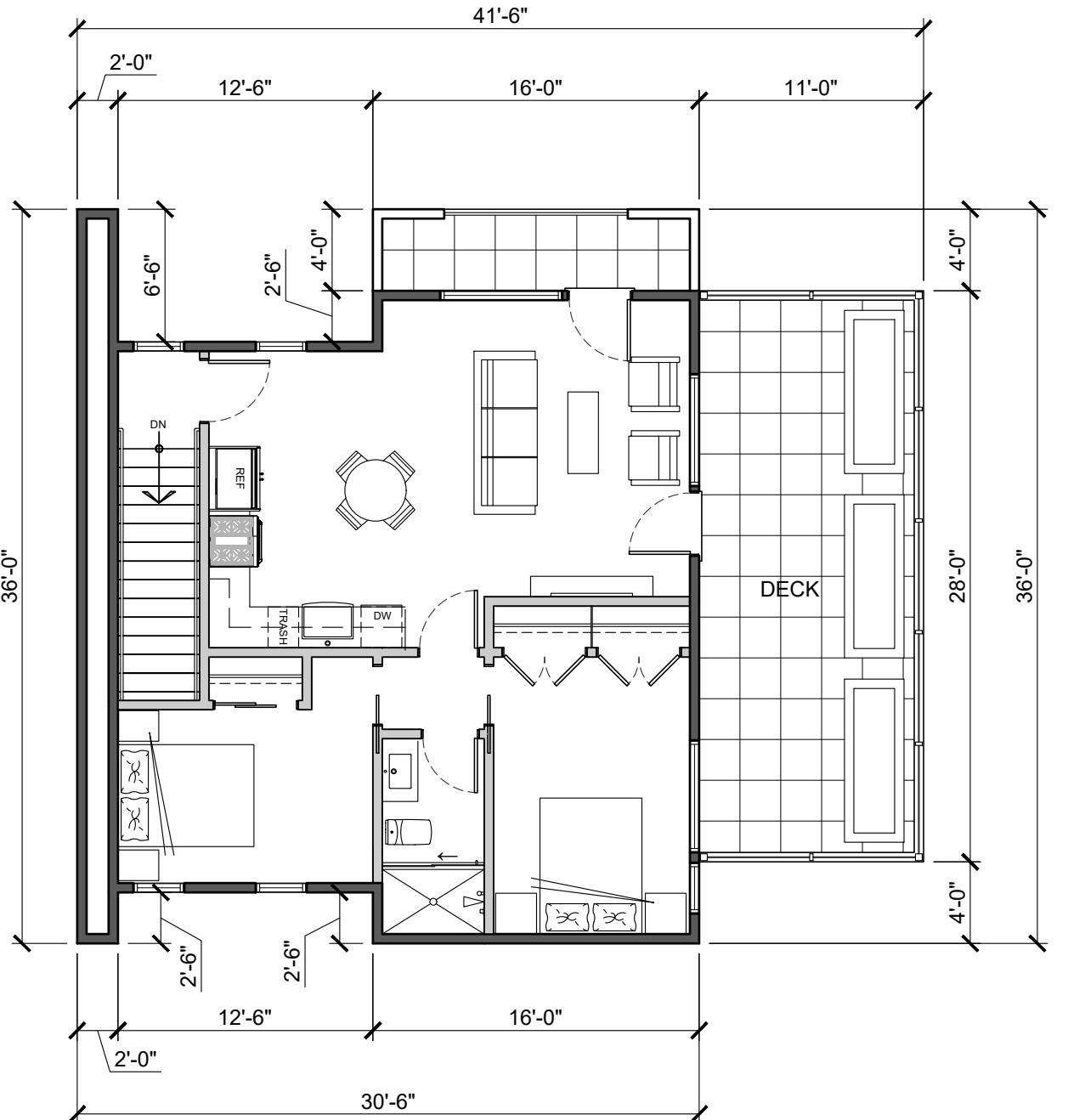
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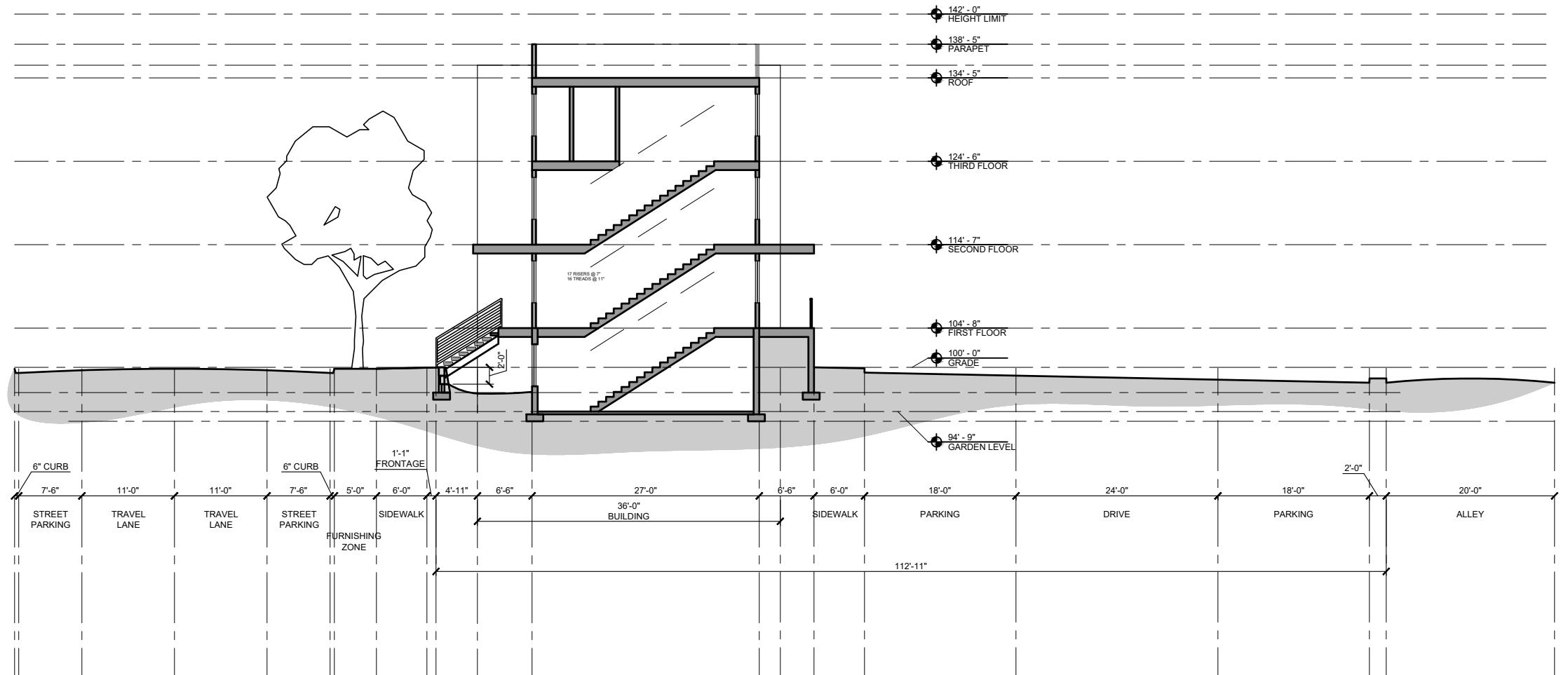


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## SITE SECTION

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

A301



Aerial Perspective  
N.T.S.

G101

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### North Perspective

N.T.S.



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### West Perspective

N.T.S.

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**South Perspective**

N.T.S.



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**East Perspective**

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Northeast Perspective

N.T.S.



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Southwest Perspective

N.T.S.

NOT FOR

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