



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: September 7, 2022 Item #: P22-227 Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov Applicant/Agent Michael Stern PO Box 837 Jackson, WY 83001	REQUESTS: The applicant is submitting a request for an optional pre-application conference with staff regarding a proposed LDR Text Amendment to sec. 2.2.9 E. in the NH-1 zone in the Town of Jackson. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Please respond by: September 28, 2022 (with Comments)	

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)

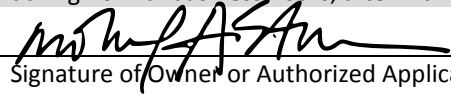
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not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

A handwritten signature in black ink, appearing to read "M. Huff", is written over a horizontal line.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

NH-1 Neighborhood High Density 1 – Proposed Text Amendment

Proposed addition to the LDR governing the NH-1 Complete Neighborhood Zone. Insert proposed text to follow the final section E of 2.2.9. NH-1: Neighborhood High Density 1:

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NH-1 zone.

1. Minimum Density. The minimum density for lots in the NH-1 is 17.425 units per acre.

NOTE: this requirement is rounded down to the next whole number (e.g., 1.8 units = 1 unit).

The following density ranges are provided for general guidance:

1. Lots approximately 5,000 sf or less: One Detached Single-Family Unit;
2. Lots approximately 5,001 - 7,499 sf: Two units (either detached or attached);
3. Lots 7,500 or larger: Three or more units (either detached or attached).

2. *The Minimum Density for lots in the NH-1, which are non-conforming to Town Standard dimensions (50'x150'; 7500 sf) and are lacking alley access is 17 units per acre.*

Explanatory Narrative:

The NH-1 zoning districts are distributed throughout the Town of Jackson, but occur primarily in transitional sub-areas of the Residential Core District and the Midtown District as defined by the Jackson Teton Comprehensive Plan. Most of these transitional sub-areas were later, post-WWII additions to the Town of Jackson plats and often – though not always – vary from the typical pattern of streets, alleys and blocks of the original historic town plan. As such, they reflect a paradigm shift in planning strategies, away from traditional town planning principles and towards a more “suburban” Post-War approach, which is also reflected in the architectural character of one-story ranch houses that are common in these areas.

The current LDR governing the NH-1 district is oriented towards that original Town lot pattern of a 50'x150' lot, accessed by a main frontage street – or two in the case of a corner – and a service alley (see Section 2.2.9 and accompanying illustration, page 2-54 of the LDR document). To further quote that document: “Care will be given to ensure that new development respects and enhances the character and cohesiveness of existing residential neighborhoods.” However; in its current form, the LDR does not provide flexibility and adaptability for those non-standard lots that occur throughout those later additions to the Town. This makes it difficult, if not impossible, to “respect and enhance” the existing character, while permitting compatible redevelopment.

A primary constraint in any new development is the need to meet the parking requirements. These atypical lots without alleys present a particular challenge in that regard since access is also constrained and the lots themselves are often almost square in shape. These aspects further constrain future development within the lot envelope.

The minor density adjustment proposed will allow for much greater flexibility in the redevelopment of these odd-shaped lots by reducing the density from three units to two in larger, conforming lots of 7,500 sf. This will, of course, also reduce the parking demand, allowing for more creative use of irregularly shaped lots. As an additional benefit it will more easily permit renovation and preservation of existing homes, by allowing for one additional ARU to be added to the renovation of an existing single-family house. This will increase density and provide more workforce housing opportunities, while preserving neighborhood community character.