



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
- ☐ Housing Department

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 20, 2023	REQUESTS: The applicant is submitting a request for an Optional Pre-Application Conference for the properties located at 600, 610, and 620 E. Hansen Ave. LOTS 9-13, BLK. 5, HALL 1 PIDN: 22-41-16-34-1-23-008, 22-41-16-34-1-23-009, 22-41-16-34-1-23-010 For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-055	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	
Owner: Jackson Hole Community Housing Trust (JHCHT) 110 E. Broadway Ave Jackson, WY 83001	
Applicant: Northworks Architects and Planners Abby Petri 185 E. Hansen Ave Jackson, WY 83001	
Please respond by: April 6, 2023 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to: planning@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: JHCHT Redmond Affordable Housing

Physical Address: 600, 610, 620 East Hansen Avenue

Lot, Subdivision: N/A

PIDN: 22-41-16-34-1-23-010

PROPERTY OWNER.

Name: Jackson Hole Community Housing Trust

Phone: (307) 739-0665

Mailing Address: PO BOX 4498 Jackson, WY

ZIP: 83001

E-mail: alison@housingtrustjh.org

APPLICANT/AGENT.

Name, Agency: Northworks Architects and Planners (NWKS)

Phone: (307) 201- 5324

Mailing Address: PO BOX 4027 Jackson, WY

ZIP: 83001

E-mail: apetri@nwks.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.

<input checked="" type="checkbox"/> Physical Development Permit	This pre-application conference is: <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional <input type="checkbox"/> For an Environmental Analysis <input type="checkbox"/> For grading
<input type="checkbox"/> Use Permit	
<input type="checkbox"/> Development Option or Subdivision Permit	
<input type="checkbox"/> Interpretations of the LDRs	
<input type="checkbox"/> Amendments to the LDRs	
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

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)

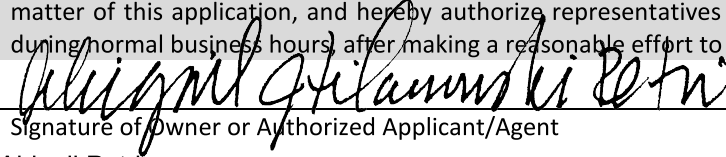
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be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

Abigail Petri

Name Printed

3/8/2022

Date

Director, NWKS Architects

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

Date: 02/10/2023

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

Jackson Hole Community Housing Trust

Being duly sworn, deposes and says that Jackson Hole Community Housing Trust is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 600, 610, 620 East Hansen Avenue, Jackson, WY 83001

Legal Description: See Exhibit A on following page

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Abby Petri, Northworks Architects

Mailing address of Applicant/agent: 185 East Hansen Avenue – PO Box 4027, Jackson, WY 83001

Email address of Applicant/agent: apetri@nwks.com

Phone Number of Applicant/agent: 307-201-5324

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 ☒ Demolition Permit

☐ Other (describe) Pre-Application Meeting

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.

Anne Cresswell

Property Owner Signature

Executive Director

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 Anne Cresswell this 10th day of February. WITNESS my hand and official seal.

Alison Lee

Notary Public

My commission expires:

ALISON LEE
Notary Public - State of Wyoming
Commission ID 165890
My Commission Expires Aug 10, 2027

NORTHWORKS

JHCHT c/o Northworks Architects
185 East Hansen Avenue
P.O. Box 4027
Jackson, WY 83001

Paul Anthony, Planning Director
Town of Jackson Planning Department
150 East Pearl Avenue
Jackson, WY 83001

March 9, 2023

Re: Optional Physical Development Pre-Application

Project Description

The JHCHT Redmond Hansen affordable housing development is proposed to be constructed on five contiguous lots (600, 610 and 620 East Hansen Avenue) in the “East Jackson” neighborhood within the Town of Jackson. The project includes the planning and construction of ten deed restricted affordable duplexes (20 units total) and accompanying infrastructure at the intersection of East Hansen Avenue and Redmond Street. There will be three levels of habitable space within each unit – one below grade and two above. Surface parking will be accessed via the existing alley that separates East Hansen and East Kelly Avenues. The development aims to deliver affordable, high-quality residences to the Jackson community with an emphasis on providing home ownership opportunities for local social services employees. Modular construction is being utilized for this development in an effort to provide housing stock at a reasonable square footage cost and expedited construction schedule. The design for each duplex has been considered extensively and strives to maintain the integrity of the detached single family residence context of the neighborhood.

The design team requests that the following questions and clarifications be reviewed by the appropriate departments as part of a “optional” pre-application process prior to our building permit submission which we anticipate will be digitally submitted in mid-April. At the time of this submission, the project is also undergoing review as part of the required GEC pre-application process.

Planning

- Confirm what proposed updates to the LDRs will go into effect prior to a mid-April building permit submission
- Confirm what is required for EV vehicles
- Confirm plant unit requirements site and parking areas
- In combination with Engineering/Public Works confirm sidewalk requirements and possible relief when TOJ standards cannot be met in existing right of way.

Building

- Confirm that duplex units will be reviewed under conformance to currently adopted IRC code
- Confirm inspection requirements for TOJ related to modular construction
 - How will inspections that typically happen on site happen off site (building, electrical, fire and engineering)?
 - Will third party inspections and/or visits to modular facility be required. If so, when?
 - How will the plumbing DWV connection points to be inspected? Can connections be visual inspected, or will we be required to fully test the stack?
- Will any additional information outside of construction management plan checklist be required due to modular construction?
- Are there setbacks required off the street and alley for construction and staging?

Engineering

- Confirm transformer clearance requirements (LVE)
- Confirm that paving the alley along property boundary will be a condition of CO
- In combination with Planning confirm sidewalk requirements and possible relief when TOJ standards cannot be met in existing right of way.
- What is the protocol for extended street shutdowns (Redmond, Hansen, alley)?
- What is the expectation for snow storage during construction?
- Confirm extents of alley paving
- Confirm that patching of street is acceptable for tying into utilities
- Confirm 1 water tap, 1 sewer tap per lot. Each unit to have separate meter
- Confirm easements are requirement at CO and not condition of approval for building permit issuance
- Confirm what easements are required and/or if a “blanket” easement is acceptable for shared access, utilities, etc.

Electrical

- Confirm any special requirements that will be expected beyond 2020 NEC -NFPA 70
- Confirm any additional requirements expected beyond IRC Section E3903 for lighting outlet locations

Fire/EMS

- Confirm if there is any relief from this development being rated IR2 based on the project’s location and proximity to fire station/fire hydrants
 - Specifically, 1 hr. rating of exterior walls

Start Bus

- Would like to discuss modifying or moving Redmond bus stop and shelter north along Redmond Street to better service hospital and other commercial activities.

Exhibit "A"

Legal Description

Lots 9, 10, 11, 12 and 13 of Block 5 of the John D. Hall Plat, Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 12, 1947 as Plat No. 131.

PIDN: 22-41-16-34-1-23-010 (Lot 13), 22-41-16-34-1-23-009 (Lot 12), 22-41-16-34-1-23-008 (Lots 9, 10, 11)

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I- Requirements; and Schedule B, Part II – Exceptions.



REDMOND + HANSEN

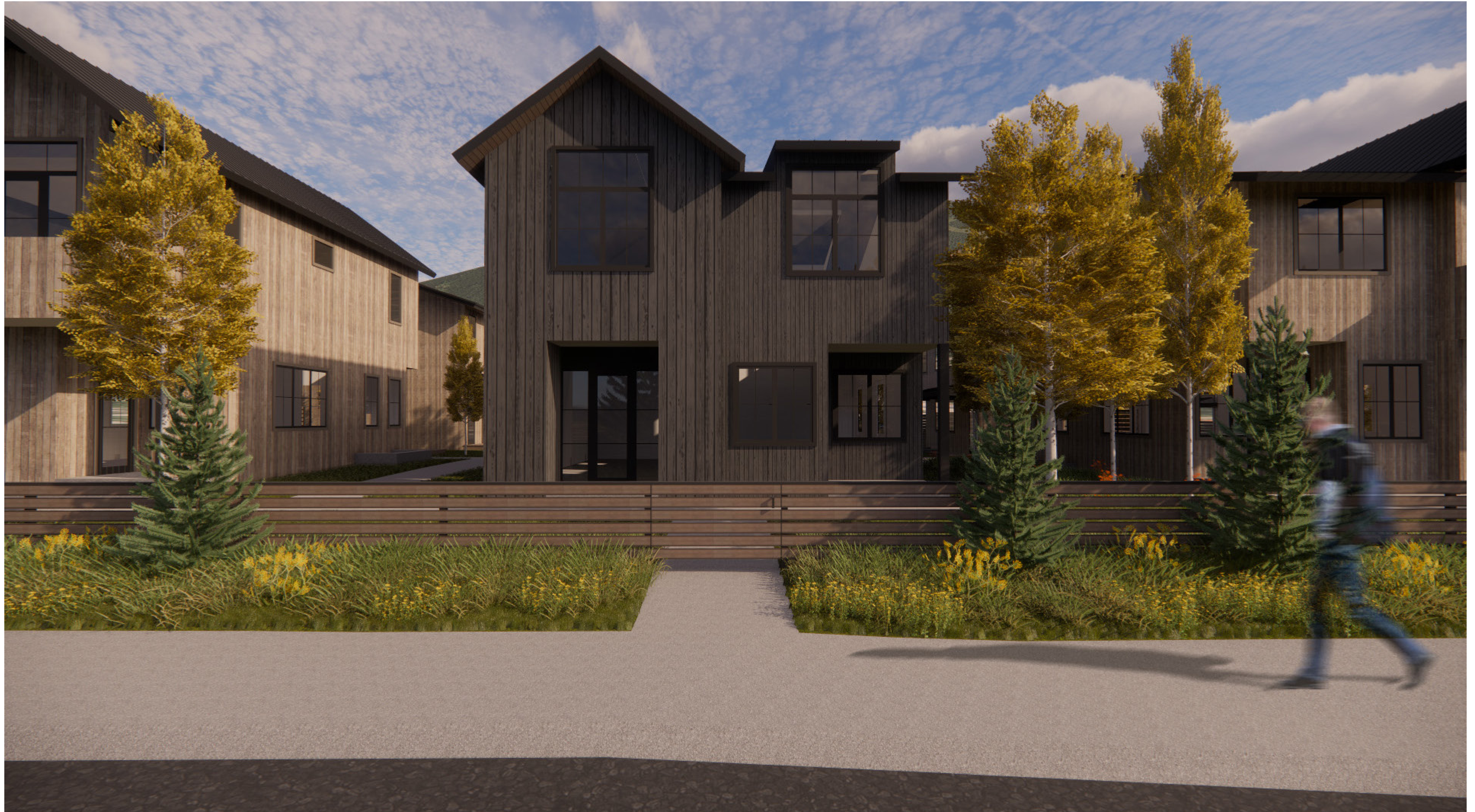
Jackson Hole Community Housing Trust

03.06.2023





View of street front from Hansen Avenue.



View of Unit (B) relationship to street.



View of Unit (A) relationship to street.



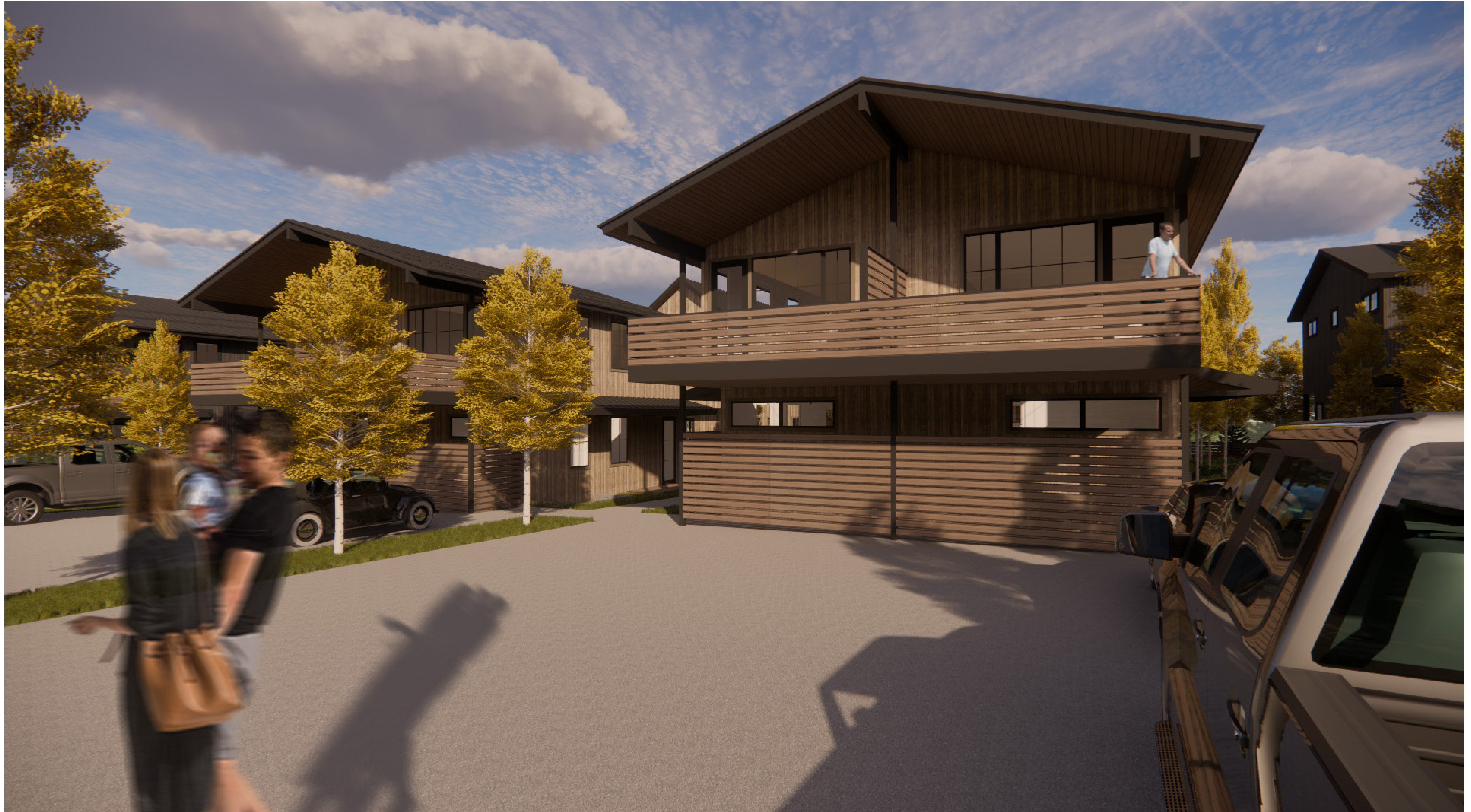
View of street front from Hansen Avenue.



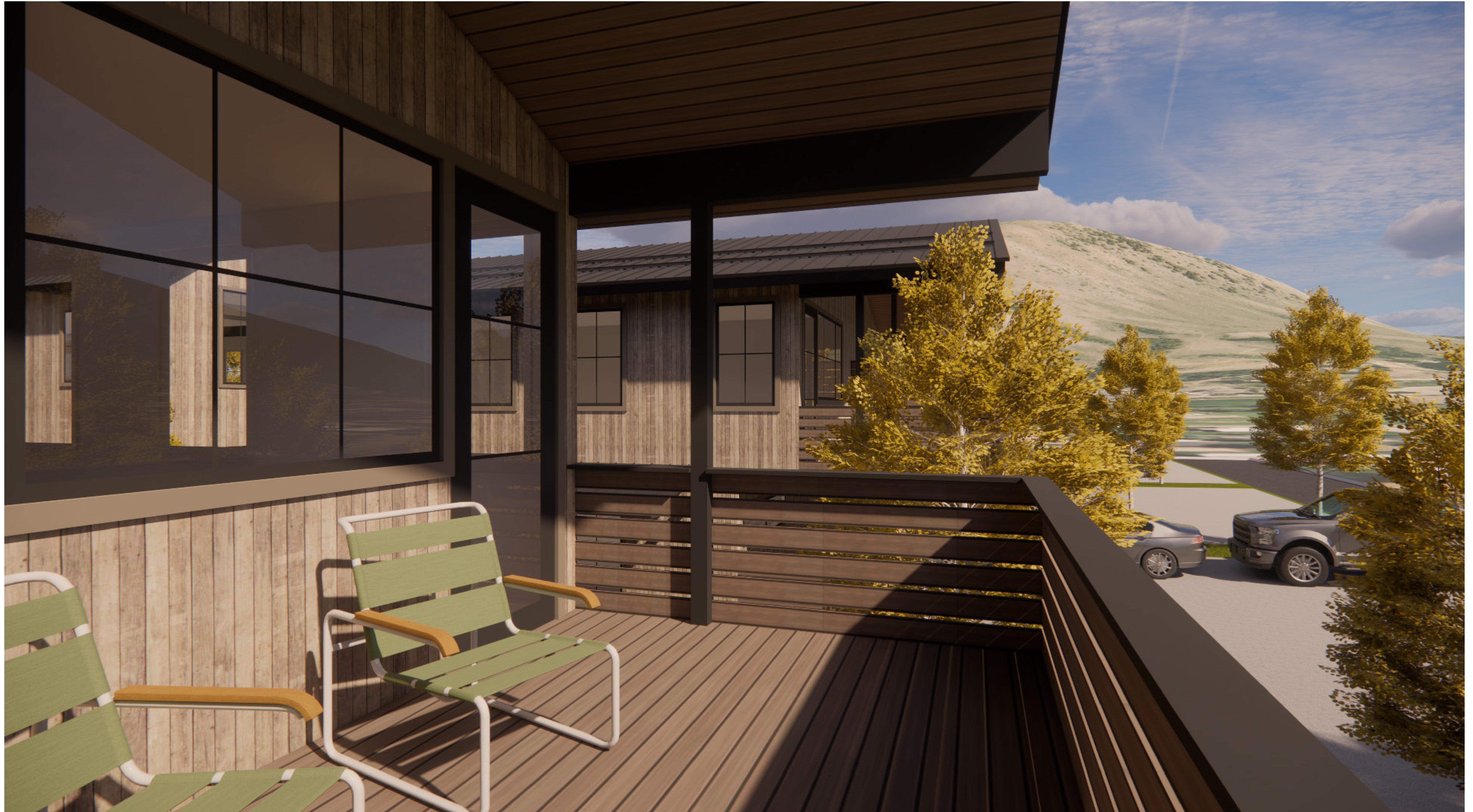
View from intersection of Redmond Street and Hansen Avenue.



View of elevation along Redmond Street.



View of alley units (C) from parking area.



View from alley unit (C) decks.



View of courtyard space along Redmond Street.



View of interior patios and green spaces.