



# 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

<p>Date: June 12, 2024</p> <p>Item #: P24-095</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p><b>Owners:</b> 1400 South LLC PO BOX 802523 DALLAS, TX 75380-2523</p> <p><b>Applicant:</b> Noble Development / Jorgensen Eng. 1315 S. Hwy 89 Ste 201 Jackson WY, 83001</p>	<p><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Pre-Application Conference for a sketch plan for a proposed 118-unit residential complex (approx.. 57,000 to 60,000sf ) located at 1400 and 1450 S. Hwy 89 legally known as PT. SW1/4 NW1/4, SEC. 5, TWP. 40, RNG. 116 PARCEL B and PT. SW1/4 NW1/4, SEC. 5, TWP. 40, RNG. 116. PIDNS 22-40-16-05-2-00-010 and 22-40-16-05-2-00-012 respectively.</p> <p>For questions, please call Tyler Valentine at 307-733-0440 x1305, or email the address shown to the left. Thank you.</p>
<p><b>Please respond by: July 3, 2024 (with Comments)</b></p>	

**RESPONSE:** For Departments not using SmartGov, please send responses via email to: [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



June 12, 2024

Tyler Valentine  
Town of Jackson Planning and Building  
150 E Pearl Ave  
Jackson WY

**RE: Pre-Application Conference Request for 1400 S Highway 89**

Dear Tyler,

We are requesting a Pre-Application conference for a multi-family housing project at 1400 S Highway 89 in the Town of Jackson. A concept site plan is attached. The development would consist of approximately 57,000 to 60,000-SF of 118-unit studio housing units in one or two three-story buildings, with on-site surface parking and the required affordable housing units. The units, as currently planned, would not be workforce deed restricted but would be intended to house local employees living and working in Jackson. This property is in CR-3 and will be designed to meet the guidelines and requirements of that zone, including the specific Highway 89 frontage standards.

The applicant will likely be exploring the possibility of an Administrative Adjustment or a Variance to reduce the parking requirement for the site. The intended occupants of the development are anticipated to have a low car ownership rate, and the specific constraints of the site due to the slopes heavily impact the available space available for development and parking. The applicants would produce a Traffic Demand Management plan and Traffic Study as part of their development applications to support this request.

We would like to have an opportunity to discuss the following during the Pre-Application conference:

*Site Development*

- 1) What are the Hillside CUP requirements for this site?
- 2) What are the landscape buffer strip requirements that would be applied in this area, including which street cross-section would the Town require, and what would the applicant be responsible for of those requirements, and could there be any relief for the landscape requirements based on the steep slopes constraining the site?
- 3) Is a tree survey and/or tree mitigation required?
- 4) Would avalanche mitigation be required for this site?
- 5) Would rockfall mitigation and/or analysis be required for this site?
- 6) What would the stormwater and snow storage requirements be for this site? Can portions of the 20' wide landscape buffer along Hwy 89 be used for the snow or stormwater area requirements?

*Entitlement Process*

- 7) Would a Sketch Plan be required for an all-multi-family residential development and/or is it recommended?
- 8) Please confirm that an Environmental Analysis pre-application is not required and the "P23-106 Environmental Analysis – Determination of Sufficiency" letter dated June 26, 2023 is still valid and applicable to this proposed development.

- 9) If an all-multi-family residential building were to take advantage of the 4<sup>th</sup>-story workforce housing bonus, what would be the requirements for the workforce housing units in terms of size, bedrooms, and other standards? Can you confirm that only the number of units provided by the 4<sup>th</sup> story bonus would be deed restricted and that they can be placed anywhere in the building?
- 10) Would a parking reduction up to 20% qualify for approval under the administrative variance approval process?
- 11) Which departments or jurisdictions will be required to review the land disturbance permit application for this site?
- 12) What are the fire and EMS access requirements and building elements required such as sprinklers and truck-access be? This project will be Type V-A wood frame construction with a fully automatic sprinkler system throughout.

*Fees*

- 13) What would be the affordable housing mitigation calculation for a project of this size? Please provide the appropriate number of studios, 1-bed, 2-bed, and 3-bed units required.
- 14) Are there general development impact fees associated with this site, outside of any utility impact fees. If so, what is the calculation to determine this amount?

Thank you for your time and consideration. We have included a draft of a site plan for this project for discussion purposes, and have relied on the approved ZCV for Manmade Slopes applicable to this property.

We look forward to the Pre-Application meeting and are available at any time for questions.



## 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 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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

22-40-16-05-2-00-012

#### **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.



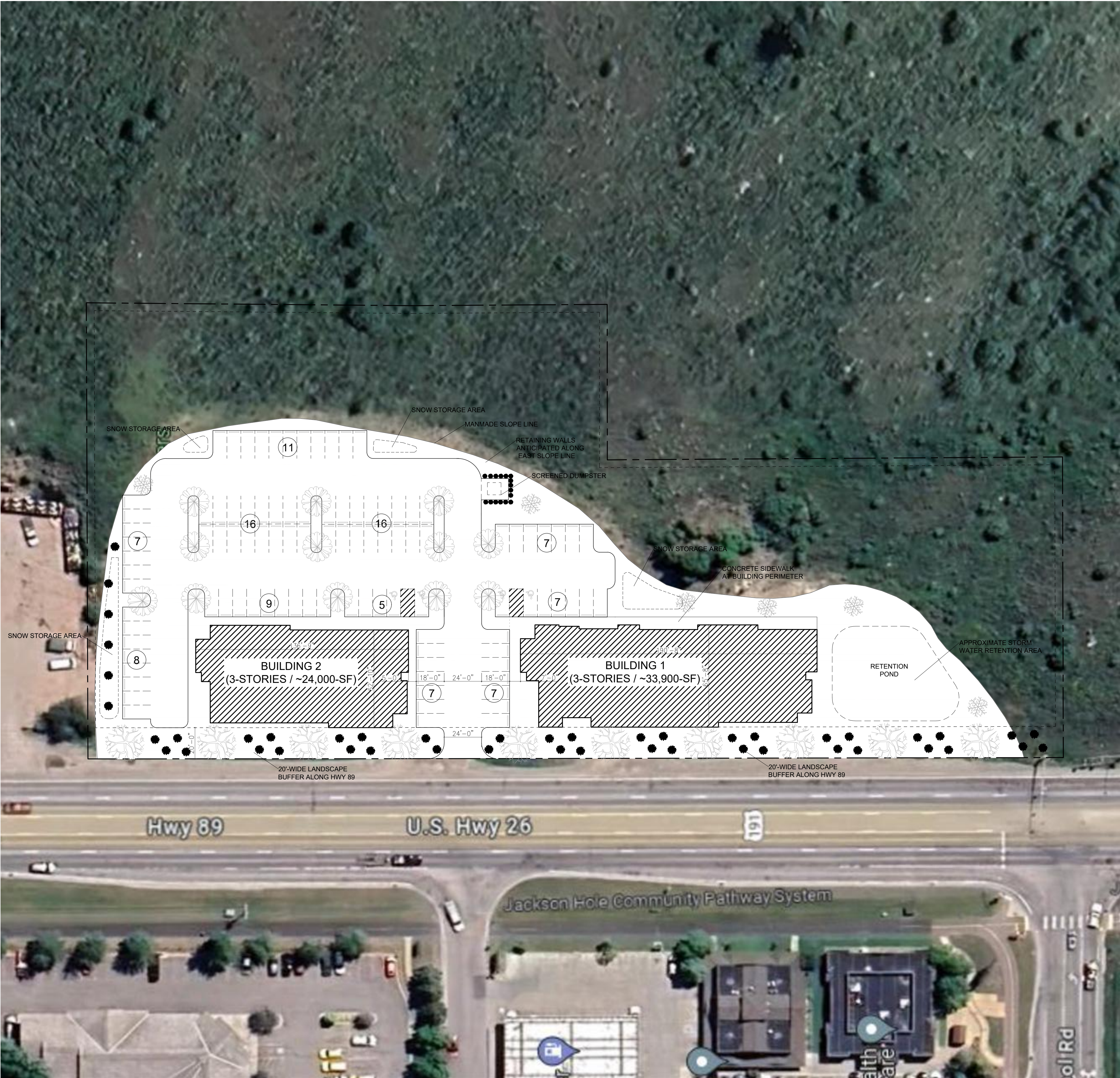
\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title





SITE DATA	
PROJECT INFO	MULTI-FAMILY DEVELOPMENT 118-UNITS ~57,900-GSF OVER 2 BUILDINGS 3-FLOORS TYPE VA CONSTRUCTION FULLY SPRINKLERED
SITE LOCATION	1400 S HWY 89
SITE AREA	3.53-ACRES (2-PARCELS)
JURISDICTION	TOWN OF JACKSON
COUNTY	TETON COUNTY
PROPERTY ID	22-40-16-05-2-00-010 (#1) 22-40-16-05-2-00-012 (#2)
FLOOD ZONE	TYPE X FLOOD ZONE
WETLANDS PRESENT	NO
CURRENT ZONING	CR-3 ZONING HWY 89 OVERLAY HILLSIDE CUP
PERMITTED USE	YES
REZONING REQUIRED/ PROPOSED ZONING	NO DESIGN REVIEW APPROVAL SITE DEVELOPMENT APPROVAL
BUILDING SETBACKS	20' FRONT 10' REAR 5' SIDE
PARKING COUNT REQUIREMENTS	1 PER UNIT IF <2 BEDS AND <500-SF OTHERWISE 1.5/UNIT  TOTAL REQUIRED: 121  TOTAL PROVIDED: 100 (W/ 20% ADMIN VARIANCE 97 REQUIRED)

CONSULTING ENG.

CONSULTING ENG.

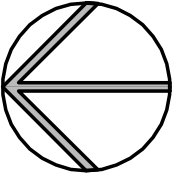
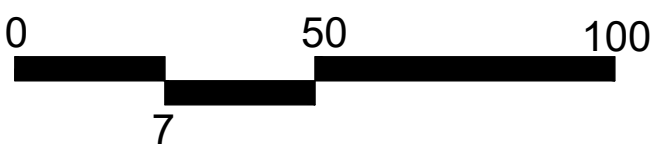
CONSULTING ENG.

DESIGN FOR:  
1400 S HWY 89  
JACKSON, WY  
  
PROPOSED 118-UNIT  
MULTI-FAMILY  
APARTMENT PROJECT  
  
CONCEPTUAL SITE PLAN

COMMISSION NUMBER 10 - 10	
BID SET	
PERMIT SET	

PRIVILEGED AND  
CONFIDENTIAL

A-1.0







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: 6/11/2024

## 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: John Huffman Title: MANAGER

Being duly sworn, deposes and says that 1400 SOUTH LLC is the owner in fee of the premises located at: \_\_\_\_\_  
Name of legal property owner as listed on deed

Address of Premises: 1400 S Highway 89, Jackson, WY 83001

Legal Description: See Exhibit A attached

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mila Dunbar-Irwin of Jorgensen Associates Inc.

Mailing address of Applicant/agent: 1315 HWY 89 S., Suite 201, Jackson, WY

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

Phone Number of Applicant/agent: 530-902-6348

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 ☐ Business License Application  
☐ Demolition Permit ☐ Home Occupation ☒ Other (describe) Pre-Application, Sketch Plan, DRC & ZCV Application Requests

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.

[Signature] 1400 SOUTH LLC

Property Owner Signature  
JOHN HUFFMAN, MANAGER

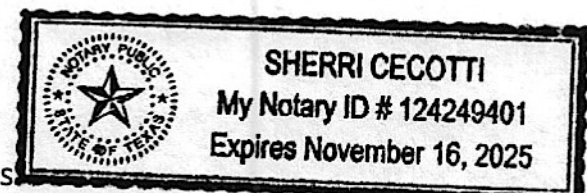
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF TEXAS )  
 ) SS.  
COUNTY OF DALLAS )

The foregoing instrument was acknowledged before me by JOHN HUFFMAN this 11TH day of JUNE, 2024. WITNESS my hand and official seal.

[Signature]  
Notary Public

My commission expires





# LEGAL DESCRIPTION, IDENTIFICATION NUMBERS & ADDRESS

## EXHIBIT A

RECORD LEGAL DESCRIPTION (PER CORRECTIVE WARRANTY DEED RECORDED AS DOCUMENT 07361063; PARCEL NUMBERS REFER TO LEGAL DESCRIPTIONS FROM ABOVE-REFERENCED TITLE COMMITMENT)

### PARCEL 1:

A PARCEL OF LAND BEING IDENTICAL WITH THAT TRACT OF RECORD IN THE OFFICE OF THE CLERK OF TETON COUNTY, WYOMING IN BOOK 14 OF DEEDS ON PAGE 144 (WHICH IS IDENTICAL WITH THE SECOND OF THREE TRACTS CONVEYED TO JOHN J. HORN BY THAT INSTRUMENT OF RECORD IN SAID OFFICE IN BOOK 70 OF PHOTO ON PAGES 469-470), TOGETHER WITH A 100 FOOT STRIP OF LAND WHICH IS A PORTION OF THE FIRST OF THOSE TRACTS CONVEYED BY SAID INSTRUMENT OF RECORD IN BOOK 70 OF PHOTO ON PAGES 469-470 TO JOHN J. HORN; SAID PARCEL IS LOCATED WITHIN THE INCORPORATED LIMITS OF THE TOWN OF JACKSON AND IS PART OF THE SW1/4NW1/4 OF SECTION 5, T40N, R116W, TETON COUNTY, WYOMING; SAID PARCEL IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID TRACT IN BOOK 14 WHICH LIES ON THE EAST RIGHT-OF-WAY LINE OF U.S. HIGHWAY 26, 89, 189 AND 191 AND FROM WHICH THE WEST ONE-QUARTER CORNER OF SAID SECTION 5 BEARS S13°19'58"W, 429.76 FEET;

THENCE ALONG THE WEST LINE OF SAID TRACT AND SAID EAST RIGHT-OF-WAY LINE N00°03'09"W, 208.89 FEET TO THE NORTHWEST CORNER OF SAID TRACT;

THENCE ALONG THE NORTH LINE OF SAID TRACT N89°48'14"E, 194.28 FEET TO THE NORTHEAST CORNER OF SAID TRACT;

THENCE CONTINUING ON A PROLONGATION OF SAID NORTH LINE N89°48'14"E, 100.00 FEET TO A POINT;

THENCE PARALLEL WITH THE EAST LINE OF SAID TRACT S00°48'26"W, 209.86 FEET TO A POINT;

THENCE PARALLEL WITH THE EAST LINE OF THAT TRACT OF RECORD IN SAID OFFICE IN BOOK 10 OF PHOTO ON PAGES 205-206, WHICH IS IDENTICAL WITH THE TRACT OF RECORD IN SAID OFFICE IN BOOK 183 OF PHOTO ON PAGE 672, S00°21'25"E, 125.00 FEET TO A POINT;

THENCE S89°59'18"W, 100.00 FEET TO THE INTERSECTION WITH SAID EAST LINE OF SAID TRACT IN BOOK 10 OF PHOTO;

THENCE ALONG THE EAST LINE OF SAID TRACT IN BOOK 10 OF PHOTO N00°21'25"W, 125.00 FEET TO THE SOUTHEAST CORNER OF SAID TRACT IN BOOK 14 OF DEEDS;

THENCE ALONG THE SOUTH LINE OF SAID TRACT IN BOOK 14 OF DEEDS S89°59'18"W, 191.13 FEET TO THE CORNER OF BEGINNING.

### PARCEL 2:

THAT PART OF THE SW1/4NW1/4 OF SECTION 5, T40N, R116W, TETON COUNTY, WYOMING, IT BEING THE INTENT TO REDESCRIBE THAT TRACT OF RECORD IN THE OFFICE OF THE CLERK OF TETON COUNTY IN BOOK 10 OF PHOTO ON PAGES 205-206 DESCRIBED AS FOLLOWS:

BEGINNING AT A CORNER ON THE EAST RIGHT-OF-WAY LINE OF STATE HIGHWAY 26-89-187-189, N89°48.5'E, 86.00 FEET FROM THE WEST ONE-QUARTER CORNER OF SAID SECTION 5 WHERE FOUND A 2" GALVANIZED STEEL PIPE 30" LONG (BLM TYPE) WITH BRASS CAP INSCRIBED "T40N R116W 1/4 S6/S5 1965 A.F.W. L.S. 325";

THENCE N00°04'W, 417.96 FEET ALONG SAID EAST RIGHT-OF-WAY LINE TO THE SOUTH-WEST CORNER OF THAT TRACT OF RECORD IN THE SAID OFFICE IN BOOK 14 OF DEEDS ON PAGE 144;

THENCE EAST, 191.14 FEET ALONG THE SOUTH LINE OF SAID TRACT OF RECORD IN BOOK 14, COMMON TO THE NORTH LINE OF SAID TRACT OF RECORD IN BOOK 10, TO A CORNER;

THENCE S00°20.9'E, 417.58 FEET TO A CORNER;

THENCE S89°53'W, 193.19 FEET TO THE CORNER OF BEGINNING.

### PARCEL IDENTIFICATION NUMBER & STREET ADDRESS

#### PARCEL 1

PARCEL ID NUMBER: 22-40-16-05-2-00-010

TAX ID NUMBER: 0J-002597

STREET ADDRESS: 1400 S HIGHWAY 89  
JACKSON, WYOMING

#### PARCEL 2

PARCEL ID NUMBER: 22-40-16-05-2-00-012

TAX ID NUMBER: 0J-002597

STREET ADDRESS: 1450 S HIGHWAY 89  
JACKSON, WYOMING



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: 6.11.24

## 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: John Huffman Title: \_\_\_\_\_

Being duly sworn, deposes and says that 1400 SOUTH LLC is the owner in fee of the premises located at: \_\_\_\_\_  
Name of legal property owner as listed on deed

Address of Premises: 1400 S Highway 89, Jackson, WY 83001

Legal Description: See Exhibit A attached

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Kevin Grass and Owen Berry on behalf of Noble Development Group, LLC

Mailing address of Applicant/agent: 3424 Peachtree Road, N.E., Suite 2000, Atlanta, GA 30326

Email address of Applicant/agent: kevin.grass@nobleinvestment.com & owen.berry@nobleinvestment.com

Phone Number of Applicant/agent: 404-682-1920

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 ☐ Business License Application  
☐ Demolition Permit ☐ Home Occupation ☒ Other (describe) Pre-Application, Sketch Plan, DRC & ZCV Application Requests

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.

[Signature] 1400 SOUTH LLC

Property Owner Signature

**JOHN HUFFMAN, MANAGER**

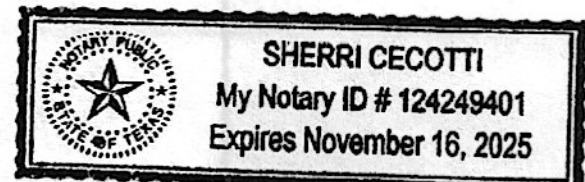
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF TEXAS )  
 ) SS.  
 COUNTY OF DALLAS )

The foregoing instrument was acknowledged before me by JOHN HUFFMAN this 11TH day of JUNE, 2024. WITNESS my hand and official seal.

[Signature]  
 Notary Public

My commission expires:





# LEGAL DESCRIPTION, IDENTIFICATION NUMBERS & ADDRESS

## EXHIBIT A

RECORD LEGAL DESCRIPTION (PER CORRECTIVE WARRANTY DEED RECORDED AS DOCUMENT 07361063: PARCEL NUMBERS REFER TO LEGAL DESCRIPTIONS FROM ABOVE-REFERENCED TITLE COMMITMENT)

### PARCEL 1:

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THENCE ALONG THE SOUTH LINE OF SAID TRACT IN BOOK 14 OF DEEDS S89°59'18"W, 191.13 FEET TO THE CORNER OF BEGINNING.

### PARCEL 2:

THAT PART OF THE SW1/4NW1/4 OF SECTION 5, T40N, R116W, TETON COUNTY, WYOMING, IT BEING THE INTENT TO REDESCRIBE THAT TRACT OF RECORD IN THE OFFICE OF THE CLERK OF TETON COUNTY IN BOOK 10 OF PHOTO ON PAGES 205-206 DESCRIBED AS FOLLOWS:

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