



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: August 29, 2024	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a Development Option Plan (staff level) for a new housing development of 226 deed-restricted dwelling units located at 90 Virginian Lane. For questions, please call Tyler Valentine at 307-733-0440 x1305, or email tvalentine@jacksonwy.gov . Thank you.
Item #: P24-138	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owners: Jackson/Teton County Housing Authority PO Box 714 Jackson, WY 83001	
Applicant: Jackson/Teton County Housing Authority Kristi Malone	

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: _____

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.

Kristi Malone

Signature of 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 22, 2024

RE: 90 Virginian Lane – Pre-Application Conference Request for Development Option Plan

Dear Planning Staff,

Please accept this request for a Pre-Application Conference in preparation of a Development Option Plan application for redevelopment at 90 Virginian Lane. Although the Town's Land Development Regulations do not require a development-level review for this proposal, as permanently deed restricted Affordable Workforce Housing is incentivized with an expedited review process, we feel that the inter-departmental administrative review provided in a Development Option Plan will benefit efficient execution of the development process. Proposed use of the Workforce Housing Floor Area Bonus and Workforce Housing Incentive for Additional Height at 90 Virginian Lane is consistent with the purpose of a Development Option Plan: to review development that is allowed by right under specific circumstances and exceeds the zone's base physical development and use standards.

Site Summary

Size: 5.15 acres

Zone: Neighborhood High-Density 1 (NH-1)

Comp Plan District, Subarea, Classification: Midtown, Central Midtown, Transitional

Existing Property Conditions

The entirety of the site is currently used seasonally as an RV Park. Existing buildings are limited to an office/check-in booth and a restroom facility for campers. Permanent infrastructure supporting the RV Park includes lighting, electrical and sewer connections to each campsite, and access lanes/driveways throughout. RV sites are rented by nightly, short-term/lodging use and can accommodate up to 103 RVs.

With site-wide RV Park use dating back to the 1980s, natural resources or high-value wildlife habitat are not features of the site. Based on aerial imagery, Flat Creek is just over 100' from the site boundary across Snow King Avenue. A boundary of the Bridger Teton National Forest is approximately 700' to the south of the site.

Surrounding development and uses include the Virginian Lodge complex (hotel, bar/restaurant, liquor store, event space, etc.) contiguous to the north, a Lower Valley Energy Substation and START facility contiguous to the east, multi-family residential across Snow King Avenue to the south, and Teton County Library across Virginian Lane to the west.

Proposed Physical Development and Use

Proposed development uses the Workforce Housing Floor Area Bonus and Workforce Housing Incentive for Additional Height to achieve construction of 226 homes in the form of attached dwelling units and apartments. All homes will be permanently deed restricted and range from <80% Median Family Income to Workforce affordability ranges. Residences are organized in five buildings ranging from approximately 21k sf to 92k sf in

size. Buildings along the Snow King street frontage are three stories and step up to four stories in the central and northern areas of the site. Building heights range from 36-48 feet.

7,792 sf of indoor amenity space for residents is proposed as incidental to the on-site residential use or as Assembly space. No commercial uses are proposed on site.

All parking is proposed on-site—a site plan modified from the original surface and sub-grade parking plan is provided and utilizes structured parking along the eastern side of the site with clustered parking spaces directly adjacent to buildings. Vehicular access to the site is provided by two points on Virginian Lane and circular connectivity is provided by passage through the parking garage for residents or through the north-south internal access lane for emergency access. Traffic mitigation impacts and feasibility of an additional ingress/egress route to Karns Meadow Drive is being evaluated.

Street frontages and pedestrian experience are forefront site considerations to activate and integrate this development into the surrounding neighborhood and Town character. A sense of entry is created via distinct multi-modal access points into the site while a sense of place is secured by a central green space and indoor amenity space for residents to gather. Proposed landscaping is curated to enhance neighborhood integration and outdoor gathering space for residents.

Desired Meeting Outcomes

1. Confirm process steps and timing for required review and permitting to achieve this proposal; establish phasing plan that facilitates Town of Jackson review of both site-wide and building-specific elements.
 - a. Define how site-wide GEC should be supplemented with civil plans for each Building Permit.
 - b. Is DRC step in DOP approval or satisfied by DRC site review prior to DOP submittal?
 - c. Typically, construction management plans are required at time of building permit. Will a site-wide CMP be required and at what point?
2. Do any LDR text amendments under consideration for the Town's big building moratorium impact this site?
3. Define streetscape/ROW improvements that are responsibility of the developer vs those to be completed by Town of Jackson as part of capital projects.
4. Identify any off-site improvements required (water, sewer, comms infrastructure) to be completed by the developer.
5. Identify constraints and limitations for feasible access across START site to Karns Meadow Drive.
6. Confirm modeling expectations for initial traffic study.
7. Identify potential applicability of fire regulations should WUI be expanded to include this site.
8. Identify potential applicability of stormwater regulations should the Town adopt prior to development of this site.
9. Identify any key issues that are not apparent in direct application of the LDRs relevant to this site.

Attached:

Conceptual Site Plan – Proposed Development (Pennrose Site Plan, August 2024)

Site Plan – Existing Development (ALTA Survey, 2020)

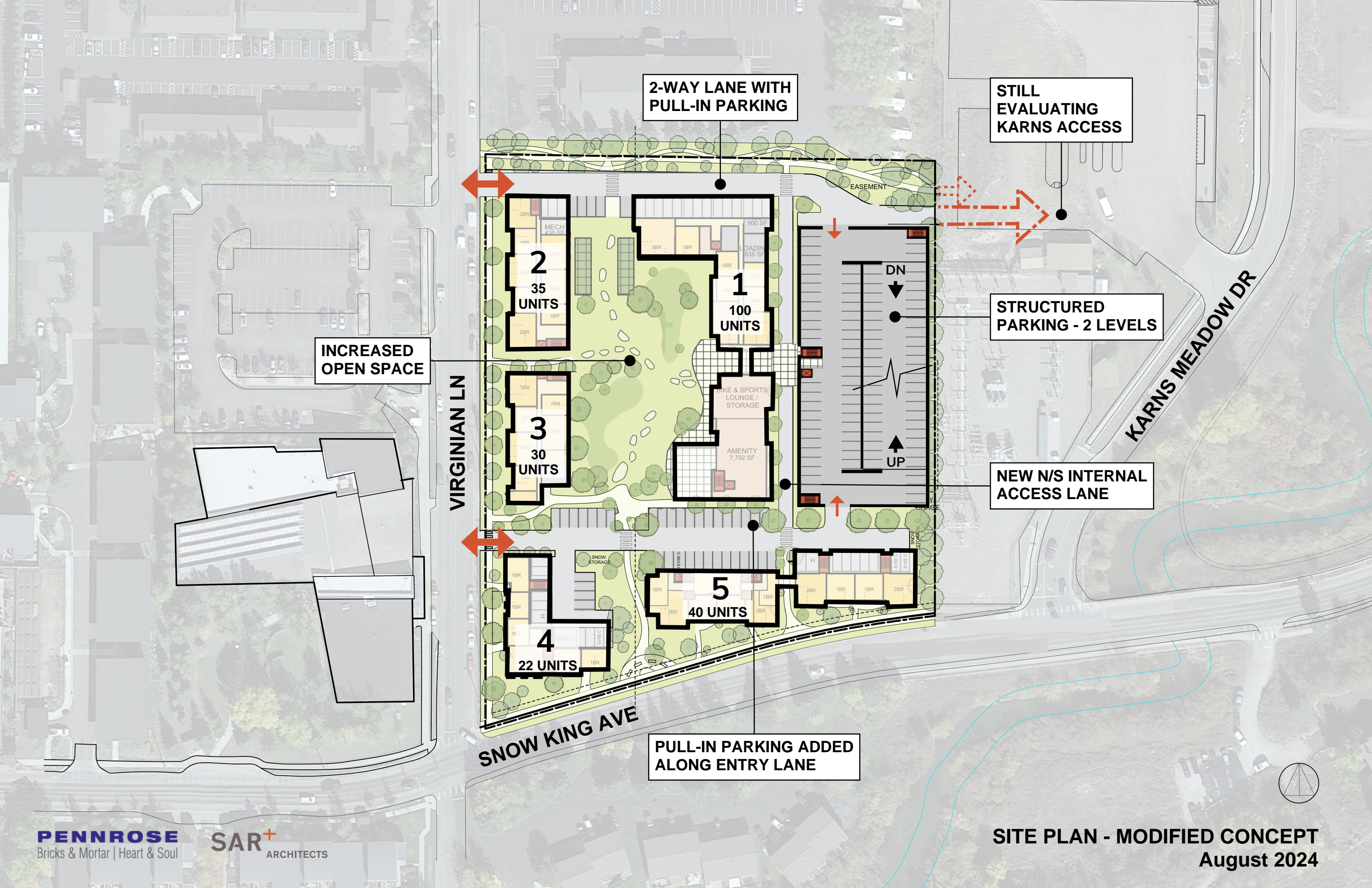
Other Pertinent Info: Original [Pennrose proposal](#) (in full) and follow-up [Q&A Responses](#)

Thank you for your review and guidance. We look forward to meeting with you soon.

Sincerely,

Kristi Malone

Kristi Malone



2-WAY LANE WITH
PULL-IN PARKING

STILL
EVALUATING
KARNS ACCESS

INCREASED
OPEN SPACE

STRUCTURED
PARKING - 2 LEVELS

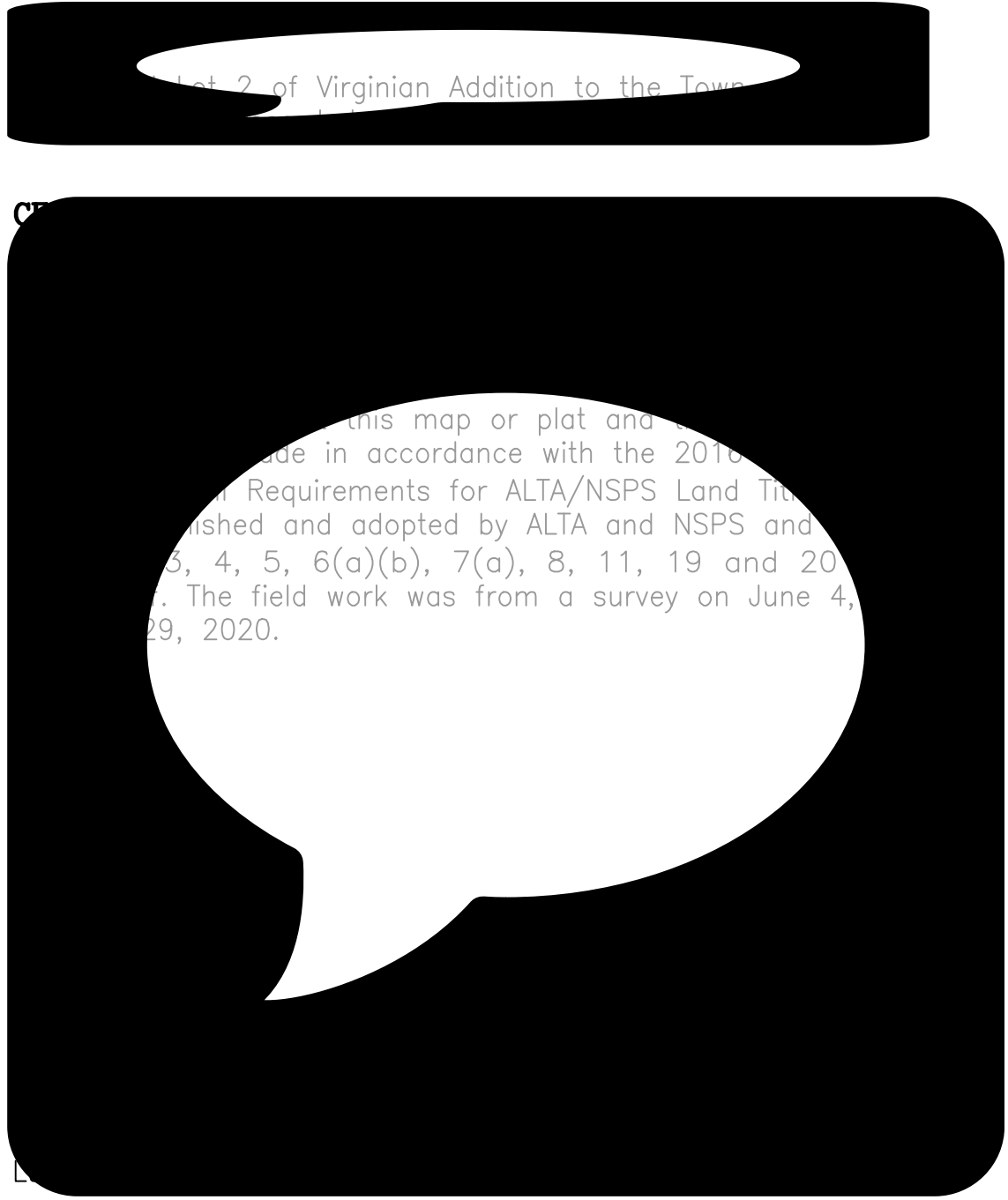
NEW N/S INTERNAL
ACCESS LANE

VIRGINIAN LN

KARNS MEADOW DR

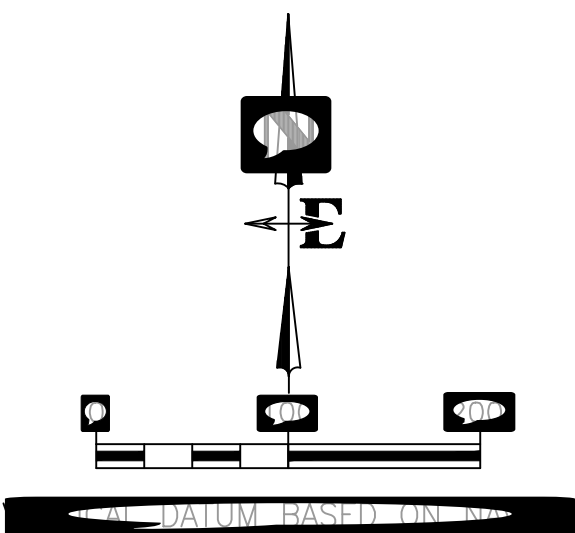
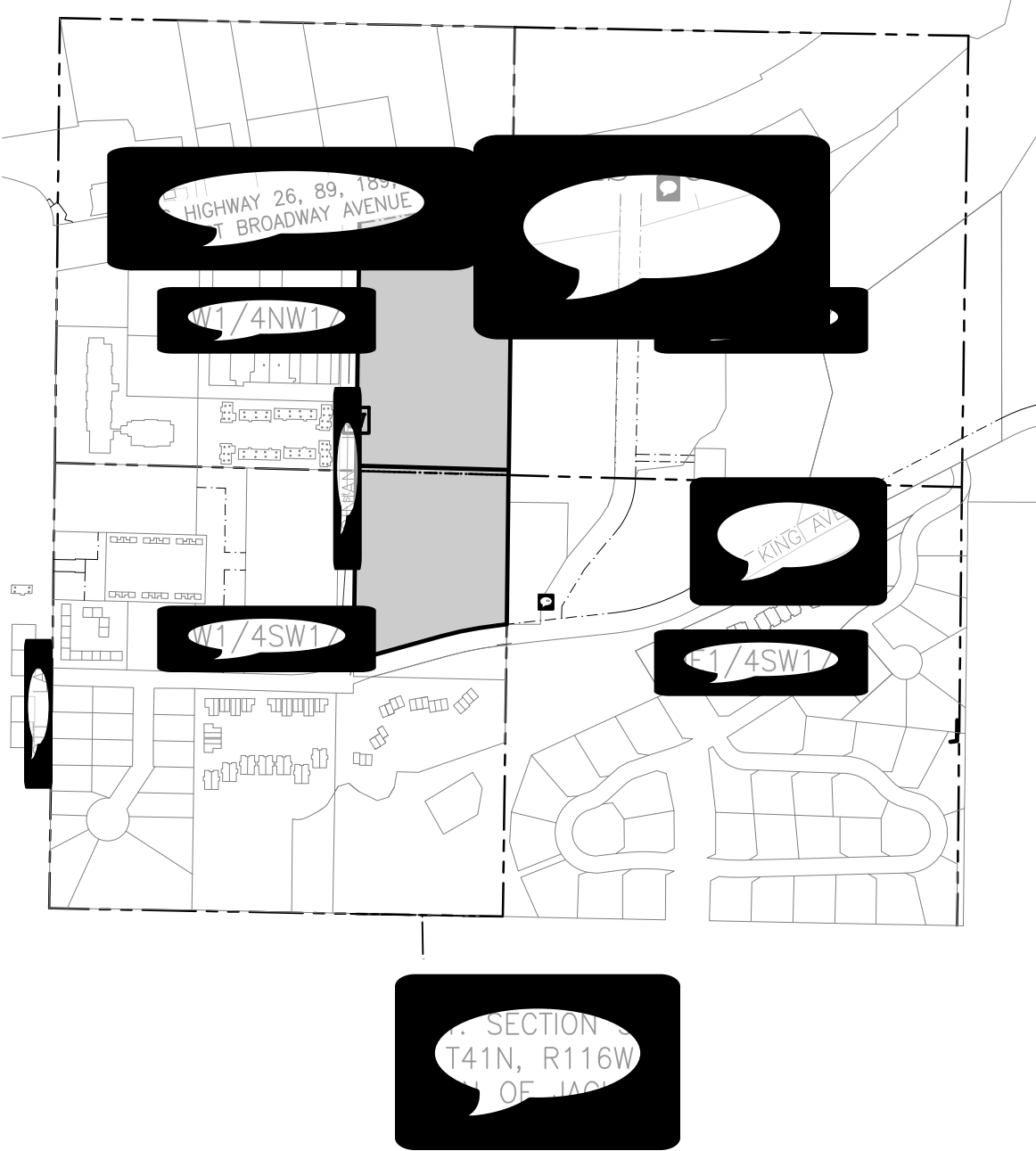
SNOW KING AVE

PULL-IN PARKING ADDED
ALONG ENTRY LANE



MH TYPE	POINT NO.	MANHOLE INVERTS		NORTH	SOUTH	WEST
		RIM	INV.			
SANITARY SEWER	7080	6171.01	6.82	5.85	5.75	
SANITARY SEWER	7081	6172.81		8.00	8.38	
SANITARY SEWER	7082	6170.89	6.8	5.35 TOP PIPE	4.80 TOP PIPE	
SANITARY SEWER	7105	6172.9	8.9			
STORM SEWER	7106	6172.74	5.15			
SANITARY SEWER	7107	6171.83	8.25			
SANITARY SEWER	7108	6169.87	9.1			
SANITARY SEWER	7109	6168.68	6.9			
SANITARY SEWER	7111	6168.98	8.85			
SANITARY SEWER	7112	6168.74		N-S 9.30	SE 8.80	
STORM SEWER	7113	6168.93	4.5			
SANITARY SEWER	7115	6167.46	12.25 TOP PIPE			
SANITARY SEWER	7116	6167.34	9.90 TOP PIPE			
SANITARY SEWER	7117	6167.64	10			
SANITARY SEWER	7118	6175.71	15.15			
SANITARY SEWER	7119	6176.11	15.25			
SANITARY SEWER	7404	6170.4		10.05		E-W 11.0
STORM SEWER	7405	6171.15	4.35 FROM CB			
SANITARY SEWER	2146	6172.03		N-S 7.65	SW 3.85 DRY	

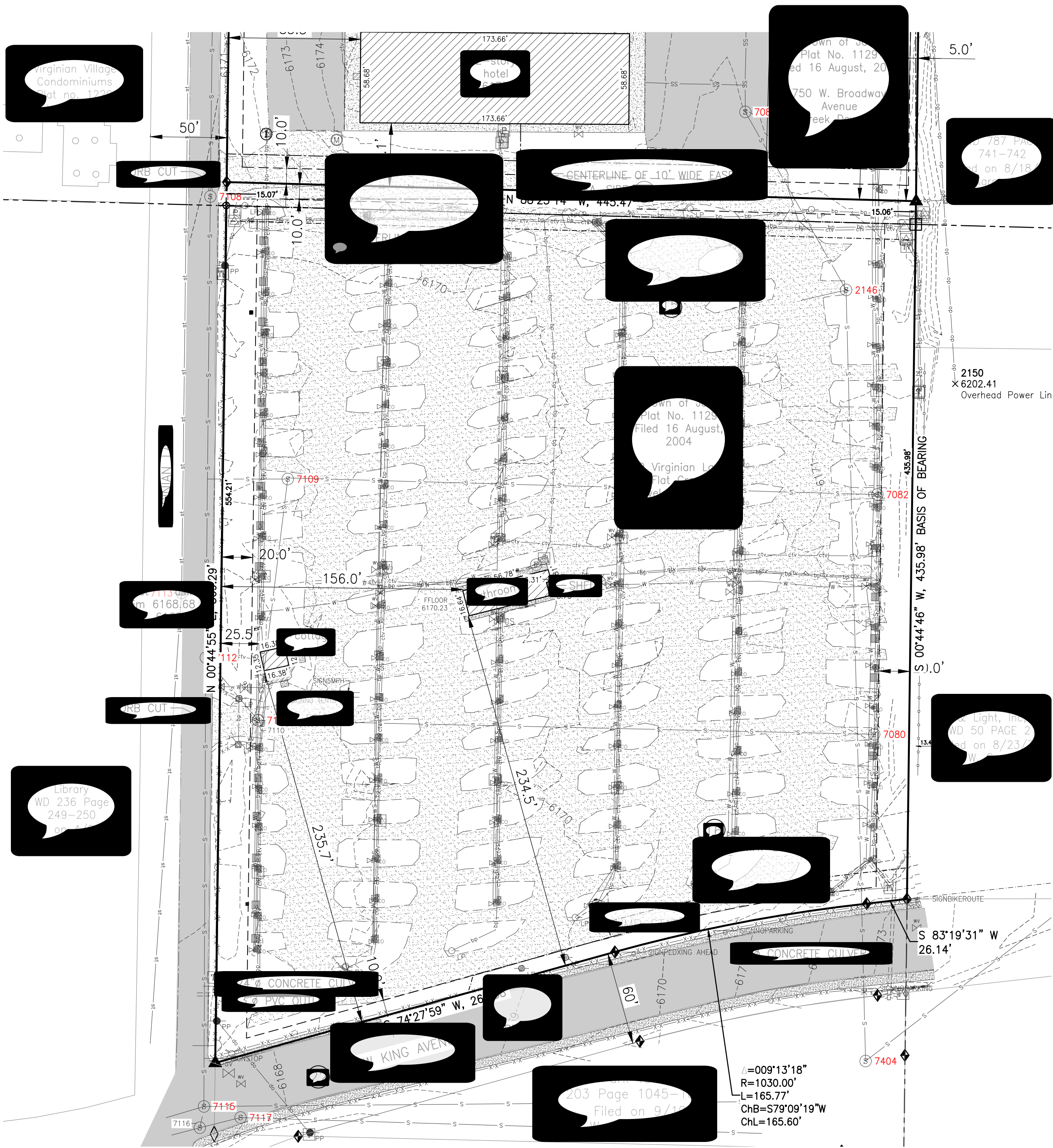
11. Affects property, but not a matter of survey.
12. It is a blanket easement.
13. It is a blanket easement.
14. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Inc., Book 31 of Photo, page 233, recorded on 3-20-19747.
15. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Book 53 of Photo, page 86-87, recorded on 12-08-1976.
16. Affects property, and is depicted hereon, Parcel No. 2 Roadway easement to The Town of Jackson, Book 155 of Photo, page 731-733, recorded on 7-18-1984.
17. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Book 186 of Photo, pages 504, recorded on 2-10-1987.
18. This easement is not on, and does not touch this surveyed property.
19. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Book 223 of Photo, page 1013, recorded on 4-25-1990.
20. Affects property, but not a matter of survey.
21. Affects property, and is depicted hereon, 10 foot wide gas easement to Lower Valley Power & Light, Inc., Book 361, pages 1077-1080, recorded on 9-23-1998.
22. Affects property, and is depicted hereon, easements as shown on Plat No. 1129, filed 8-16-2004.
23. Affects property, and is depicted hereon, 10 foot wide telephone easement to Silver Star Telephone Company, Inc., Book 904, pages 544-545, recorded on 9-14-2015.
24. Affects property, but not a matter of survey.



DRAFT

of the
 Indian Addition to the Town of Jacks
 located within
 1/4 NW1/4, NW1/4 SW1/4, Section
 Township 41 North

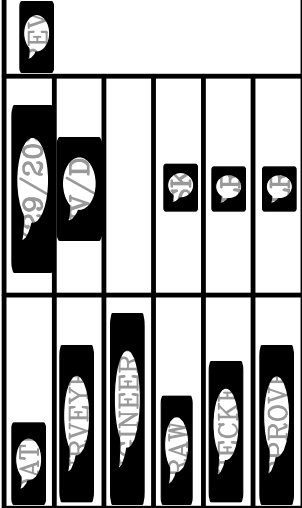
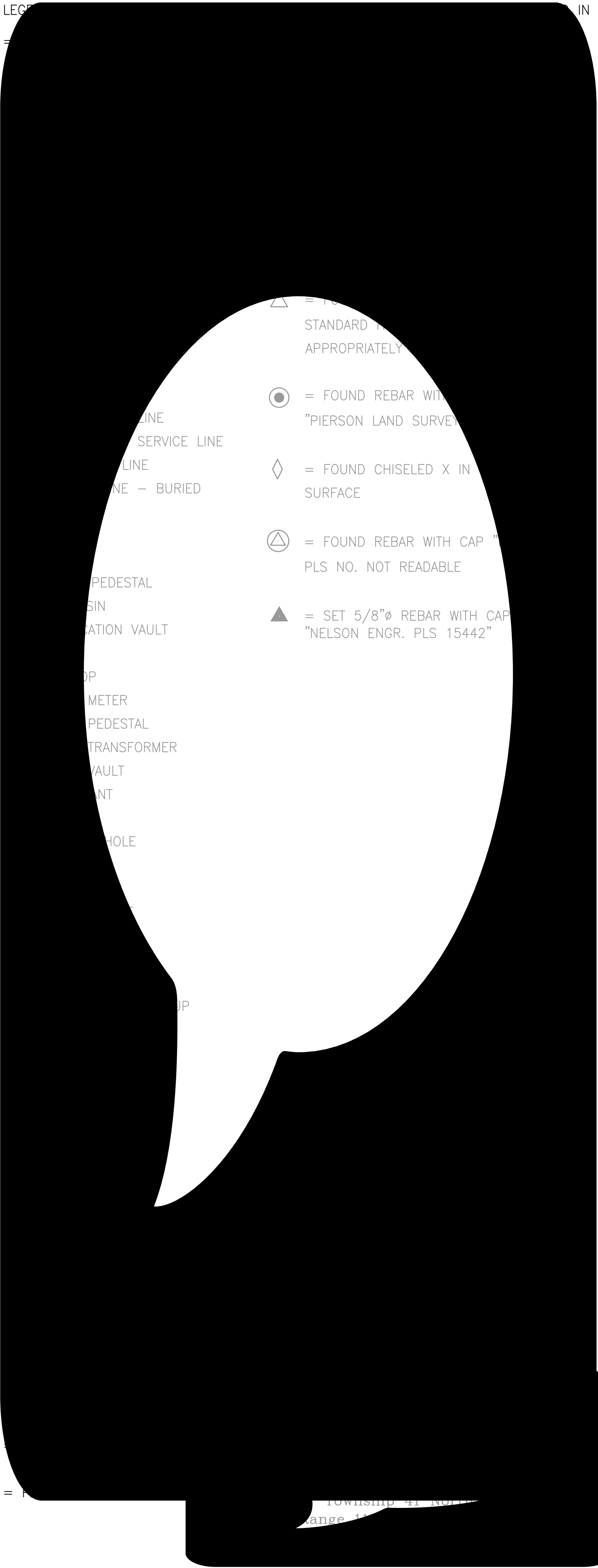
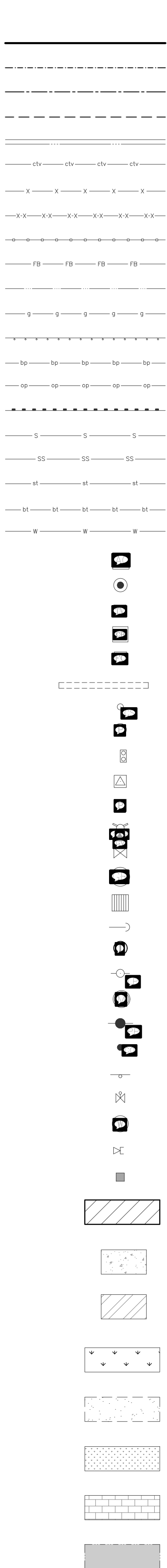
S:\Projects\2020\102-02 09 Virginia Lane & 750 W. Broadway - Alta Survey - D:\on Companies\A\ Drawing\2002\EXISTING.dwg, 0102 ALTA PG 3 - Jun 29 2020 04:52:27 pm PLOTTED BY: karcimer DWG FIRMAT: 230



Setbacks
Front (min) - 30'
Side (min) - 10'
Rear (min) - 5'
Rear (min) - 10'

Setbacks
Front (min) - 20'
Side (min) - 10'
Rear (min) - 1'

Setbacks
Front (min) - 30'
Side (min) - 10'
Rear (min) - 5'
Rear (min) - 10'



**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

