



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: June 5, 2023	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a TCSD#1 Housing project for the property located at 1230 South Park Loop Road, legally known as PT. NW1/4NE1/4 & PT. NE1/4NW1/4 SEC. 6, TWP. 40, RNG. 116 (MAP T-309D & T-312C) PIDN: 22-40-16-06-2-00-102 For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-103	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owners: Teton County School District #1 PO Box 568 Jackson, WY 83001 Applicant: Hoyt Architects PO Box 7365 Jackson, WY 83001	
Please respond by: June 26, 2023 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



EMPLOYEE HOUSING



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: **TCSD #1 24 UNIT MULTI-FAMILY EMPLOYEE HOUSING**

Physical Address: **1230 SOUTH PARK LOOP ROAD**

Lot, Subdivision: _____ PIDN: **22-40-16-06-2-00-102**

PROPERTY OWNER.

Name: **TCSD #1** Phone: **307.732.9409**

Mailing Address: **PO BOX 568, JACKSON, WY** ZIP: **83001**

E-mail: **GREYNOLDS@TCSD.ORG**

APPLICANT/AGENT.

Name, Agency: **HOYT ARCHITECTS** Phone: **307.733.9955**

Mailing Address: **PO 7365, JACKSON, WY** ZIP: **83002**

E-mail: **BRADH@HOYTARCHITECTS.DESIGN** **NEALZ@HOYTARCHITECTS.DESIGN**

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:

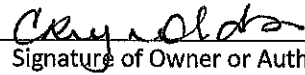
- ☒ Required
- ☐ Optional
- ☐ For an Environmental Analysis
- ☐ For grading

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 or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

- ☒ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees. \$361.00
- ☐ **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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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

6/2/2023

Date

CHARLOTTE REYNOLDS, EXECUTIVE DIRECTOR OF COMMUNICATIONS AND DISTRICT SERVICES

Name Printed

Title

June 6, 2023

TSCD #1 24 Unit Multi-Family Employee Housing Narrative Project Description

TCSD #1 is working to create Employee Housing for their employees to be located in the north east corner of the Jackson Hole Middle School Campus. The property is zoned P/SP. The units are to be deed restricted and comply with Teton County/Town of Jackson Affordable Workforce Housing Standards. This portion of the property is currently undeveloped and faces South Park Loop. JHMS is to the southwest, a TCSD maintenance building is to the west, South Park Loop is to the north, an assortment of multi-family and single-family units are to the east and sports fields are to the south.

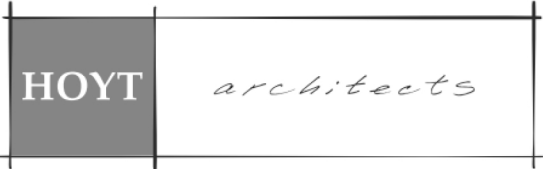
The proposed project includes 24, for rent, apartments ranging from 1-bedroom to 3-bedroom units. It consists of 3 levels of apartments above a partially sub-terranean parking level. Each habitable level includes approximately 6,985 sf and the parking/storage unit level includes roughly 10,125 sf for a total of 31,080 sf. The project as proposed is approximately 33.5' tall facing South Park Loop Road and 43' tall facing south. The intended character is meant to be appropriate for multi-family housing, to complement the existing campus and be a positive addition to the South Park Loop streetscape.



Apartment Count	1 bedroom	2 bedroom	3 bedroom	total by floor
Level 1	4	4	0	8
Level 2	5	2	1	8
Level 3	5	2	1	8
building total				24

Area				
	sf			
Podium Level	9,779			
Level 1	6,986			
Level 2	6,986			
Level 3	6,986			
total	30,737			

	P/SP	Proposed
FAR	N/A	
LSR	N/A	
Plant Units	N/A	
Height	N/A	
Parking	60	36
bike parking	6	6
Front Setback	10'	10'
Rear Setback	10'	>10'
Side Setback	5'	15'
Form standards	N/A	



TETON COUNTY SCHOOL DISTRICT #1



P:\2023\23042 TCSD Middle School Housing\GIS\CivilCAD\Pre-App\23042 - TCSD Middle School Housing_Prel-App.dwg
Plotted by P.Yezzi on May 31, 2023 - 12:26pm
Ver. 18.0

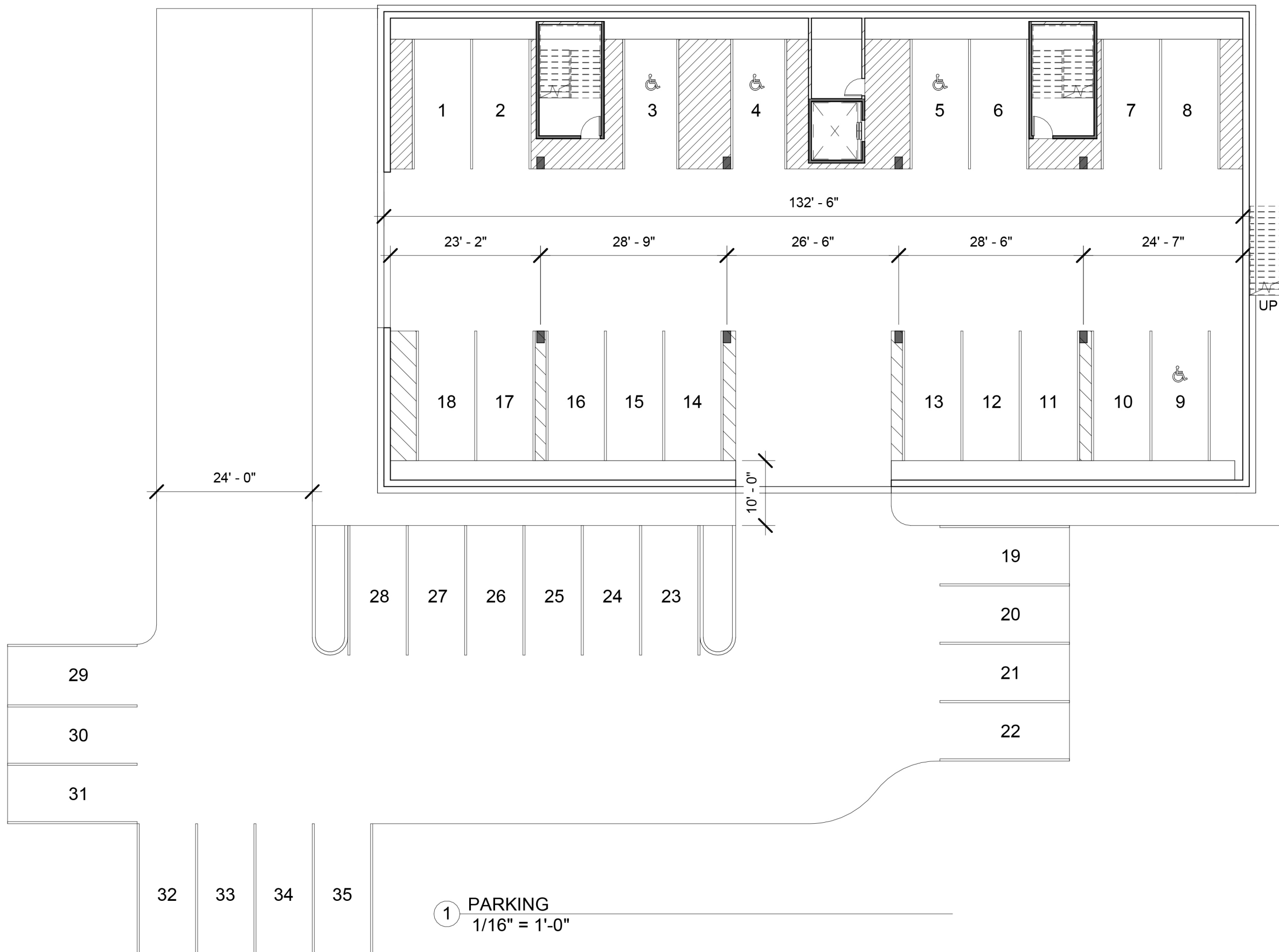


JORGENSEN
JACKSON, WYOMING
307.733.5150
www.jorgeng.com

PROJECT TITLE:
**TCSD MIDDLE SCHOOL HOUSING
TETON COUNTY SCHOOL DISTRICT #1
1230 SOUTH PARK LOOP ROAD
JACKSON, WYOMING**

SHEET TITLE:
UTILITIES OVERVIEW

DRAFTED BY:	PY
REVIEWED BY:	TK
PLAN VERSION	DATE
PRE-APP	05/31/2023
PROJECT NUMBER 23042	
SHEET ----	

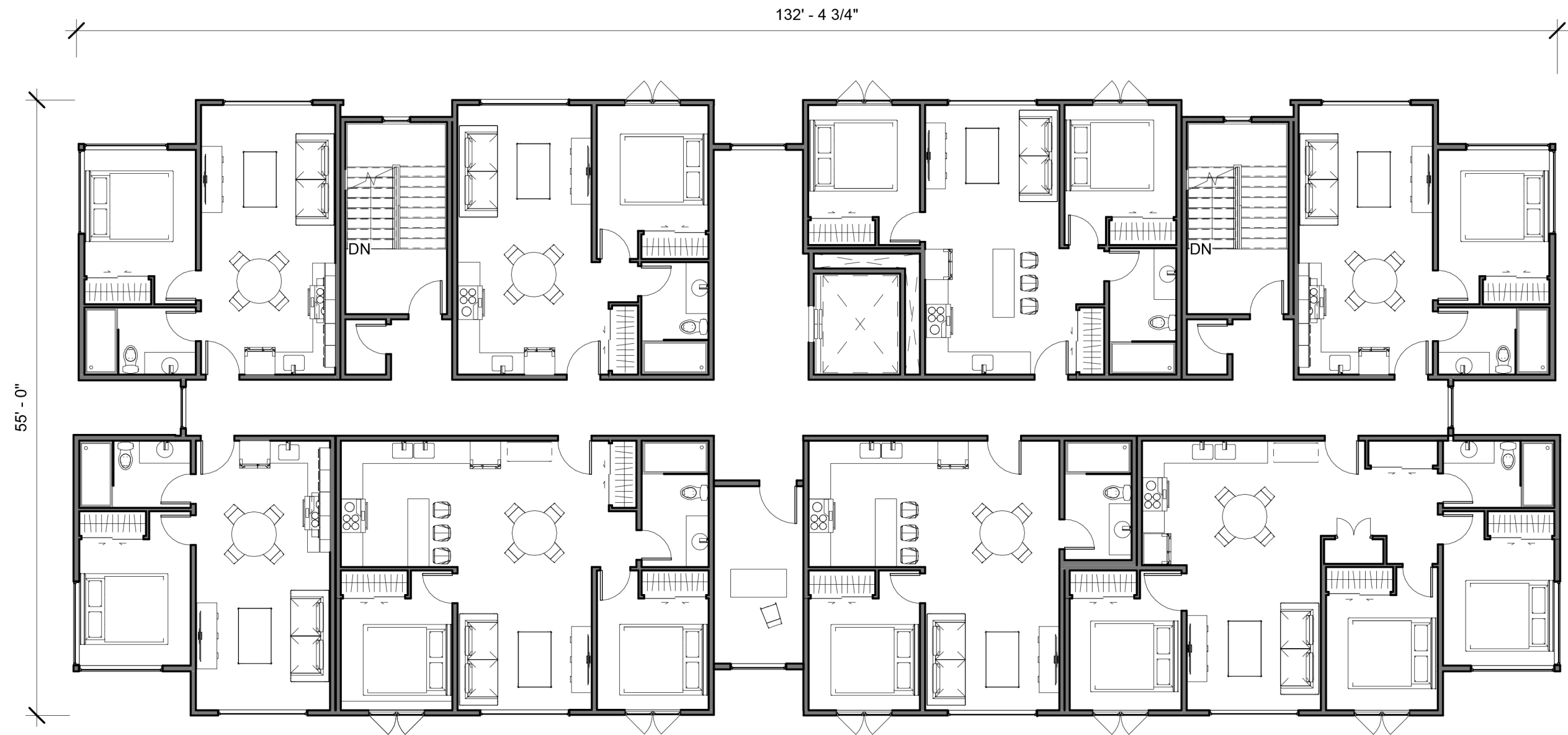




① Level - 1
3/32" = 1'-0"



1 Level - 2
3/32" = 1'-0"



① Level - 2 - WITH 3 BEDRROOM
 3/32" = 1'-0"



① Level - 3
3/32" = 1'-0"



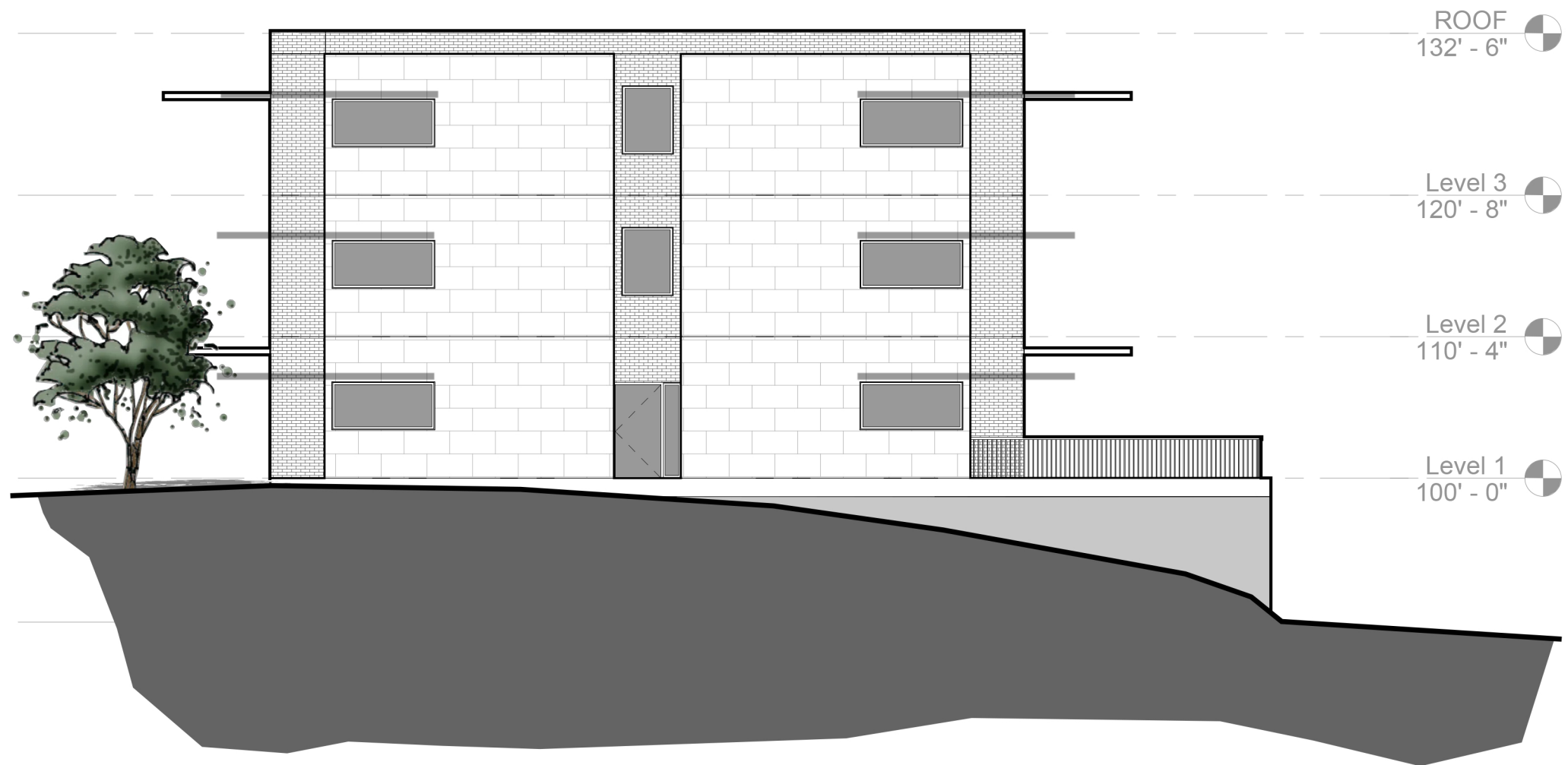
① Level - 3 - WITH 3 BEDRROOM
3/32" = 1'-0"



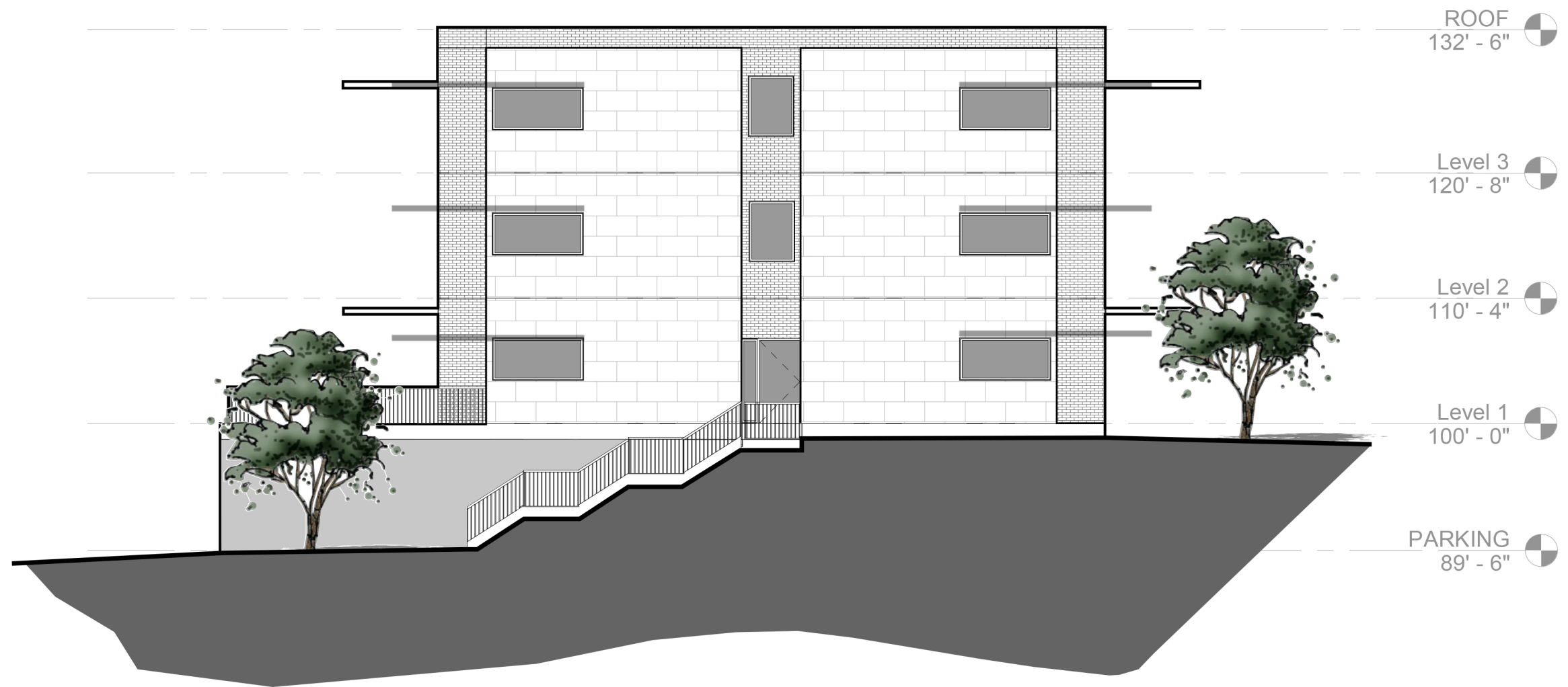
1 North Elevation
3/32" = 1'-0"



1 South Elevation
3/32" = 1'-0"



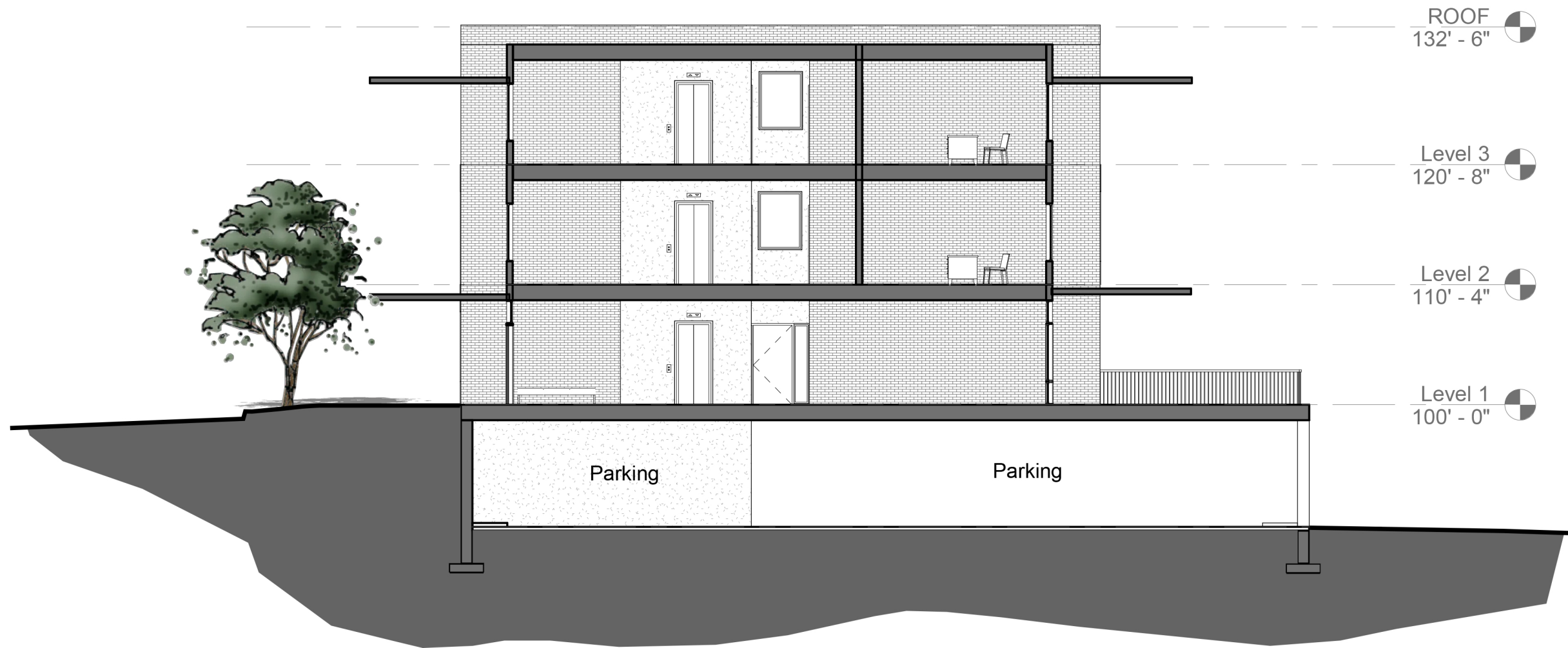
① West Elevation
3/32" = 1'-0"



① East Elevation
3/32" = 1'-0"



1 Building Section
3/32" = 1'-0"



2 Building Section
3/32" = 1'-0"











HOYT

architects



HOYT

architects