



# 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: June 23, 2022	REQUESTS:
Item #: P22-161	
Planner: Tyler Valentine	The applicant is submitting a request for a Pre-Application Conference for a Development Plan for the Presbyterian Church for additional assembly space and 10 housing units at the properties located at 1251 South Park Loop Rd. and 2 adj. parcels
Phone: 733-0440 ext. 1305	PIDNs: 22-41-16-31-4-14-114, 22-40-16-06-2-00-006, and 22-40-16-06-2-00-004
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
<b>Owner</b> Presbyterian Church of JH PO Box 7350 Jackson, WY 83002	
<b>Applicant</b> Jorgensen Assoc. PO Box 9550 Jackson, WY	
<b>Please respond by: July 14, 2022 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



June 20, 2022

Staff

Town of Jackson Planning Dept  
PO Box 1687  
150 E Pearl Ave  
Jackson WY 83001

*-Digitally Delivered to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)-*

**RE: Pre-Application Conference Request for the Presbyterian Church of Jackson Hole properties located in the Cottonwood PUD in the Town of Jackson**

Dear Staff,

On behalf of our client, the Presbyterian Church of Jackson Hole (PCJH), we are requesting a Pre-Application conference to discuss the proposed development of two lots owned by PCJH at the intersection of South Park Loop Rd and Hi-Country Drive. Our team consists of Jorgensen Associates, OPS Strategies, and Green Spur.

The development proposal, detailed in the attached narrative from OPS Strategies, is to build 10 dwelling units and 5,000 square feet of additional assembly space. There will be a parking area sufficient for the use and space for a bus pull-out on South Park Loop Rd. Please refer to the narrative for details, and the attached site plan from Green Spur.

Please find included with this application:

- Pre-Application Conference Request Form
- Development Proposal from OPS Strategies
- Conceptual Site Plan from Green Spur
- Letter of Authorization
- T-Map 312C
- Check number 13694 in the amount of \$361

Sincerely,  
JORGENSEN ASSOCIATES

Mila Dunbar-Irwin  
Project Manager



**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 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: \_\_\_\_\_

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](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.

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Signature of Owner or Authorized Applicant/Agent

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Date

---

Name Printed

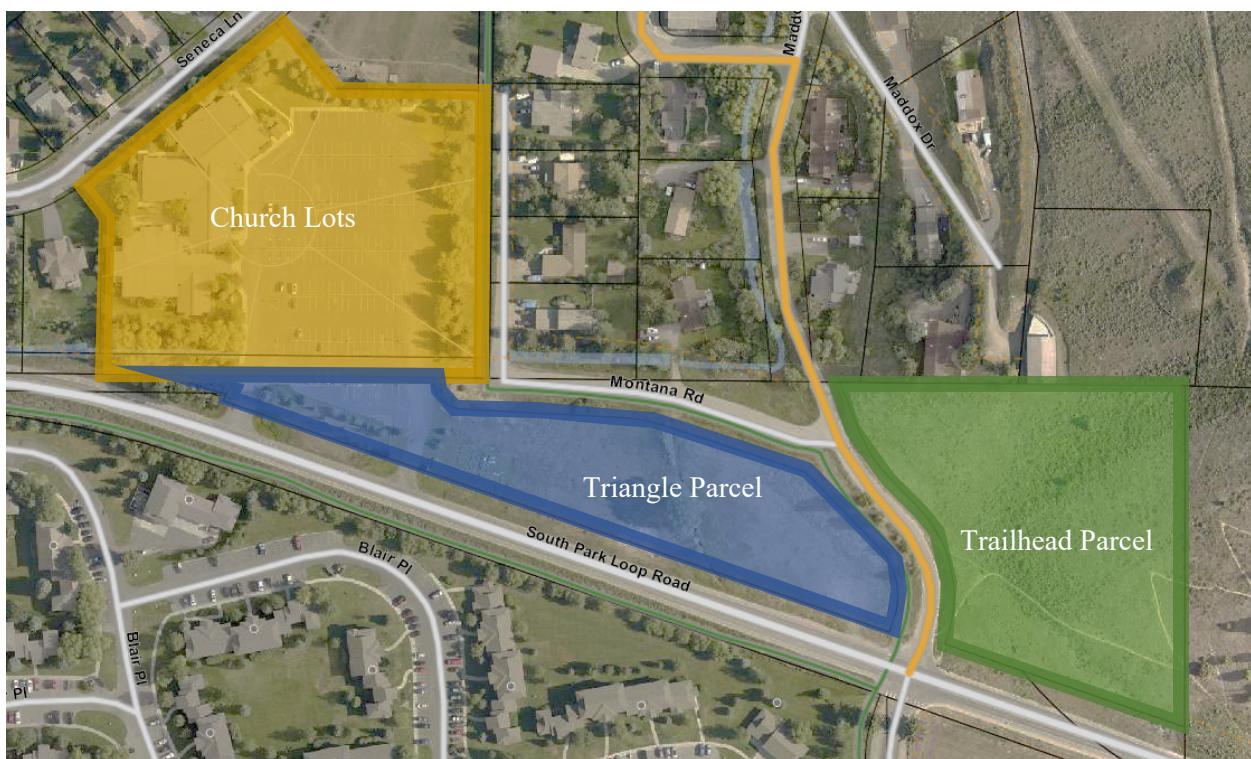
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Title

## RE: PCJH Housing and Assembly Project

### SITE

The Presbyterian Church of Jackson Hole (PCJH) site is comprised of 3 parcels in the Town of Jackson located at the intersection of South Park Loop and Hi-County Drive, as depicted below. The Church Lot is in the Indian Trails PUD. The Triangle Parcel and Trailhead Parcel are in the Cottonwood PUD. All have an underlying zoning of NL-3. The site is effectively split-zoned meaning that the density and intensity of the site is calculated by the allowances in each individual PUD, but the site can be designed as a whole and the location of the allowed use is not confined to the PUD allowing it.



### DENSITY

Map T-312C, memorializes the entitlement of 3 units on the Triangle Parcel and 1 unit on the Trailhead Parcel. The Church Lots parcel is actually 6 lots (Lots 114-119) in the Indian Trails Addition.

### USE

Plat 830 allows for the Church Lots to be used for school or residential use. The approval of the church approved the school allowance to include other institutional uses – a church is now considered an assembly use.

## PROPOSAL

PCJH proposes to build 10 units and 5,000 square feet of additional assembly space at the northwest corner of South Park Loop Rd and Hi-Country Dr. All units are intended to be employee housing. The density comes from the 4 units entitled by Map T-312C and 6 lots under the church. The 0.40 FAR in the NL-3 more than accommodates the 5,000 sf of assembly and 10 units which will likely be a mix of 1, 2, and 3-bedroom units under 1,500 sf.

PCJH intends to apply for grading/building permits to construct the 4 lots entitled by map T-312C as soon as possible, and understands that this process will include recordation of a new map to indicate the movement of 1 unit from the Trailhead Parcel to the Triangle Parcel.

Concurrent with that physical development PCJH intends to seek approval for amendment of the current CUP or approval of a new CUP for the additional assembly space, then apply for physical development permits following use approval.

## QUESTIONS

Our questions for Town at the preapplication conference include:

- Can we build all 6 units from the Church Lots or do we have to reserve 1 of the church lots for the institutional use?
- With the break of institutional use into education and assembly is the church nonconforming or does the PUD interpretation continue to allow either assembly or education use?
- Are we limited to detached units given the underlying NL-3 zoning, or can we attach units to the assembly square footage as would be allowed for an accessory residential unit in a zone where nonresidential use is allowed?
- Will a traffic study be required if it is either a solely residential project or if it is a mixed use project?



# GREENSPUR

GreenSpur  
929 West Broad St Suite 200  
Falls Church, VA 22046

Contact:  
Zach Gasper  
(703)304-1159  
zach@greenspur.net

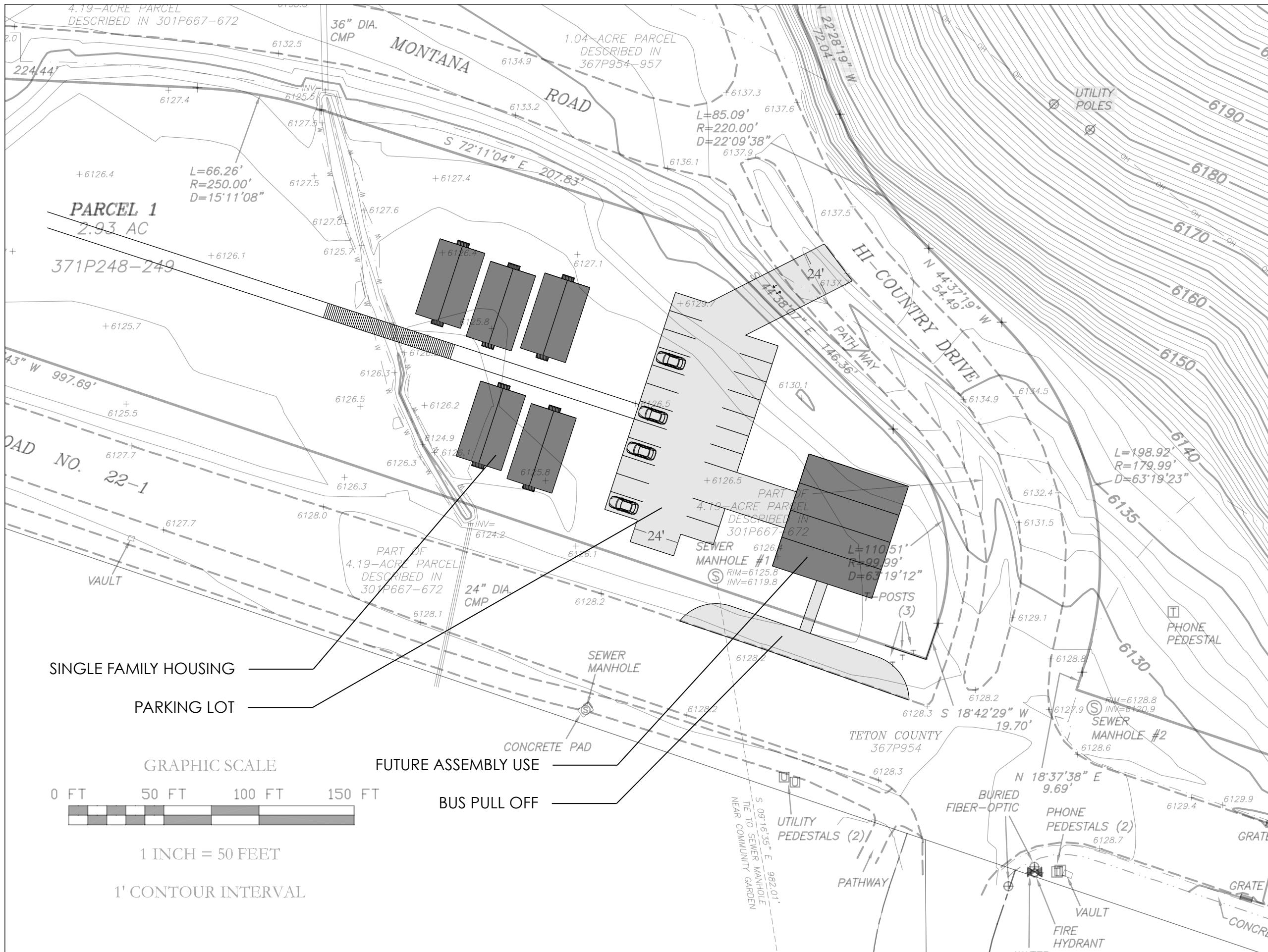
Project Name:  
Presbyterian Church of  
Jackson Hole

Drawn By:  
ZG

Issue:  
6/15/22 PUD

Description:  
Architectural Site Plan

# A.0.1



## SUGGESTED LEGAL DESCRIPTION

A Parcel of Land located in the N1/2 of Section 6, T40N, R116W, and the SW1/4 of Section 32, and the S1/2 of Section 31, T41N, R116W, 6th P.M., Town of Jackson, Teton County, Wyoming, being more particularly described as follows:

Beginning at a Point which lies S21°52'16"E, 53.84 feet from the Northwest Corner of Said Section 6;

Thence along the southerly right-of-way line of South Park County Road 22-1, being the northerly line of that land annexed to the Town of Jackson by Ordinance No. 405 through the following courses and distances:

S89°49'56"E, 749.50 feet to a horizontal, circular curve to the right; Thence along said curve, having a radius of 1382.38 feet, a chord of 144.50 feet, bearing S87°34'48"E, through a central angle of 15°30'13", an arc distance of 448.44 feet;

Thence N18°40'17"E, 10.00 feet;

Thence S71°19'43"E, 476.53 feet to a horizontal, circular curve to the left;

Thence along said curve, having a radius of 612.98 feet, a chord of 576.19 feet, bearing S76°19'10"E, through a central angle of 9°58'54", an arc distance of 108.79 feet;

Thence N89°53'08"E, 153.05 feet;

Thence N80°47'29"E, 316.38 feet;

Thence N81°38'20"E, 281.12 feet;

Thence N82°29'43"E, 181.12 feet;

Thence N64°50'46"E, 81.87 feet;

Thence N50°27'25"E, 20.25 feet;

Thence N50°43'42"E, 68.22 feet;

Thence N47°46'07"E, 195.03 feet;

Thence N46°33'48"E, 47.40 feet;

Thence N40°42'30"E, 167.55 feet;

Thence S21°52'37"E, 1.66 feet;

Thence N50°07'51"E, 57.81 feet to a horizontal, circular curve to the right;

Thence along said curve, having a radius of 1392.39 feet, a chord of 253.04 feet, bearing N52°21'10"E, through a central angle of 10°25'37", an arc distance of 253.39 feet;

Thence N50°32'37"E, 67.14 feet to an intersection with the westerly right-of-way line of U.S. Highway 28, 89, 189, 191;

Thence departing said southerly right-of-way line of South Park County Road and said northerly boundary of annexed lands and proceeding along said westerly right-of-way line of Said U.S. Highway, being the easterly right-of-way line of Said County Road, along a non-tangent, horizontal, circular curve to the right, having a radius of 120.00 feet, a chord of 123.57 feet, bearing N10°11'57"E, through a central angle of 02°20'40", an arc distance of 123.58 feet;

Thence departing said westerly right-of-way line of Said U.S. Highway and said easterly right-of-way line of Said County Road and proceeding along the northerly right-of-way line of Said County Road through the following courses and distances:

S50°32'42"E, 67.62 feet to a non-tangent, horizontal, circular curve to the left;

Thence along said curve, being the northerly line of that parcel of land described in Book 359, pages 376-378, records of Teton County, and having a radius of 128.00 feet, a chord of 125.31 feet, bearing N10°11'57"E, through a central angle of 03°38'27", an arc distance of 125.55 feet;

Thence continuing along said northerly line of said parcel in Book 359, S46°50'35"W, 526.60 feet;

Thence departing said northerly right-of-way line of Said parcel and continuing along said northerly right-of-way line of Said County Road through the following courses and distances:

S50°32'42"E, 52.57 feet to a horizontal, circular curve to the left;

Thence along said curve, having a radius of 1472.39 feet, a chord of 151.32 feet, bearing S47°37'17"W, through a central angle of 09°53'27", an arc distance of 151.38 feet to an intersection with the north line of Said Section 6;

Thence along said north line of Said Section 6, N89°51'17"W, 27.88 feet;

Thence departing said north line of Said Section 6 and continuing along the easterly right-of-way line along a non-tangent, horizontal, circular curve to the right, having a radius of 1492.39 feet, a chord of 88.88 feet bearing S42°01'51"W, through a central angle of 03°47'22", an arc distance of 98.70 feet;

Thence N50°08'17"W, 4.95 feet;

Thence S21°52'37"E, 1.21 feet;

Thence N50°25'08"W, 8.87 feet to a non-tangent, horizontal, circular curve to the right;

Thence along said north line of Said Section 6, N89°51'17"W, 27.88 feet;

Thence departing said north line of Said Section 6 and continuing along the easterly right-of-way line along a non-tangent, horizontal, circular curve to the right, having a radius of 1492.39 feet, a chord of 88.88 feet bearing S42°01'51"W, through a central angle of 03°47'22", an arc distance of 98.70 feet;

Thence N50°25'08"W, 8.87 feet to a non-tangent, horizontal, circular curve to the right;

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Thence N50°2



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 : PRESBYTERIAN CHURCH OF JACKSON HOLE

Being duly sworn, deposes and says that SAME AS ABOVE is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: PO BOX 7530 JACKSON, WY 83001

Legal Description: All properties owned on South Park Loop Road PT. NE1/4NW1/4 SEC. 6, TWP. 40, RNG. 116 PARCEL 1, PT. NE1/4NW1/4 SEC. 6, TWP. 40, RNG. 116 PARCEL 2 Lots 114-119 Indian Trails Subdivision

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jorgensen Engineering, Mila Dunbar-Irwin, Brendan Schulte

Mailing address of Applicant/agent: 315 HWY 89 S., Suite 201 | PO Box 9550 | Jackson, WY

Email address of Applicant/agent: mdi@jorgeng.com

Phone Number of Applicant/agent: 307.733.5150

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

President/Director

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

STATE OF WY )

)

COUNTY OF Teton )

)

The foregoing instrument was acknowledged before me by Ken Blant this 22nd <sup>19th</sup> May, 2022 CO day of May, 2022. WITNESS my hand and official seal.

Cynthia M Dahlin  
Notary Public

My commission expires:

09-27-2022

