



# 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

Date: March 23, 2022

Item #: P22-064

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

Email: [panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)

**Owner**

Town of Jackson  
PO Box 1687  
Jackson, WY 83001

**Applicant**

Good Samaritan Mission  
PO Box 8682  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a request for a Pre-Application Conference for a transitional housing project located at 230 & 270 W Deloney Ave., legally known as LOTS 1-2, N 30' LOT 3, BLK 10, JACKSON (MOS T-28N) and LOTS 19 & 20 BLK 10, JACKSON ORIGINAL TOWNSITE (PARKING LOT)  
PIDNs: 22-41-16-28-4-13-001 and 22-41-16-28-4-13-002

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

**Please respond by: April 13, 2022 (with Comments)**

**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 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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: **Transitional Housing Project**

Physical Address: **230 & 270 West Deloney Avenue**

Lot, Subdivision: LOTS 19 & 20 BLK 10, JACKSON ORIGINAL TOWNSITE (PARKING LOT) LOTS 1-2, N 30' LOT 3, BLK 10, JACKSON (MOS T-28N)

PIDN: **22-41-16-28-4-13-002, 22-41-16-28-4-13-001**

**PROPERTY OWNER.**

Name: **Town of Jackson**

Phone: **307-733-3932**

Mailing Address: **150 E. Pearly Avenue, PO Box 1687 Jackson, WY.**

ZIP: **83001**

E-mail: **lpardee@jacksonwy.gov (Larry Pardee, Town Manager)**

**APPLICANT/AGENT.**

Name, Agency: **Michael Pruett, Bill Voge**

Phone: **307-413-2700**

Mailing Address: **80 W BROADWAY JACKSON, WY**

ZIP: **83001**

E-mail: **michael@michaelpruett.com, bill.voge@outlook.com**

**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](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

Michael Pruett  
Bill Voge  
Name Printed

03-22-2022

Date

GSM Board/Applicant

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:

## 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 : Town of Jackson, Wyoming

Being duly sworn, deposes and says that Town of Jackson, Wyoming is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 230 & 270 W. Deloney Ave. Jackson, WY. 83001

LOTS 19 & 20 BLK 10, JACKSON ORIGINAL TOWNSITE (PARKING LOT), LOTS 1-2, N 30' LOT 3, BLK 10,

Legal Description: JACKSON (MOS T-28N)

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Good Samaritan Mission, Bill Voge/Michael Pruett

Mailing address of Applicant/agent: PO Box 8682, Jackson, WY 83002

Email address of Applicant/agent: michael@michaelpruett.com, bill.voge@outlook.com

Phone Number of Applicant/agent: (307) 413-2700

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)      PRE-APPLICATION MEETING REQUEST

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

Terry Macagger

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

COUNTY OF Newton )

The foregoing instrument was acknowledged before me by Larry Pandee this 23rd.  
day of March, 2022. WITNESS my hand and official seal.

Notary Public





# Transitional Housing Project

March 22, 2022

## PRE-APP CONFERENCE REQUEST - PROJECT NARRATIVE

### LOT INFO

Address: 230 & 270 West Deloney Avenue

PIDN: 230 West Deloney Avenue – 22-41-16-28-4-13-001  
270 West Deloney Avenue – 22-41-16-28-4-13-002

Area: 230 West Deloney Avenue – .42 acres  
270 West Deloney Avenue – .32 acres  
Total Project Site - .74 acres

Current Zoning: P/SP

New Zoning Proposed: CR-2

Overlays: N/A

### SCALE OF DEVELOPMENT

FAR: .74 (32,234 s.f.)

Allowed: .40 (12,894 s.f.)

DEV Plan Threshold – (9,750 s.f.)

2:1 Bonus: 1.42 (45,764 s.f.) - all deed restricted housing

Site Development: .84 (Enclosed Parking- 27,098 s.f.)

Allowed: .90 (29,010 s.f.)

### New Parking:

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

Parking Spots: 74 total (45 residential required per TOJ)

### Landscape Ratio

Min: 10% (3,223 s.f.)

Plant Units (min): 1/1,000 s.f. landscaped area + 1/12 parking spots

### Building Height

Max height: 42' (roof pitch < 5/12)

Stories: 3 stories

### SUMMARY DESIGN SPECIFICATIONS

30 Total Transitional Housing Units

(2) 4-bedroom units

(16) 3-bedroom units

(12) 2-bedroom units with a den

## Enclosed Parking

74 covered parking stalls

(These can be allotted to the TOJ/Public with agreed upon amount of spaces for the Transitional Housing Use/Needs.)

## **SUMMARY SQUARE FOOTAGE/SIZING**

West Building 1<sup>st</sup> floor Circulation – 564 sf.

West Building Total 2 floors – 18,000 sf.

West Courtyard – 4,200 sf.

East Building 1<sup>st</sup> floor – 770 sf.

East Building Total 2 floors – 26,200 sf.

East Courtyard – 1,480 sf.

Skybridge above alley at Level 3 – 230 sf.

The GSM can adapt to meet the Town's needs for the site with respect to parking or if TOJ would like to set aside certain units for their use.

## **THE OPPORTUNITY**

The need for Transitional Housing runs deep through our community. Whether it is a displaced work situation, a rental home that has sold and has left tenants in need, an abusive situation where the spouse cannot be in the same place, or simply someone is down on their luck and needs a place for a period of time to get their feet underneath them. It may be hard to imagine that this exists in Jackson Hole, Wyoming, where property values have continued to set new records. But it is real and is a need that is not being met currently by our community.

Good Samaritan Mission intends to partner with the Town of Jackson & Teton County, raise the funds and to build this transitional Housing for Jackson Community. We have started hearing from other nonprofits in Jackson regarding our efforts to build longer-term transitional housing for the most at-risk families in the community. It has encouraged us to receive support from other nonprofits who appreciate the extreme need in the community.

Many of the individuals who are currently served by Good Samaritan Mission are referred to us by other nonprofits, in addition to local churches and the police, who are aware of our long track record of helping homeless individuals to get back on their feet and transition into independent living. We anticipate many of these same nonprofits will be on the front line of discovering homeless families. We intend to make sure these other nonprofits in Jackson are involved in our efforts from the beginning. Good Samaritan Mission intends to invite representatives from other local nonprofits to join a collaborative to coordinate community efforts with respect to the transitional housing project, including:

- Fund for Public Education
- One22 Resource Center
- Teton Youth & Family Services
- Community Entry Services
- Community Safety Network
- Hole Food Rescue
- Voices JH

## **PROPERTY DESCRIPTION & INTENT**

The property is a stilted, 2-story housing development above an existing parking lot in downtown Jackson. The design configuration is calculated to provide as much transitional housing for families and women that will reasonably fit on the site, while providing sufficient room sizes for families. The design plan is to maximize the number of 3-bedroom and 2-bedroom units, creatively using some of the 3-bedroom units as transitional apartments to same-sex singles as necessary. The design contemplates safety needs by separating 2 buildings for women and families. Other security features like coded entries for access are taken into consideration in the design.

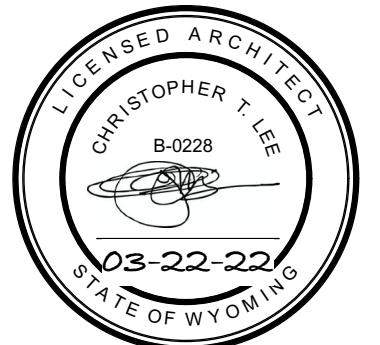
## **PROPERTY SPECIFICATIONS & DESIGN FEATURES**

- .74 acres of commercially zoned property
- The ability to put 2 floors of Transitional Housing on top of an existing parking lot
- Long-term partnership with the Town of Jackson & Teton County on the land
- Excellent in-Town location for ease of access to work, START Bus, Non-motorized transportation, grocery and banks.
- Adjacent to the bike path and an existing park for families
- Modular Design concept for efficiency in cost, reduced construction time
- Security features for single women and families
- On-site facility for full-time employee/manager
- Flexibility in design for use of 3-bedroom units to be used as apartments for same-sex singles.
- Opportunity to partner with other non-profits for their transitional housing needs.
- A Transitional Housing Requirement and Review process to ensure the Transitional Housing need is real, certain requirements are met and maintained, and reviewed on a regular basis
- On-site Regulations to ensure that people are getting the help they need
- Providing food for families that are experiencing food insecurity. We can provide families in need with food from our pantry and kitchen.
- Meals at the Good Samaritan Mission as needed
- Access to other local non-profits or other local resources to help those where needed, whether it is counseling, jobs, or food assistance.

da

DESIGN ASSOCIATES ARCHITECTS  
101 WEST BROADWAY, SUITE A  
JACKSON, WYOMING 83001  
(O) 307 733 3600  
www.dajh.com

PROJECT NO.: 00-00 ARCHITECT: CTL  
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ISSUE HISTORY  
SYM ISSUE DATE  
1 CONCEPTUAL 03-22-22

230 DELONEY  
230 DELONEY AV  
JACKSON, WY

Conceptual  
03-22-22

C.1

Cover Sheet



230 DELONEY - JACKSON WY







ISSUE HISTORY

SYM ISSUE DATE

1 CONCEPTUAL 03-22-22

Conceptual  
03-22-22

C.6

Second Floor Plan





ISSUE HISTORY

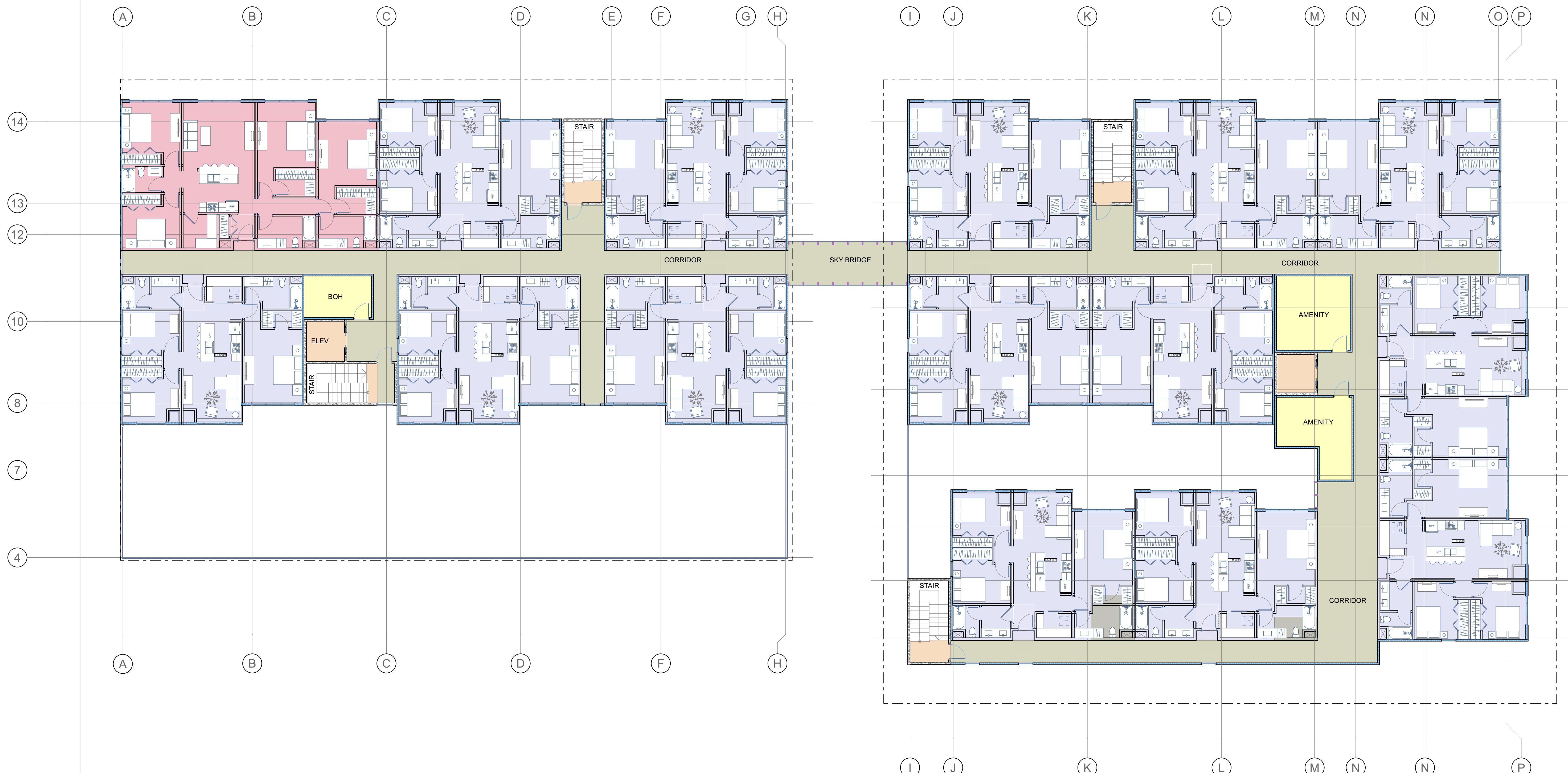
SYM ISSUE DATE

1 CONCEPTUAL 03-22-22

Conceptual  
03-22-22

C.7

Third Floor Plan



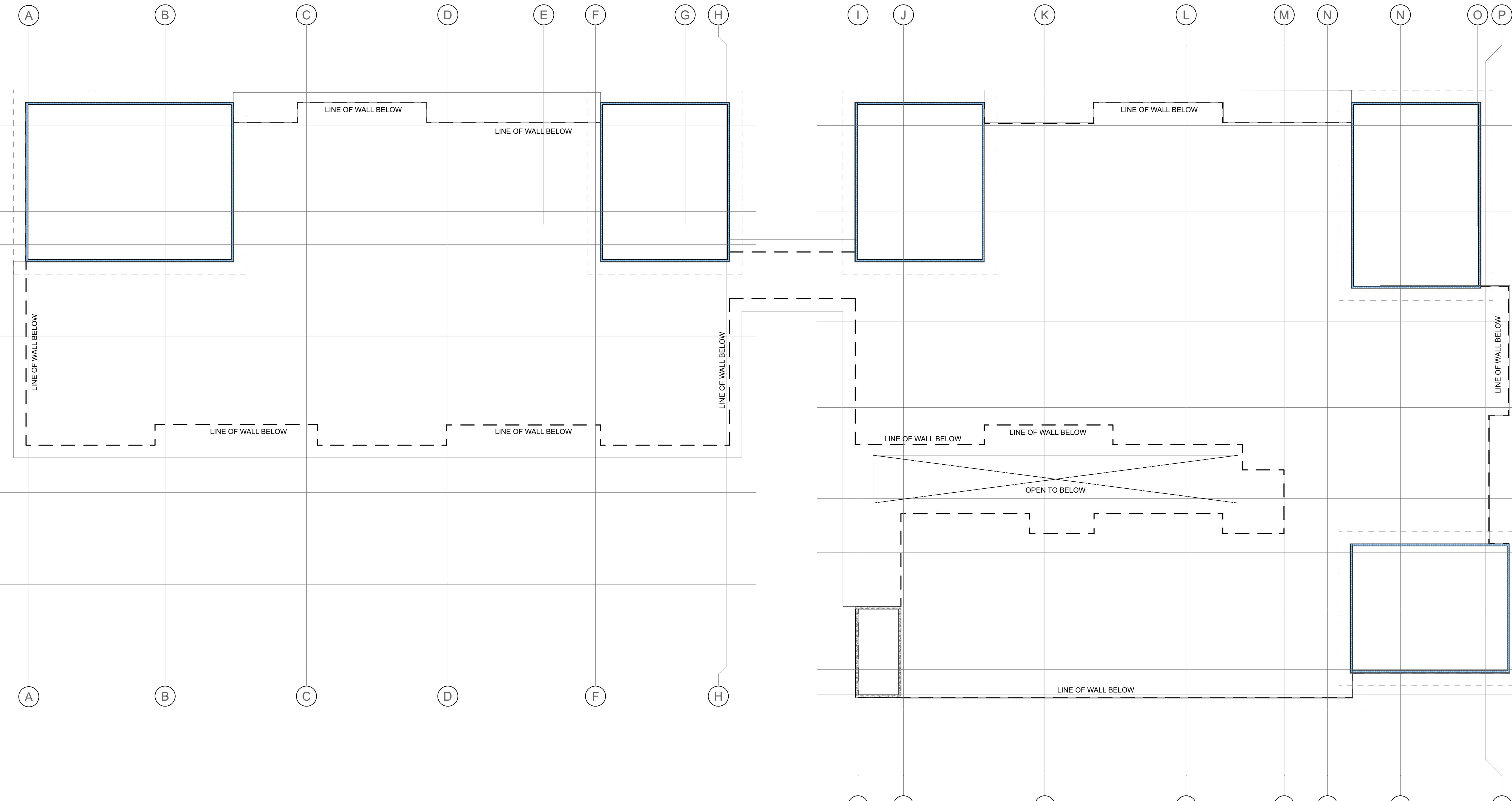


SYM	ISSUE	DATE
1	CONCEPTUAL	03-22-22
2		
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**230 DELONEY**  
230 DELONEY AV  
JACKSON, WY

Conceptual  
03-22-22

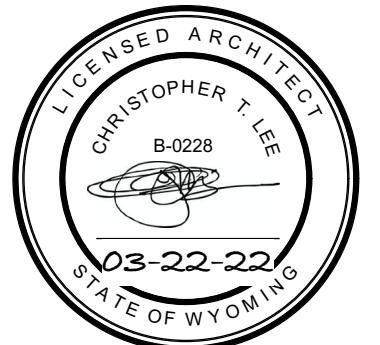
C.8





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(O) 307 733 3600  
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JECT NO.: 00-00 ARCHITECT: CT  
022 DESIGN ASSOCIATES ARCHITECTS



## ISSUE HISTORY



E-01

## North Elevation

$$3/32" = 1'-0"$$



230 DELONEY  
230 DELONEY AV  
JACKSON, WY

## Conceptual

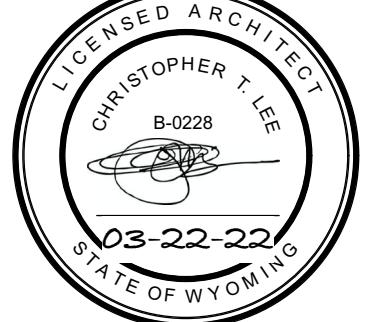
C.9





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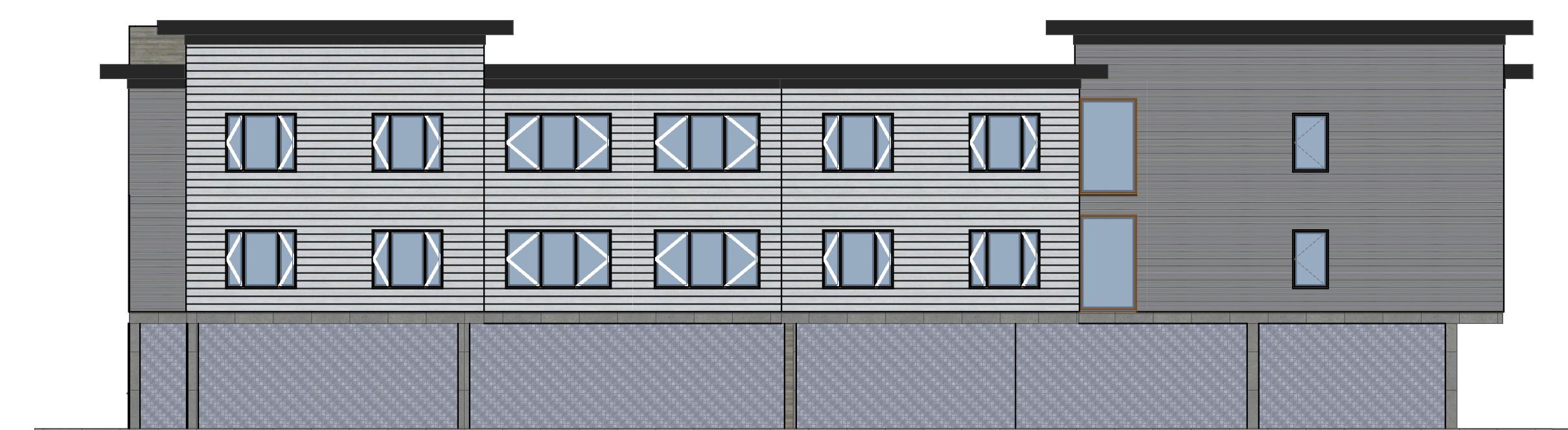
ITEM	ISSUE	DATE
	CONCEPTUAL	03-22-2023



E-03

## West Elevation

$$\underline{3/32" = 1'-0"}$$



230 DELONEY  
230 DELONEY AV  
JACKSON, WY

# Conceptual

E-04

## East Elevation

$$3/32" = 1'-0"$$

C.10

## Elevations





# East View



## West View

230 DELONEY

## Conceptual

C.16

## Renderings



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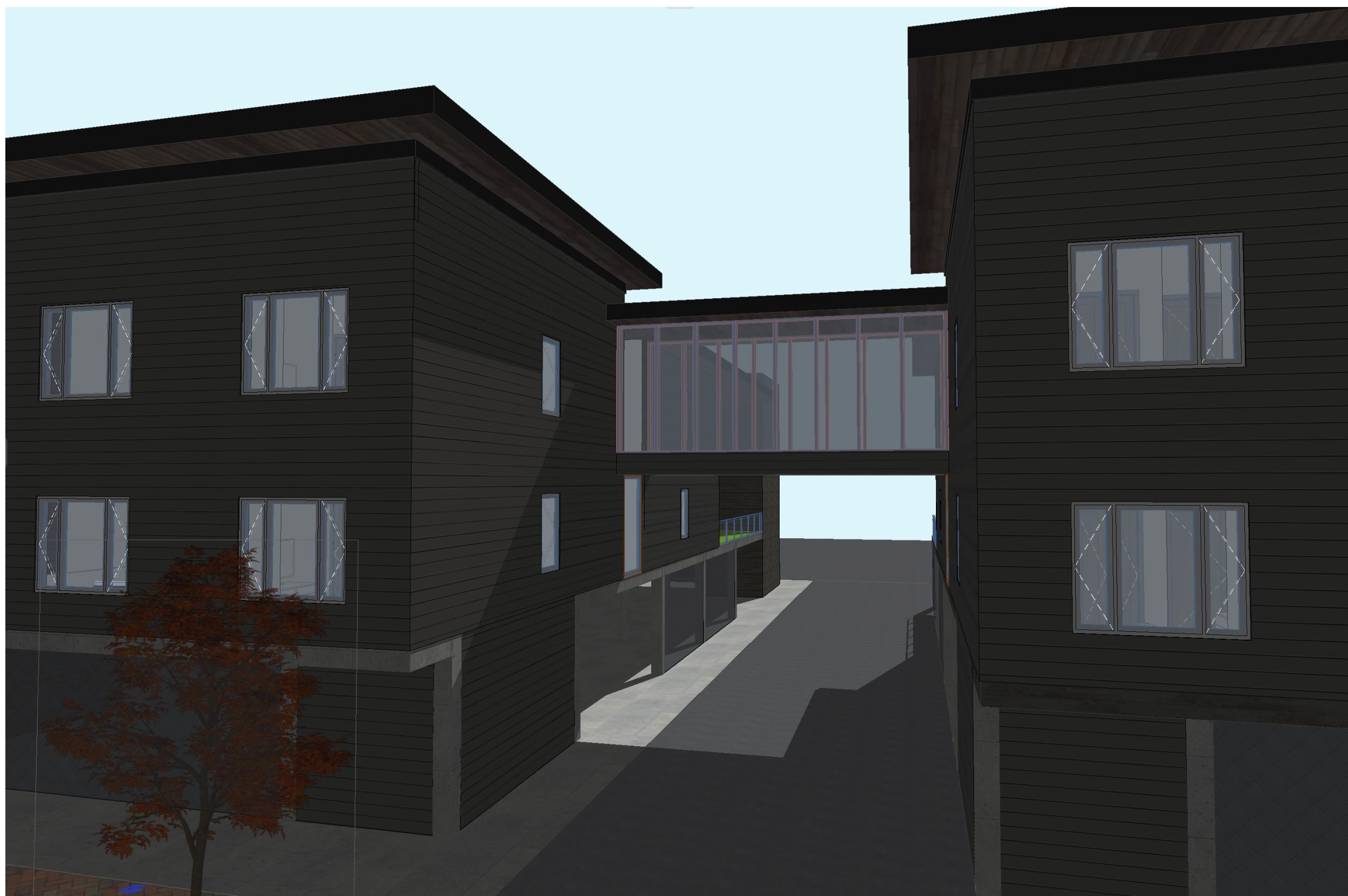
## THE HISTORY

C 16





## Sky Bridge View



# Sky Bridge View

230 DELONEY

Conceptual

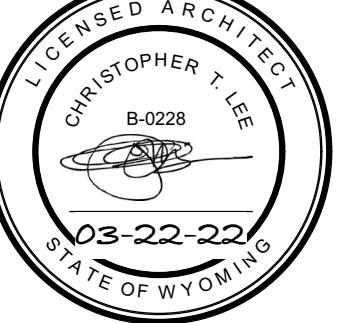
C.18

## Renderings



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DESIGN ASSOCIATES ARCHITECTS



## THE HISTORY

ISSUE	DATE
CONCEPTUAL	03-22

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