



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: August 12, 2022	REQUESTS:
Item #: P22-204	
Planner: Tyler Valentine	The applicant is submitting a request for a Minor Deviation to the Development Plan for a six- lot subdivision at 445 E. Kelly Avenue, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116., PIDN: 22-41-16-34-2-00-027 and 028
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Owner Teton County PO Box 1727 Jackson, WY 83001	
Applicant Jackson/Teton County Affordable Housing PO Box 714 Jackson, WY 83001	
Please respond by: September 2, 2022 (with Comments)	

Owner

Teton County
PO Box 1727
Jackson, WY 83001

Applicant

Jackson/Teton County Affordable
Housing
PO Box 714
Jackson, WY 83001

The applicant is submitting a request for a Minor Deviation to the Development Plan for a six- lot subdivision at 445 E. Kelly Avenue, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116., PIDN: 22-41-16-34-2-00-027 and 028

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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>.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title



Jackson/Teton County Affordable Housing Department

Kristi Malone

Housing Supply Specialist

kristi.malone@tetoncountywy.gov

P: 307.732.8571

August 5, 2022

RE: Request for Minor Deviation to 445 E Kelly Development Plan (P21-290)

Dear Tyler,

Please accept this request for a minor deviation to the Development Plan approved February 7, 2022 for a six-lot subdivision at 445 E. Kelly Avenue.

Since the Development Plan was a prerequisite for the Subdivision Plat application submitted on March 24, 2022, the basis for review focused on zone-specific subdivision standards and did not include a review of any physical development. Since then, planning for physical development of the subject site has revealed a need for small changes to the sizes and configurations of proposed lots prior to finalizing the Subdivision Plat. These changes only recently came to light and were not anticipated during the initial approval process because our partners on this project, Habitat for Humanity, had not yet completed architectural design of the townhome structures to be developed on the site. Overall design of lots at the Development Plan phase provided a configuration that allows for shared parking, access and green space with roughly the same size lots that all meet zone-specific minimum lot size standards. With template building plans for each of the forthcoming townhouse buildings complete, our project partners informed us that some lot sizes and configurations need to be slightly modified to accommodate the template building design. The requested minor deviation is described below and in the attached map exhibits.

Review of an amendment is limited to the proposed changes, so nonchanging portions of the Development Plan approval are noted as such.

	LDR STANDARD	APPROVED	PROPOSED	RESULT
NUMBER OF LOTS	6 lots max	6 lots	6 lots	No change
DENSITY	3 units/lot = 18 units max	3 units/lot = 18 units max	3 units/lot = 18 units max	No change
MIN LOT SIZE	7,500 sf min	7,590 sf min	7,639.3 sf min	
LOT 1		7,731 sf	7,730.1 sf	-0.9 sf
LOT 2		7,790 sf	7,787.1 sf	-2.9 sf
LOT 3		8,389 sf	8,318.7 sf	-70.3 sf
LOT 4		7,648 sf	7,663.6 sf	+15.6 sf
LOT 5		7,758 sf	7750 sf	-8 sf
LOT 6		7,590 sf	7639.3 sf	+49.3 sf
EXACTIONS	x 4 new lots	x 4 new lots	x 4 new lots	No change
ACCESS	Required to all lots	Easement from Kelly Ave to all lots	Easement from Kelly Ave to all lots	No change
UTILITIES	Public water and sewer	Connection to public water and sewer	Connection to public water and sewer	No change

REQUIRED PERMITS	Development Plan + Plat	Development Plan + Plat	Development Plan + Plat	No change
MIN LSR (MEASURED SITE-WIDE)	14,073 sf	19,172 sf	19,172 sf	No change

Findings for approval of a minor deviation:

1. Complies with the standards of the current LDRs;

Minor deviations to proposed lot sizes and configurations comply with the standards of Section 2.2.6.D on Development Options and Subdivision standards for the NL-5 zone and with Division 7.2 on Subdivision Standards of the Town of Jackson Land Development Regulations as demonstrated in the table above.

2. Does not include reductions in the amount of open space set aside or required resource protection; and
This six-lot subdivision is achieved through an outright land division based on minimum lot size for the NL-5 zone and does not require dedicated open space. The site design for physical development will not change as a result of this minor deviation and resource protection will not be impacted.
3. Does not include increases in the amount of building floor area

This minor deviation is for lot size which is a determinant of maximum allowed floor area, but since any increase in size of a single lot results in a paired decrease in size of an adjacent lot, net floor area is not increased.

	Approved Lot Size	Resulting Floor Area (max)	Proposed Lot Size	Resulting Floor Area (max)	Difference in Floor Area
Lot 1	7,731 sf	3,692 sf	7,730.1 sf	3,692.04 sf	-0.36 sf
Lot 2	7,790 sf	3,716 sf	7,787.1 sf	3,714.84 sf	-1.16 sf
Lot 3	8,389 sf	3,956 sf	8,318.7 sf	3,927.48 sf	-28.12 sf
Lot 4	7,648 sf	3,659 sf	7,663.6 sf	3,665.44 sf	6.24 sf
Lot 5	7,758 sf	3,703 sf	7750 sf	3,700.00 sf	-3.20 sf
Lot 6	7,590 sf	3,636 sf	7639.3 sf	3,655.72 sf	19.72 sf
TOTAL		22,362 sf		22,355.52 sf	-6.88 sf

Conditions of Development Plan approval put in place by Town Council will not be impacted by this Minor Deviation.

1. If the applicant does not submit a Subdivision Plat application within 18 months of Development Plan approval, the Development Plan will expire.

Resolved—Subdivision Plat application was submitted March 2022.

2. All habitable structures shall be fire sprinklered as long as the development does not include a fire turnaround.

Ongoing—All habitable structures are designed to be fire sprinklered and shall be constructed accordingly.

3. Upon submittal of the first building permit(s), the applicant shall provide an overall phasing plan and construction management plan.

Resolved—Application for B22-0360-362 included phasing and construction management plan.

4. Upon submittal of the first building permit(s), the applicant shall demonstrate compliance with the snow storage standards in LDR Section 6.2.5.C.
5. *Resolved—Application for B22-0360-362 included snow storage plans.*

Thank you for your review and I look forward to your response.

Sincerely,

Kristi Malone

Kristi Malone



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: March 15, 2022

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 : Teton County, a duly organized county of the State of Wyoming

Being duly sworn, deposes and says that Teton County is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 445 E Kelly Avenue

Legal Description: PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent Jackson/Teton County Affordable Housing Department

Mailing address of Applicant/agent: PO Box 714 Jackson, WY 83001

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

Phone Number of Applicant/agent: 307-732-0867

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 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 meetings, Admin Adjustments, Zoning Compliance Verification

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

Natalia D. Macker, Chair, Teton County Board of Commissioners

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

STATE OF WYOMING)
COUNTY OF TON) SS.
)

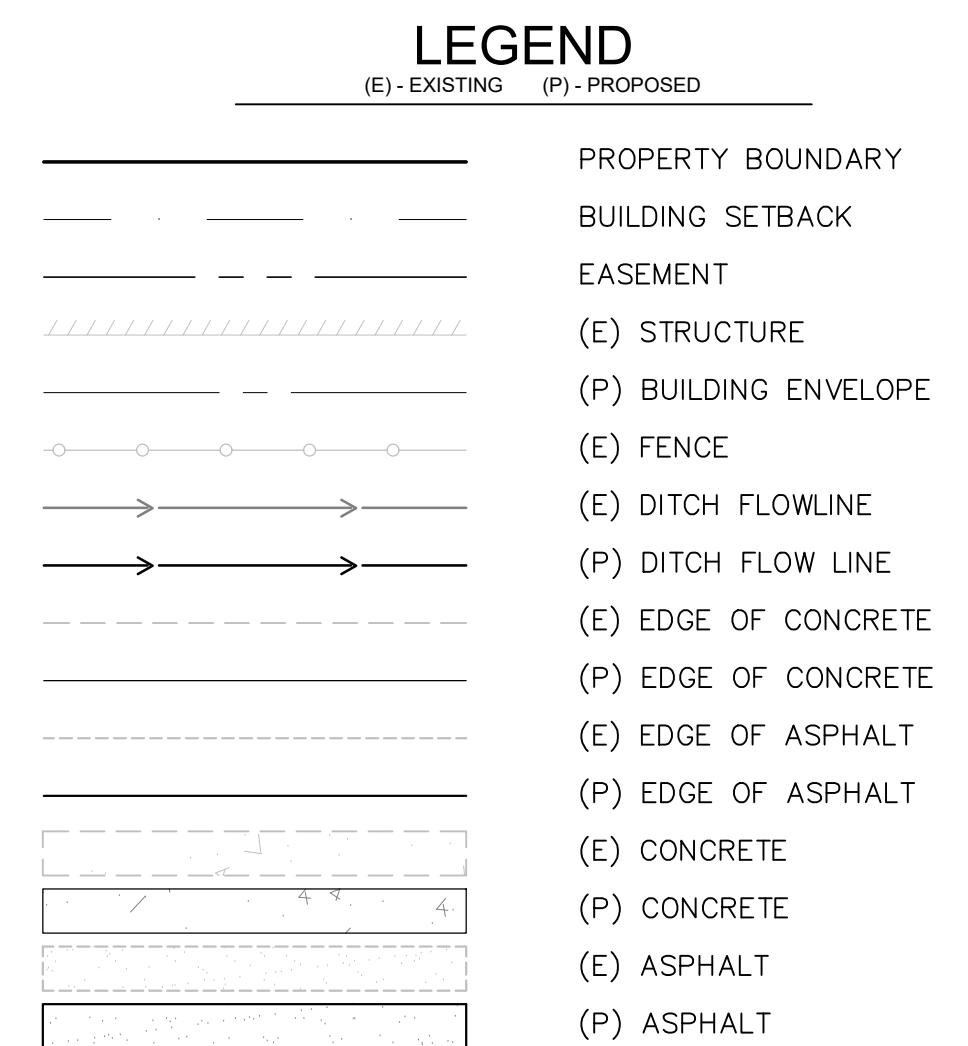
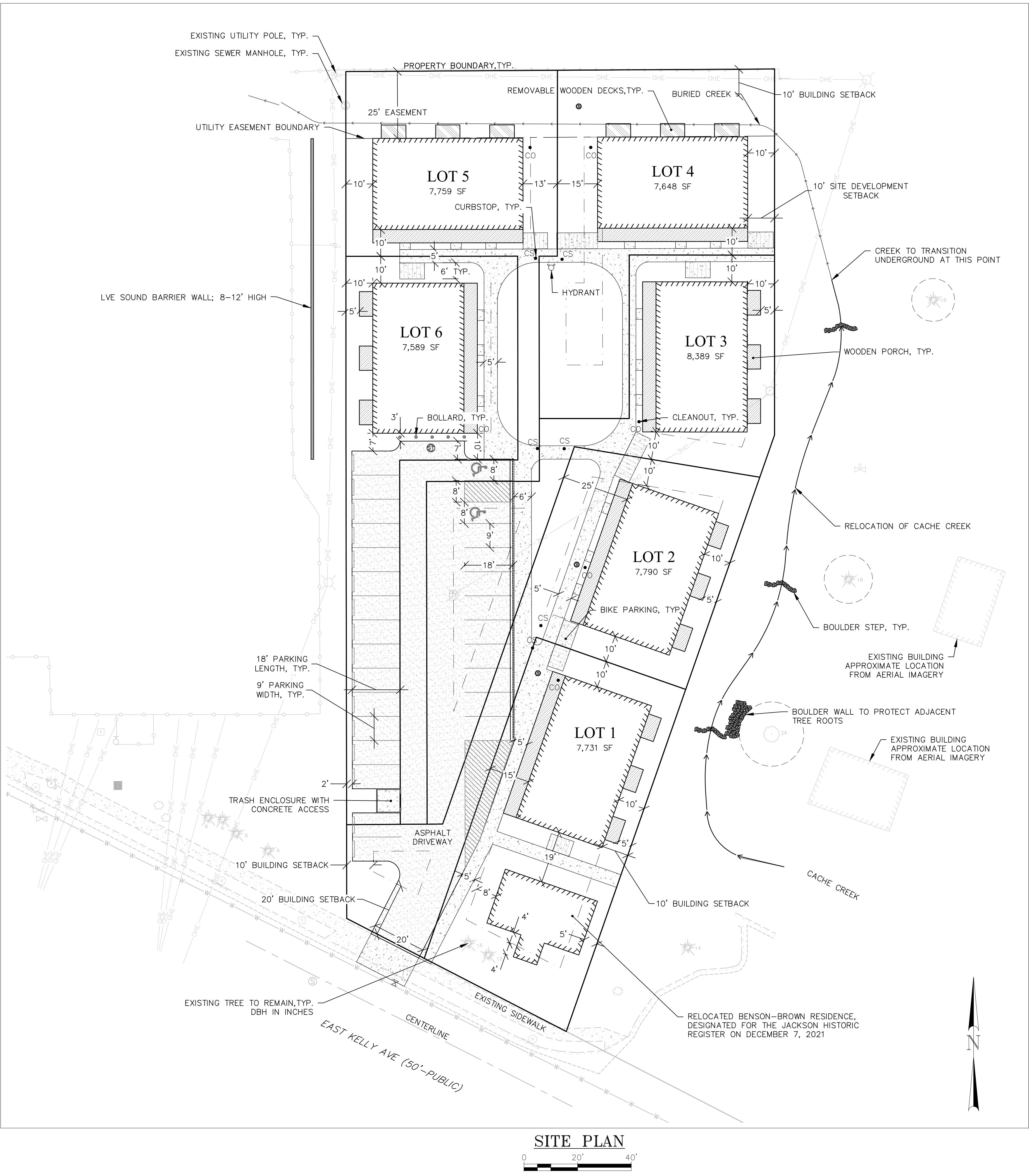
The seal is circular with a double-line border. The outer ring contains the words "TETON COUNTY" at the bottom and "WYOMING" at the top, with "STATE OF" positioned between them. The inner circle contains the words "COUNTY CLERK" in the center, with "HER KEEPER" written in a smaller circle above it.

The foregoing instrument was acknowledged before me by NATALIA D. MACKER this 15th day of MARCH, 2022. WITNESS my hand and official seal.

Notary Public

CHALICE WEICHMAN
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 164688
MY COMMISSION EXPIRES: 07/01/2027

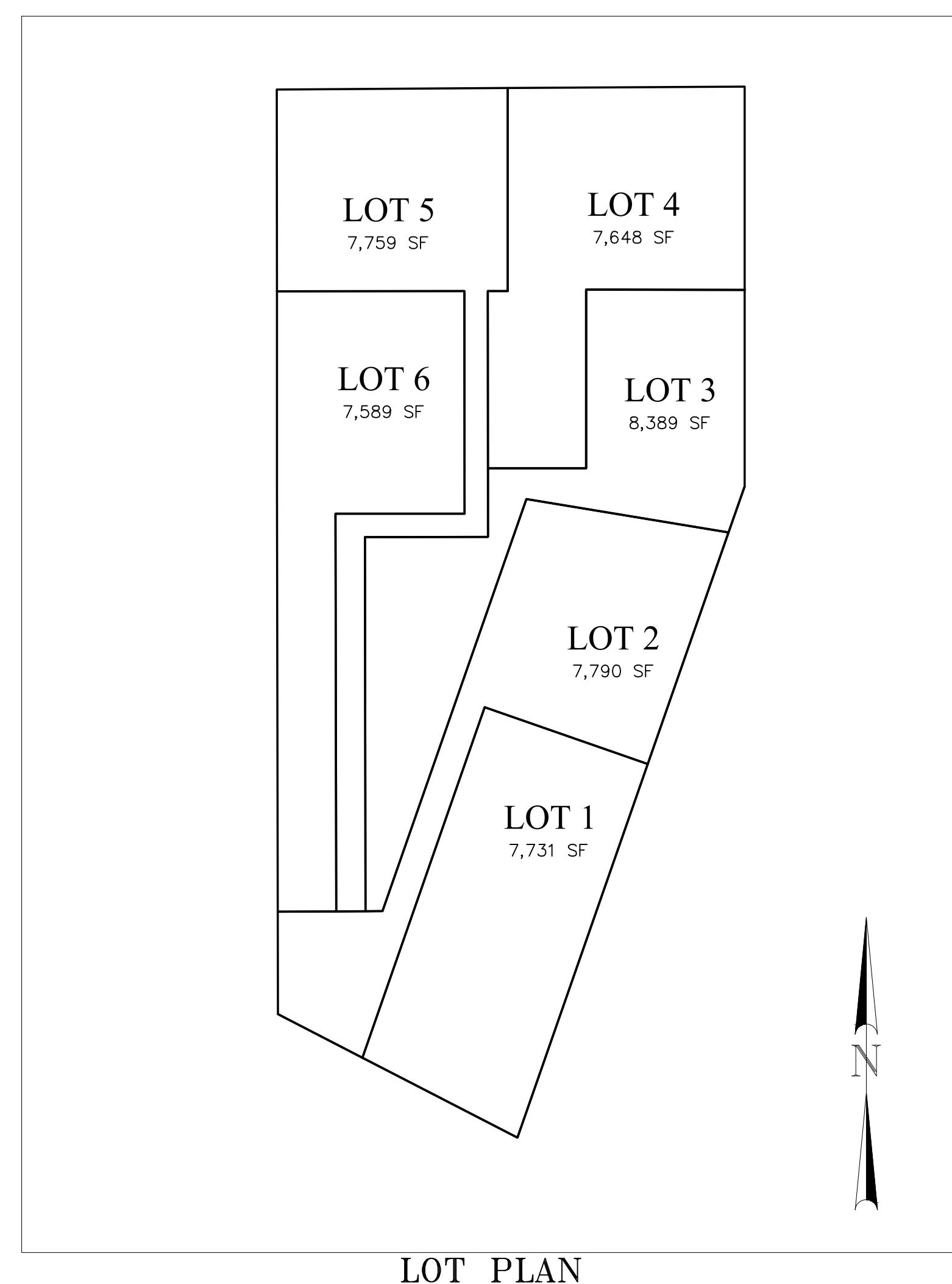
My commission expires: 7-1-2027

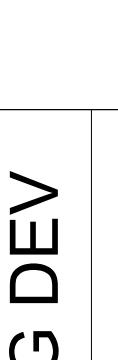


PARKING NOTES

PARKING COUNT

TOTAL PARKING SPACES: 27
ADA PARKING SPACES: 2
VAN ACCESSIBLE ADA PARKING SPACES: 1



C1		BROWN PROPERTY AFFORDABLE HOUSING DEV TETON COUNTY	
		445 EAST KELLY AVENUE JACKSON, WYOMING 83001	
		SITE PLAN	
		Y2 CONSULTANTS	
		 <p>Y2 CONSULTANTS</p> <p>ENGINEERING, SURVEYING & PLANNING LANDSCAPE ARCHITECTURE, GIS NATURAL RESOURCE SERVICES</p> <p>y2consultants.com 307 733 2998</p>	
DATE	1/20/2022	DRAWN BY	CHEKED

ENGINEERING, SURVEYING & PLANNING LANDSCAPE ARCHITECTURE, GIS NATURAL RESOURCE SERVICES

LANDSCAPE ARCHITECTURE, GIS NATURAL RESOURCE SERVICES

2consultants.com
307 733 2999

LAST SAVED: 1/13/2022 4:43 PM BY: KATIEC PLOT BY: KATIE CREASEY
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