



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

<p>Date: March 22, 2022</p> <p>Item #: P22-060</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application Conference for an affordable rental housing development located at 400 W Snow King Ave., legally known as PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57 (FAIR GROUNDS, INCLUDES PUBLIC WORKS DEPT.) PIDN: 22-41-16-33-1-00-027</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner Town of Jackson PO Box 1687 Jackson, WY 83001</p> <p>Applicant Flat Creek Apartments, LLC / Tyler Davis PO Box 12111 Jackson, WY 83002</p>	
<p>Please respond by: April 12, 2022 (with Comments)</p>	

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

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** (via email to planning@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 <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)

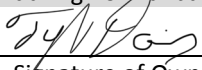
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not 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

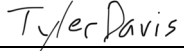
_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are 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.

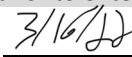
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize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



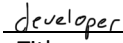
Signature of Owner or Authorized Applicant/Agent



Name Printed



Date



Title



Flat Creek Housing Project

March 15, 2022

PRE-APP CONFERENCE REQUEST - PROJECT NARRATIVE

Lot Info

Address: 400 West Snow King Avenue

PIDN: 22-41-16-33-1-00-027

Legal: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57 (FAIR GROUNDS, INCLUDES PUBLIC WORKS DEPT.)

Area: Project Site 1.00 acres (43,560 s.f.)

Zoning: NH-1

Overlays: N/A

Scale of Development

FAR: 1.00 (43,560 s.f.)

Allowed: .40 (17,424 s.f.)

2:1 Bonus: .91 (39,671 s.f.) - all deed restricted housing

Site Development: .31 (13,389 s.f.)

Allowed: .79 (34,412 s.f.)

Building Setbacks

Primary Street – 20'

Secondary Street – 10'

Side Interior – 10'

Rear – 20'

New Parking:

Residential:

1/DU < 500 s.f., otherwise 1.5/DU

Parking Spots:

110 provided (105 required for this project 60 residential + 45 for existing)

Landscape Ratio

Min:

.21 (9,148 s.f.)

Plant Units (min):

1/1,000 s.f. landscaped area + 1/12 parking spots

Building Height

Max height:

35' (roof pitch < 3/12), 37' (roof pitch 4/12 & 5/12), 39' (roof pitch > 6/12)

Stories:

3 stories

Existing Property Conditions

-2 existing onsite buildings to be demolished for the expansion of parking and new apartment development.

-Existing parking area to remain and expanded for new apartment development.

-Existing sewer, water, and storm drainage utilities currently located onsite will serve the new apartment development.

50 SOUTH KING STREET · SUITE 201 · POST OFFICE BOX 4615 · JACKSON, WYOMING 83001 · 307 733 3600 · INFO@DAJH.CO

Development Overview:

Flat Creek Apartments will be a 48-unit apartment development located in Jackson, WY. The development will be designed to consist of one building that will be three stories in height. The following elements will be implemented into the design:

- 24 units will be one bedroom with one bathroom with an approximate size of 480 square feet.
- 12 units will be two bedrooms with one bathroom with an approximate size of 678 square feet.
- 12 units will be three bedrooms with two bathrooms with an approximate size of 791 square feet.
- Common spaces will include a computer center, a manager's office, an exercise room, and a multi-purpose room.

Quality of Construction

Flat Creek Apartments will be built exceeding the typical building standards with the following building features:

- Roofing/Siding > 30-year warranty
- Windows > .3 U-Value or lower
- Energy Star lighting throughout the project
- Motion controlled exterior lighting
- Energy Star Refrigerator, dishwasher, ceiling fans, and washer and dryer
- Ceiling Fans
- Smart Thermostat (Internet-connected and "linkable" to home automation systems)
- Certifications
 - a. Energy Star Certification
 - b. Energy Star Rating for 5% or more of the units
 - c. HERS rating at or below 80

Project Amenities

- Tot Lot
- Security Cameras
- Exercise Room
- Computer Center
- BBQ/Picnic Area
- Storage Areas
- Dog Walk Area
- Multi-purpose Room

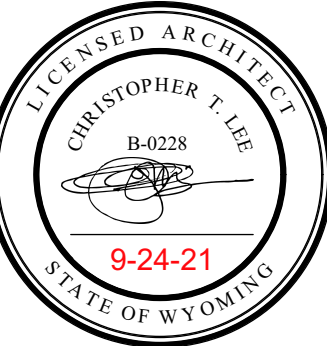
Unit Amenities

- Dishwasher
- Garbage Disposal
- Washer/Dryer provided in-unit
- Central HVAC System
- Wired High Speed Internet
- Programmable Thermostat
- Luxury Vinyl Tile Flooring





PROJECT NO.: 21-06 ARCHITECT
2021 DESIGN ASSOCIATES ARCHITECTS



ISSUE HISTORY		
M.	ISSUE	DATE
1	CONCEPTUAL	5-26
2	CONCEPTUAL	7-2
3	SCHEMATIC	9-13
4	SCHEMATIC	9-24
5	SCHEMATIC	3-15

39,671 SF

SNOW KING PARTNERS
WORKFORCE HOUSING PROPOSAL
400 WEST SNOW KING AVENUE JACKSON WY 83001

03-15-2022

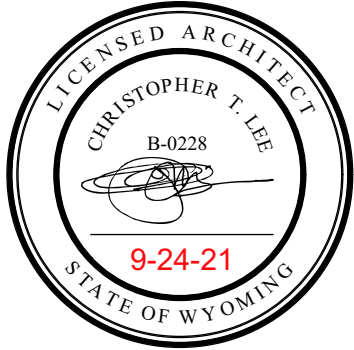
A100

SITE PLAN



DESIGN ASSOCIATES ARCHITECTS
50 S KING STREET, STE 201 JACKSON WY
(307) 333 3600

www.dajh.co
PROJECT NO.: 21-06
ARCHITECT: CTL
© 2021 DESIGN ASSOCIATES ARCHITECTS



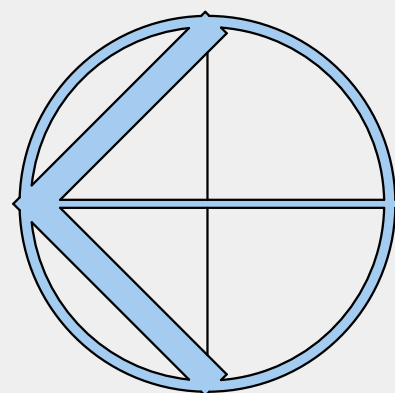
ISSUE HISTORY		
SYN	ISSUE	DATE
1	CONCEPTUAL	5-26-21
2	CONCEPTUAL	7-2-21
3	SCHEMATIC	9-13-21
4	SCHEMATIC	9-24-21
5	SCHEMATIC	3-15-22

SNOW KING PARTNERS
WORKFORCE HOUSING PROPOSAL
400 WEST SNOW KING AVENUE JACKSON WY 83001

CONCEPTUAL DESIGN
03-15-2022

A200

FIRST FLOOR PLAN



FIRST FLOOR PLAN - COMPLETE
SCALE: 1" = 10'

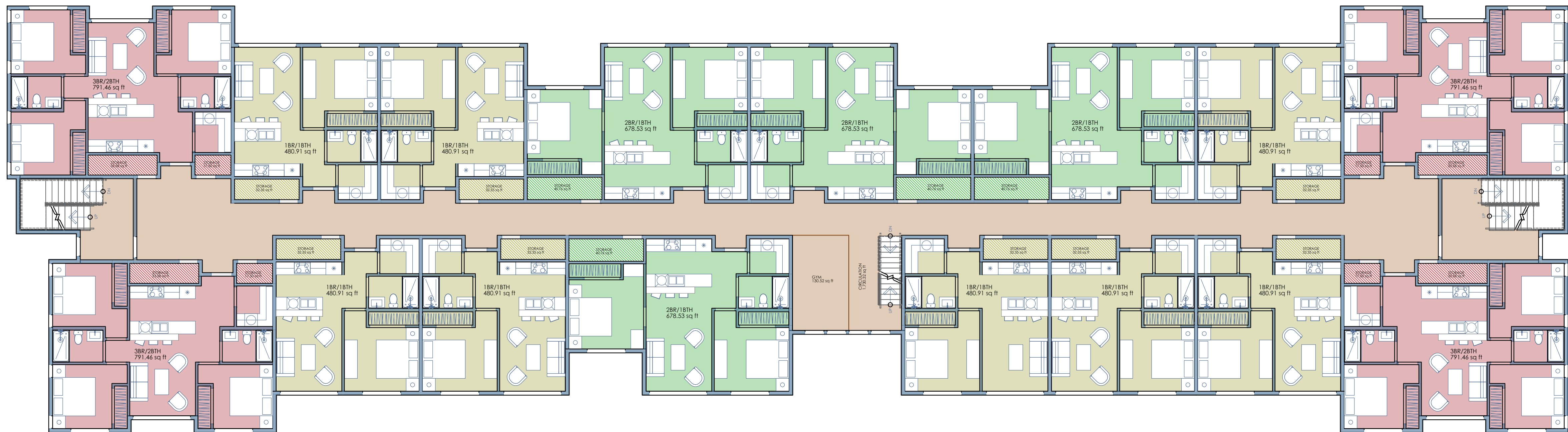
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SNOW KING PARTNERS
WORKFORCE HOUSING PROPOSAL
400 WEST SNOW KING AVENUE JACKSON WY 83001

CONCEPTUAL DESIGN
03-15-2022

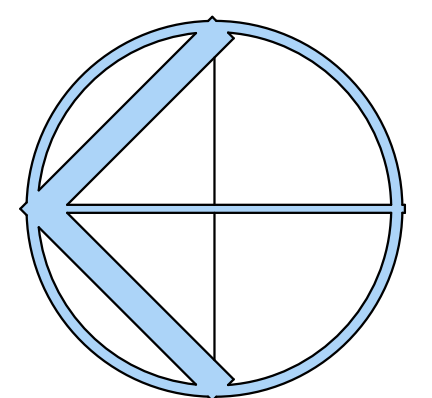
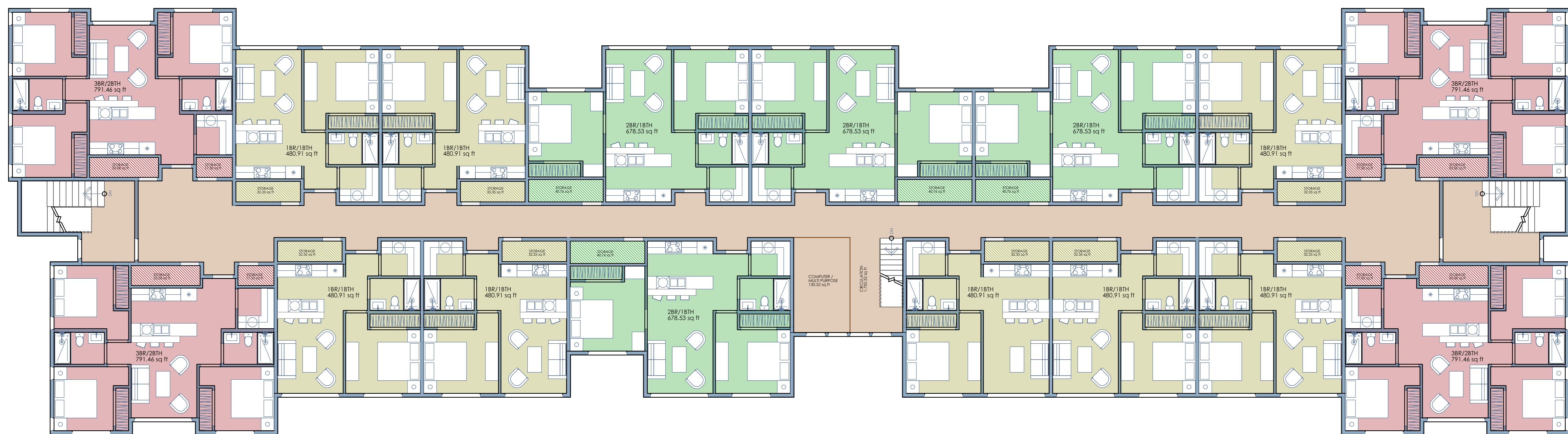
A201

SECOND & THIRD FLOOR PLANS



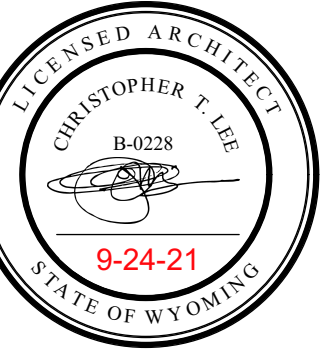
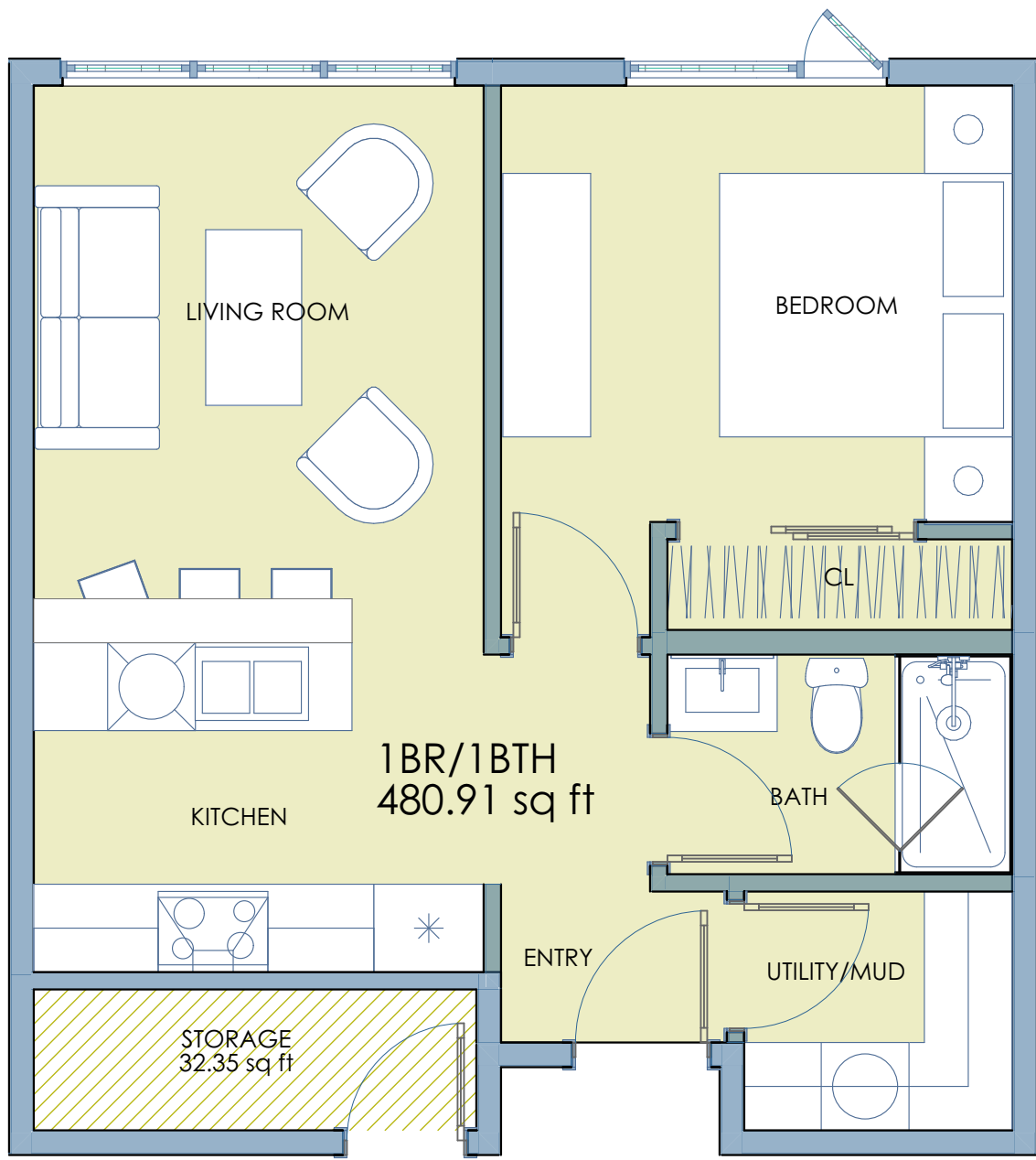
SECOND FLOOR PLAN - COMPLETE

SCALE: 1" = 10'



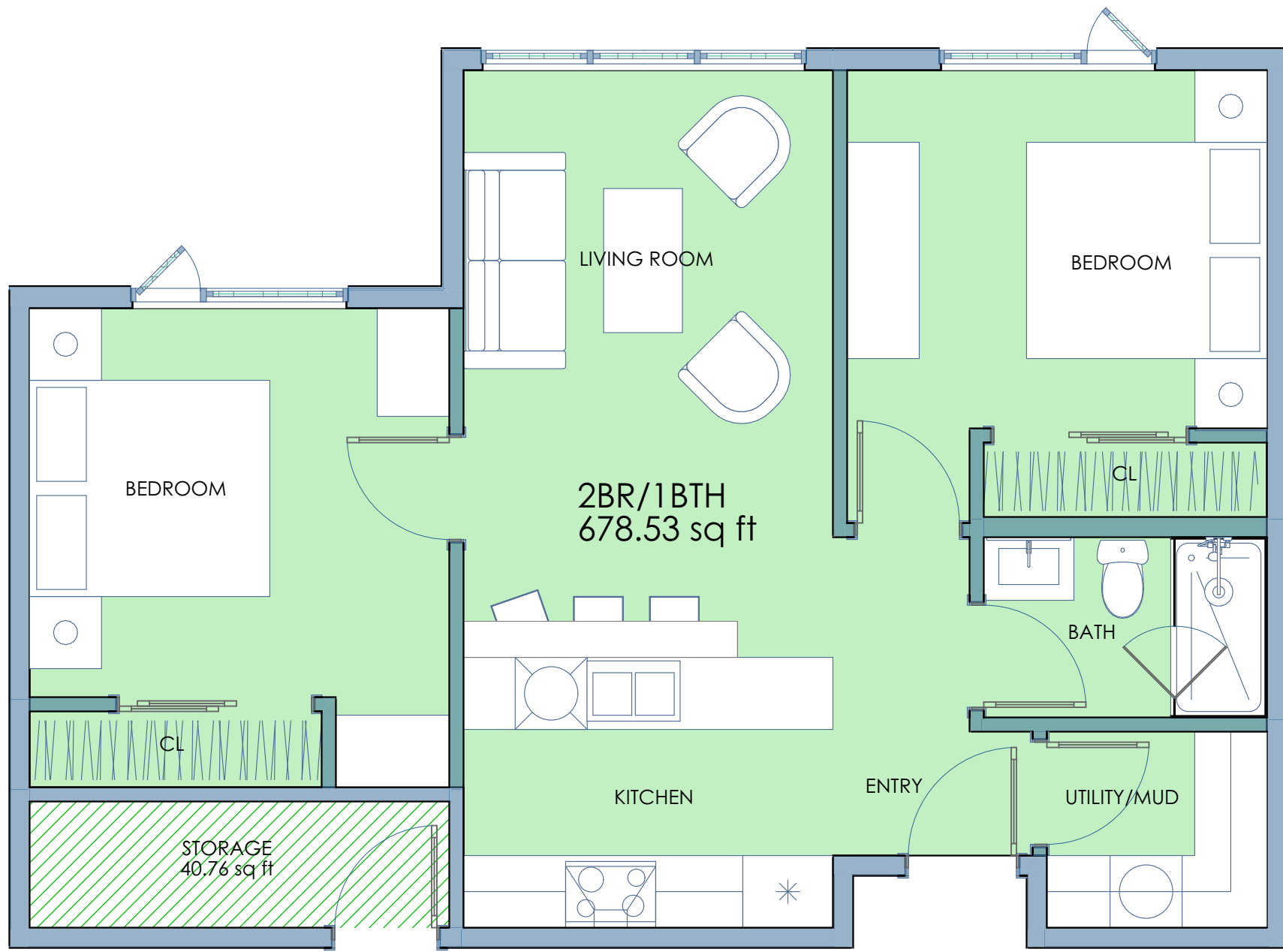
THIRD FLOOR PLAN - COMPLETE

SCALE: 1" = 10'

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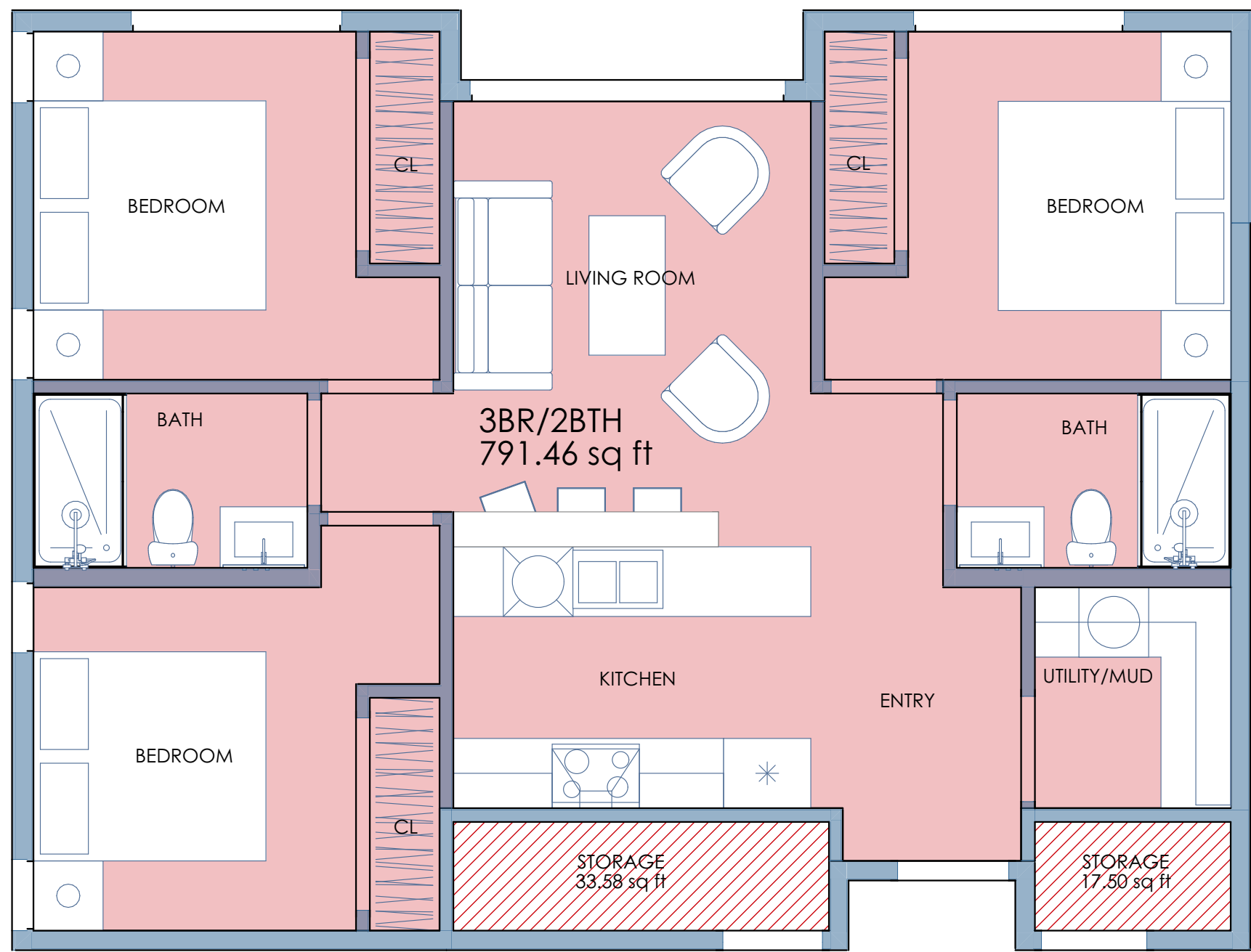
1 BEDROOM APARTMENT

SCALE: 1/4" = 1'-0"



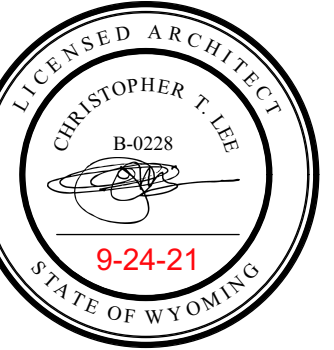
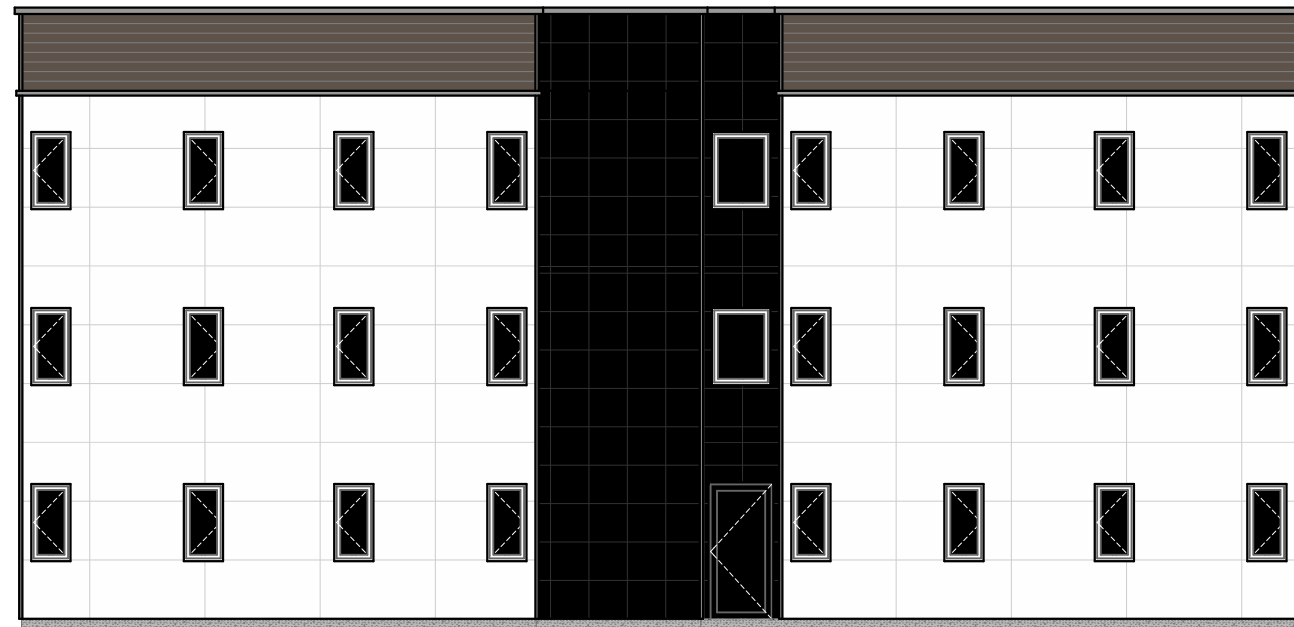
2 BEDROOM APARTMENT

SCALE: 1/4" = 1'-0"



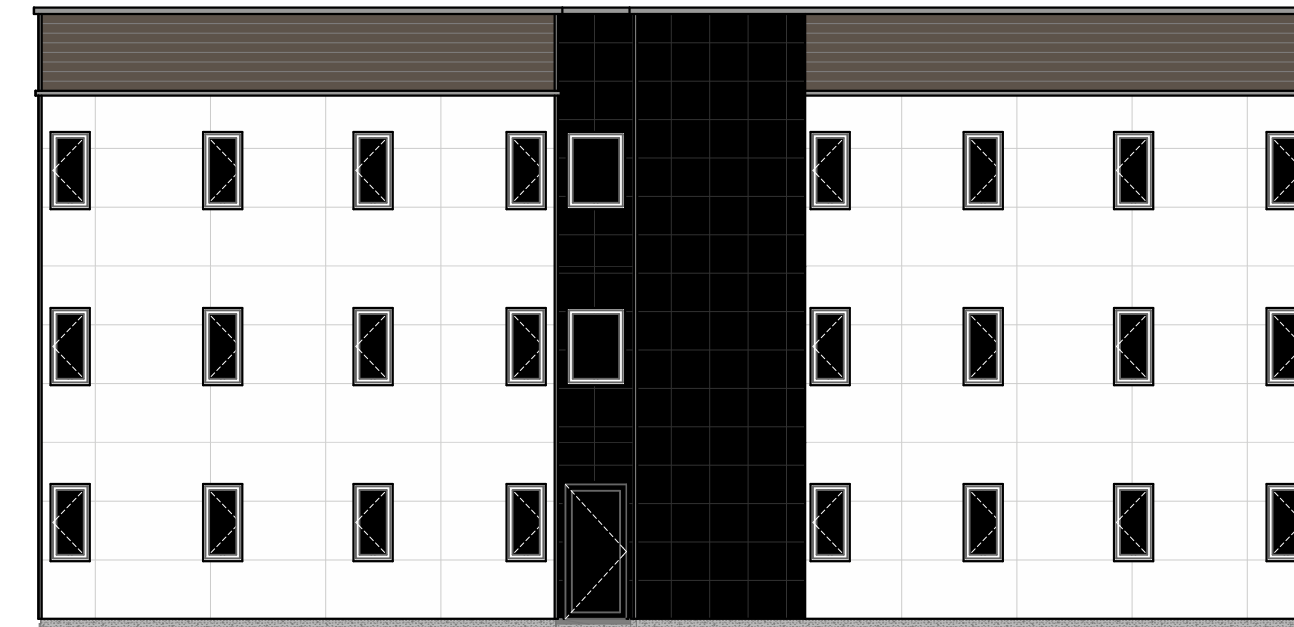
3 BEDROOM APARTMENT

SCALE: 1/4" = 1'-0"

[illegible]

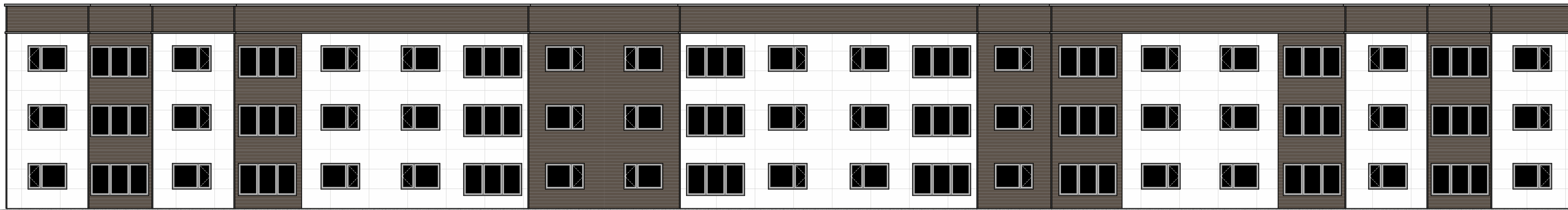
NORTH ELEVATION

SCALE: 1" = 10'



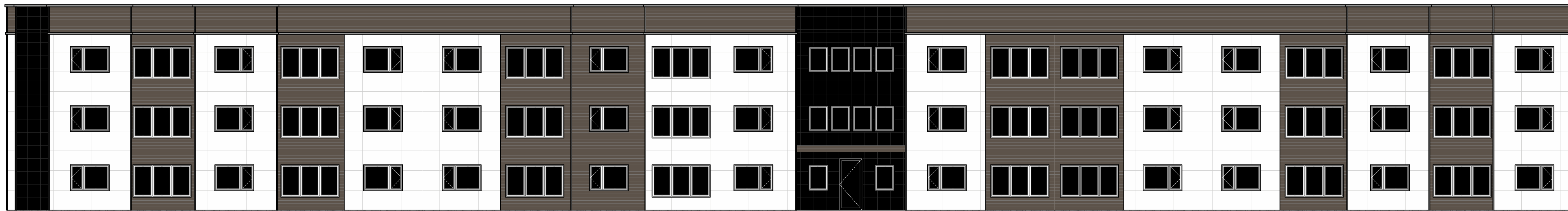
SOUTH ELEVATION

SCALE: 1" = 10'



EAST ELEVATION

SCALE: 1" = 10'



WEST ELEVATION

SCALE: 1" = 10'



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:

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 : Larry Pardee, Town Manager of Town of Jackson, a municipal corporation of the State of Wyoming

Being duly sworn, deposes and says that Town of Jackson is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 400 W SNOW KING AVENUE

Legal Description: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57 (FAIR GROUNDS, INCLUDES PUBLIC WORKS DEPT.)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: FLAT CREEK APARTMENTS, LLC c/o Tyler Davis

Mailing address of Applicant/agent: P.O. Box 8352 Jackson, WY 83002

Email address of Applicant/agent: tylerdavis34@ymail.com

Phone Number of Applicant/agent: 1-407-952-1735

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:

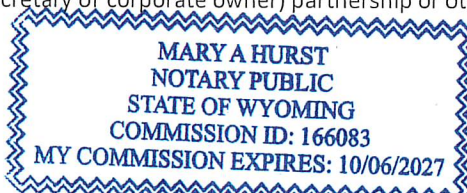
- ☒ Development/Subdivision Plat Permit Application ☒ Building Permit Application
☒ Public Right of Way Permit ☒ Grading and Erosion Control Permit ☐ Business License Application
☒ Demolition Permit ☒ Other (describe) Pre-app requests, Use Permit Apps

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 Wyoming)
) SS.
COUNTY OF Teton)



The foregoing instrument was acknowledged before me by Larry Pardee this 22nd day of March, 2022. WITNESS my hand and official seal.

Mary A Hurst
Notary Public

My commission expires: 10/06/2027



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:

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 : Larry Pardee, Town Manager of Town of Jackson, a municipal corporation of the State of Wyoming

Being duly sworn, deposes and says that Town of Jackson is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 400 W SNOW KING AVENUE

Legal Description: PT. SE1/4NE1/4, SEC. 33, TWP. 41, RNG. 116 MAP T-57 (FAIR GROUNDS, INCLUDES PUBLIC WORKS DEPT.)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jackson/Teton County Housing Dept (c/o April Norton or Kristi Malone)

Mailing address of Applicant/agent: P.O. Box 714 Jackson, WY 83001

Email address of Applicant/agent: ahnorton@tetoncountywy.gov, kristi.malone@tetoncountywy.gov

Phone Number of Applicant/agent: 732-0867

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:

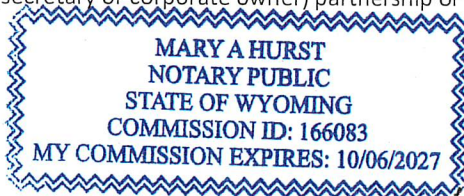
- ☒ Development/Subdivision Plat Permit Application ☒ Building Permit Application
☒ Public Right of Way Permit ☒ Grading and Erosion Control Permit ☐ Business License Application
☒ Demolition Permit ☒ Other (describe) Pre-app requests, Use Permit Apps

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 Wyoming)
COUNTY OF Teton) SS.



The foregoing instrument was acknowledged before me by Larry Pardee this 28th day of March, 2022. WITNESS my hand and official seal.

Notary Public

My commission expires: 10/06/2027