

AGENDA
Planning and Zoning Commission
February 20, 2019 – REGULAR MEETING

5:30 PM

The New Business items have been placed on the agenda in the order they were received. Please note that at 9:00 p.m., the Commission will evaluate the remainder of the agenda to determine if time constraints will permit the full agenda to be heard at this meeting. All items not heard at this meeting will be postponed to the next regularly scheduled PC/BOA meeting of March 6, 2019 or to a special meeting scheduled by the Commission.

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

1. CALL TO ORDER
2. ROLL CALL
3. MATTERS FROM THE PUBLIC
4. APPROVAL OF MINUTES
 - I. December 19, 2018
5. OLD BUSINESS
6. NEW BUSINESS
7. BOARD OF ADJUSTMENT
8. PLANNING COMMISSION
 - I. Item P18-338 & 339: A request for approval of Zoning Map Amendments to change zoning to Public/Semi Public for the properties located at 460 and 660 East Broadway - Continued to 3/20/19
9. MATTERS FROM THE COMMISSION
10. AGENDA FOLLOWUP
11. MATTERS FROM STAFF
12. ADJOURNMENT

**MINUTES
SPECIAL MEETING
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
December 19, 2018**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 12/19/18, in the Town Hall Council Chambers.

ROLL CALL:

☒ Anne Schuler, ☒ David Vandenberg, ☒ Katie Wilson, ☒ Abby Petri, ☒ Chris Beaulieu,
☒ William Gale, ☒ Thomas Smits

STAFF: Paul Anthony, Tyler Valentine, Brendan Conboy

MATTERS FROM THE PUBLIC: N/A

APPROVAL OF MINUTES:

December 5, 2018

A motion was made by: Ann Schuler seconded by: Chris Beaulieu
Motion approved by a 7 to 0 vote

OLD BUSINESS: N/A

PLANNING COMMISSION

1. **ITEM P18-267:** REQUEST FOR APPROVAL TO AMEND THE OFFICIAL ZONING MAP FROM URBAN COMMERCIAL (UC) TO DOWNTOWN CORE (DC) FOR TWO PROPERTIES LOCATED AT 135 & 175 EAST BROADWAY AVENUE.

STAFF PRESENTATION: Paul Anthony

APPLICANT PRESENTATION: Jeff Golightly

PUBLIC COMMENT:

Public comment was provided by: Michael Stern (Teton County Historic Preservation Board); Emily ???; Katherine Wonson (TCHPB); Ryan Nourai (Jackson Hole Conservation Alliance); Matt Faupel; Michael Kudar; and Shane Rothman.

PC DISCUSSION:

The PC discussed the relative advantages and disadvantages of approving the rezoning now or waiting for staff and the Council to have time to develop and consider additional zoning tools for historic preservation in the next year or so. Most members felt that the Town should take the time it needs to address historic preservation, both on the site and town-wide, before the applicant's property should be updated with new zoning. Most members seemed to agree that a denial of the rezone would not guarantee protection of the property but was the right thing to do under all the circumstances. Other members were concerned that this risk was too great to accept and so better to take the proposed restrictions to preserve the Café Genevieve cabin (and other protections for the other two structures) as provided by the applicant.

MOTION:

Based upon the findings for an amendment to the Official Zoning Map as presented by the applicant and by the Commission for Item P18-267 related to 1) consistency with the purposes and organization of the LDRs; 2) improved implementation of the desired future character in the Comprehensive Plan; 3) need to address changing conditions or a public necessity; and 4) consistency with other adopted Town Ordinances, I move to recommend **approval** to the Town Council to change the zoning from Urban Commercial (UC) to Downtown Core (DC) for the properties located at 135 & 175 East Broadway Avenue and legally described as parcels PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 and PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116, subject to this staff report and the departmental reviews attached hereto.

A motion was made by: Katie Wilson seconded by: Anne Schuler
Motion approved by a 5 to 2 (Thomas Smits & David Vandenberg) vote

2. **ITEM P18-274 & 323:** REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT FOR A WIRELESS COMMUNICATIONS FACILITY AND ADMINISTRATIVE ADJUSTMENT TO THE SIDE SETBACK FOR ONE OF THE STEALTHING ELEMENTS AT THE PROPERTY LOCATED AT 1024 GREGORY LANE.

STAFF PRESENTATION: Tyler Valentine

APPLICANT PRESENTATION: Tamara Shively

PUBLIC COMMENT: N/A

PC DISCUSSION:

Question about notification of individuals (yes, property notifications)

- generally a good job at hiding facility, good location
- conflict between stealth vs location

MOTION:

Item A: Based upon the findings as presented in the staff report and as made by the applicant for Item P18-274, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for a Conditional Use Permit and recommend to Town Council approval of a wireless communications facility on the existing building located at 1024 Gregory lane, subject to the department reviews attached hereto and the following condition of approval:

1. The lessee shall maintain the stealth Wireless Communication Facility as often as necessary and at its sole expense to ensure that the stealth elements remain in their approved condition such that they continue to i) blend in with the surrounding nature and architecture, ii) ensure that the presence, purpose and nature of the Facility are not readily apparent to a reasonable observer, and iii) provide stealth benefits in light of the weathering and aging of the stealthing material and the building to which it is attached.
2. The applicant shall provide a landscape replacement plan with associated costs at the time of Building Permit submittal for the plantings that require removal. The recommended location of new plantings should be to the west adjacent to the equipment area.

A motion was made by: Abby Petri seconded by: Anne Schuler
Motion approved by a 7 to 0 vote

Item B: Based upon the findings as presented in the staff report and as made by the applicant for Item P18-323, I move to make findings 1-5 as set forth in Section 8.8.1.C (Administrative Adjustment) of the Land Development Regulations relating to 1) Applicability; 2) Better Supports Purpose of Zone; 3) Compatibility with Future Character; 4) Impact on Public Safety & Health; and 5) Not Subject to Incremental Administrative Adjustments and recommend to Town Council approval of an 8' side (south) setback where 10' is required for a stealth wireless projection on the existing building located at 1024 Gregory Lane, subject to the department review attached hereto.

A motion was made by: Abby Petri seconded by: Anne Schuler

Motion approved by a _7_ to _0_ vote

3. **ITEM P18-301:** REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT FOR A ROOF MOUNTED WIRELESS COMMUNICATIONS FACILITY AT THE ST. JOHNS MEDICAL FACILITY LOCATED AT 555 EAST BROADWAY AVENUE.

STAFF PRESENTATION: Brendan Conboy

APPLICANT PRESENTATION: Tamara Shively

PUBLIC COMMENT: N/A

PC DISCUSSION: N/A

MOTION:

Based upon the findings as presented in the staff report and as made by the applicant for Item P18-301, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals for a Conditional Use Permit and recommend to Town Council approval of a wireless communications facility on the roof above the east entrance to the Professional Office Building located at the St. John's Medical Center at 555 East Broadway, subject to the department reviews attached hereto and the following condition of approval.

1. The lessee shall maintain the stealth Wireless Communication Facility as often as necessary and at its sole expense to ensure that the stealth elements remain in their approved condition such that they continue to i) blend in with the surrounding nature and

architecture, ii) ensure that the presence, purpose and nature of the Facility are not readily apparent to a reasonable observer, and iii) provide stealth benefits in light of the weathering and aging of the stealthing material and the building to which it is attached.

A motion was made by: Thomas Smits seconded by: Chris Beaulieu
Motion approved by a _7_ to _0_ vote

NEW BUSINESS: N/A

MATTERS FROM COMMISSION: N/A

AGENDA FOLLOWUP: N/A

MATTERS FROM STAFF: PC Bylaws

ADJOURN:

A motion was made by: Ann Schuler seconded by: Chris Beaulieu
Motion approved by a _7_ to _0_ vote



TOWN OF JACKSON PLANNING COMMISSION AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 15, 2019
MEETING DATE: FEBRUARY 20, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

SUBJECT: **ITEMS P18-338 & 339:** A REQUEST FOR APPROVAL OF ZONING MAP AMENDMENTS TO CHANGE ZONING TO PUBLIC/SEMI PUBLIC FOR THE PROPERTIES LOCATED AT 460 AND 660 EAST BROADWAY

OWNER: TETON COUNTY HOSPITAL DISTRICT

APPLICANT: BRETT BENNETT, HOYT/CTA ARCHITECTS

REQUESTED ACTION

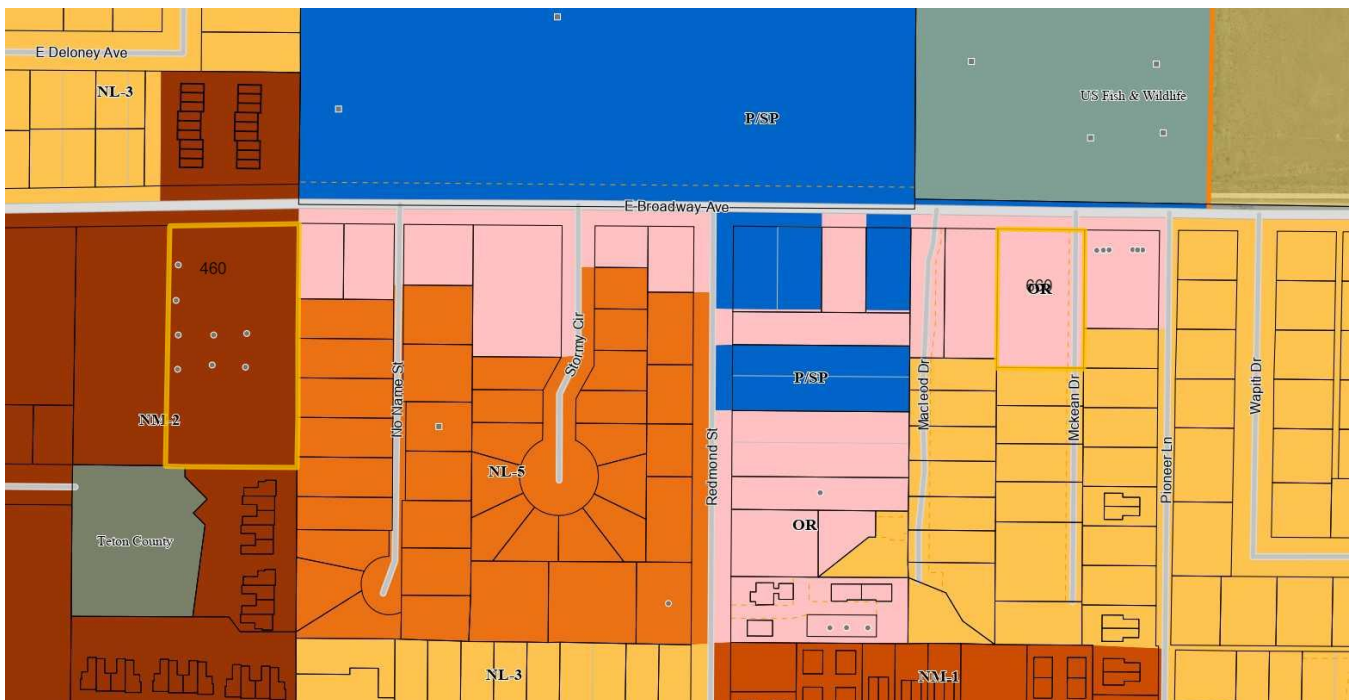
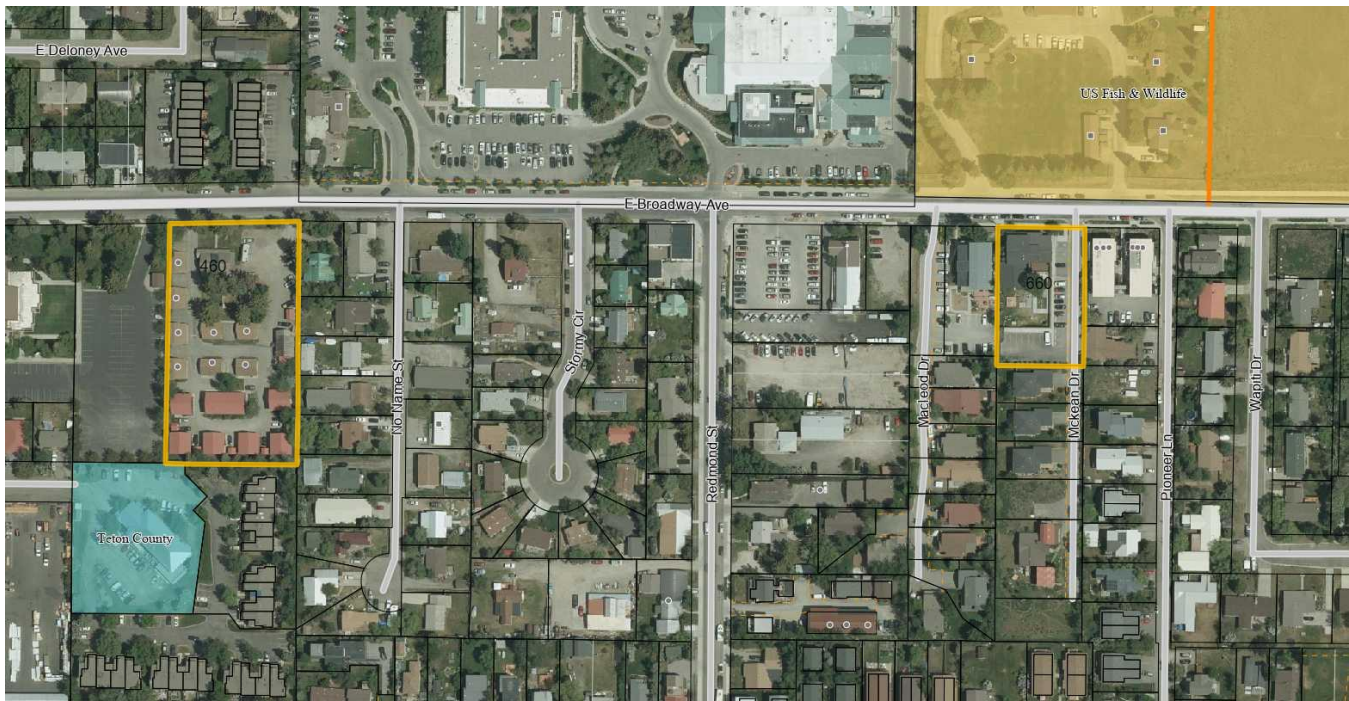
The applicant is requesting approval for Zoning Map Amendments to change zoning to Public/Semi Public for the properties located at 460 and 660 East Broadway Avenue.

APPLICABLE REGULATIONS

Section 8.7.2 Zoning Map Amendment

LOCATION

The properties are located at 460 and 660 East Broadway Avenue, legally known as, Lot B and PT. W 1/2 LOT 5, BLK. 1 REDMOND-1 TRACT A. An aerial photo and zoning map are shown below:



BACKGROUND

Existing Site Characteristics:

460 East Broadway Avenue

The subject property is currently zoned Neighborhood Medium Density-2 (NM-2) and is occupied by the Hitching Post Lodging and Residential facility owned and operated by St. John's Medical Center. The existing site contains both non-conforming structures and non-conforming uses specifically including short term rentals outside of the Town Lodging Overlay.

660 East Broadway Avenue

The subject property is currently zoned Office Residential (OR) and is occupied by the St. John's Medical Center, Day Care. On June 2, 2014, the Town Council approved a Conditional Use Permit to allow a Day Care Center and an associated Final (Intermediate) Development Plan on the property.

Project Description:

The applicant is requesting approval of Zoning Map Amendments to rezone the two properties to Public/Semi-Public (P/SP) consistent with all other St. John's properties in the vicinity. There are no requests for additional physical development or uses being proposed at this time.

STAFF ANALYSIS

Division 4.2 Civic Zones of the Land Development Regulation's states that the purpose of these zones is to:

Civic zones accommodate public and semi-public uses that are necessary to the community and require flexibility from the standards of the complete neighborhood and rural area zones.

More specifically, Section 4.2.1. Public/Semi-Public - Town of the LDRs states the following as the intent of the P/SP zone:

A. Intent

The purpose of the Public/Semi Public - Town (P/SP-ToJ) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-ToJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district. It is not the intent of these LDRs that property in the P/SP-ToJ zone retain that designation after the property is divested by the public entity. At the time P/SP-ToJ designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

Staff finds that the current ownership and existing uses of the subject properties by the St. John's Medical Facility are consistent with the purpose and intent as stated above.

As described in the applicant's submission, the purpose of the proposed rezone requests is to allow the expansion and/or incorporation of the existing and future uses into the St. John's Medical Center campus. The purpose of the P/SP zoning district specifically states that the use of this zoning district is appropriate for hospital facilities.

Staff notes that the Public\Semi Public zoning district has no specific dimensional limitations placed on projects in regard to Floor Area Ratio (FAR) and Landscape Surface Ratio (LSR), however the remainder of the LDRs do apply for issues such as parking, lighting, landscaping, etc. The P/SP zoning district instead requires all allowed uses to complete a Conditional Use Permit review by the Town to ensure all proposals

are in keeping with the Jackson/Teton County Comprehensive Plan and are compatible with surrounding land uses.

Staff Findings

Zoning Map Amendments. The findings for Zoning Map Amendments found in Section 8.7.2.C must be made:

1. *The proposed project is consistent with the purposes and organization of the LDRs.*

Complies. Staff finds the proposed project to be consistent with the purpose and intent of the LDRs, specifically the P/SP zoning district. The purpose of the P/SP zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.

2. *The proposed project improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

The proposed development is located within the Comprehensive Plan, District 2 - Town Commercial Core, Subarea 2.6 Mixed Use Office and Residential which states:

2.6: Mixed Use Office and Residential

This TRANSITIONAL Subarea is envisioned to be a pedestrian-oriented mixed use area comprised of mixed use office or multifamily residential structures. The subarea currently contains a variety of single family residential, multifamily residential, office and institutional uses such as St. John's Hospital, the National Elk Refuge Headquarters and Town and County administrative facilities. The future development pattern should locate buildings toward the street predominantly two stories in height. Parking should be minimized and screened from the view of the public right of way. Office, residential and local convenience commercial should be located on the first level with residential above and behind. Some limited local convenience commercial is desirable to serve the surrounding residential areas with the goal of reducing trips outside the neighborhood. The existing institutional uses shall remain as anchors to the local economy that provide many jobs and services to the community. The bulk, scale and intensity of the St. John's campus has always been and will continue to be of a higher intensity than the surrounding mixed use and residential neighborhoods. Particular care and attention will be necessary to ensure a successful integration between this mixed use subarea and the adjacent Core Residential (Subarea 3.2). Particular attention will need to be given to the location of buildings, parking, types of uses, and intensity of uses to ensure a successful transition.

Complies. Staff finds that the application is consistent with the described vision for Subarea 2.6. The proposed rezone and ownership by St. John's is consistent with the intent and vision for the area with St. John's specifically identified as a critical component.

In addition, Staff finds that the application should be reviewed for consistency specifically with the policy objectives of District 2 - Town Commercial Core as follows

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Complies. The existing Hitching Post property supports a variety of housing types.

Policy 4.1.d: Maintain Jackson as the economic center of the region

Complies. St. John's provides opportunities for Teton County residents to attain local health care options and is one of the largest employers in the community.

4.2.d: Create a Downtown Retail Shopping District

Complies. Not Applicable.

4.2.f: Maintain lodging as a key component in the downtown 4.4.b: Enhance Jackson gateways

Complies. Not Applicable.

4.4.b: Enhance Jackson gateways

Complies. Not Applicable.

4.4.d: Enhance natural features in the built environment

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Not Applicable.

Policy 6.2.b: Support businesses located in the community because of our lifestyle

Complies. Not Applicable.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. Not Applicable.

Policy 7.1.c: Increase the capacity for use of alternative transportation modes

Complies. The St. John's campus provides a unique opportunity to incorporate alternative transportation modes throughout the campus because it constitutes an employment hub and activity center large enough to support START ridership and other alternative modes of travel.

3. *The proposed project is necessary to address changing conditions or a public necessity.*

Complies. Staff finds that the proposed project is necessary to address the institutional and facility needs of St. John's.

4. *The proposed project is consistent with other adopted Town Ordinances.*

Complies. Staff finds that the proposed project is consistent with all other Town Ordinances.

ATTACHMENTS

Department Reviews
Applicant Submittal

STAKEHOLDER ANALYSIS

The entire community are stakeholders in this application, specifically including local neighbors, patients, and employees of the facility.

PUBLIC COMMENT

None.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

There will be no significant impact to staff resources if the proposed project is approved.

LEGAL REVIEW

Complete.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Director recommends **approval** of Zoning Map Amendments (P18-338 & 339) to change zoning to Public/Semi Public for the properties located at 460 and 660 East Broadway Avenue, subject to the department reviews attached hereto.

SUGGESTED MOTIONS

Item A: Based upon the findings for a Zoning Map Amendment as presented in the staff report for P18-338 and by the applicant related to 1) The proposed project is consistent with the purposes and organization of the LDRs.; 2) Consistency with the Comprehensive Plan; 3) Public necessity; 4) Consistency with other adopted Town Ordinances I move to recommend approval to the Town Council approval of a Zoning Map Amendment for the property located at 460 East Broadway Avenue from Neighborhood Medium Density-2 (NM-2) to Public-Semi-Public (P/SP-ToJ), subject to the department reviews attached hereto.

Item B: Based upon the findings for a Zoning Map Amendment as presented in the staff report for P18-048 and by the applicant related to 1) The proposed project is consistent with the purposes and organization of the LDRs.; 2) Consistency with the Comprehensive Plan; 3) Public necessity; 4) Consistency with other adopted

Town Ordinances I move to recommend approval to the Town Council approval of a Zoning Map Amendment for the property located at 660 East Broadway Avenue from Office Residential (OR) to Public-Semi-Public (P/SP-ToJ), subject to the department reviews attached hereto.

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P18-338	Applied	11/28/2018	STOL
Project Name	Zoning Map Amend - St. Johns	Approved		
Type	ZONING MAP AMENDMENT	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		

Applicant	Hoyt/CTA Architects Engineers	Owner	TETON COUNTY HOSPITAL DISTRICT
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Site Address	City	State	Zip
460 E BROADWAY AVENUE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	22411634200001	

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					
Legal	APPROVED	11/30/2018	12/21/2018	12/7/2018	
A Cohen-Davis					

Planning	11/30/2018	12/21/2018	
Tyler Sinclair			

Public Works	APPROVED W/CONDITI	11/30/2018	12/21/2018	12/27/2018	see notes
Brian Lenz					

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
(12/27/2018 5:43 PM RR)					
Plan Review Comments - SUFFICIENT					

Zoning Map Amendment
Sandra Murphy (Teton County Hospital District)
P18-338 - 460 East Broadway Avenue
P18-339 - 660 East Broadway Avenue

December 27, 2018
Rachel Rhodes, 307-733-3079

*Please be advised that the following comments are being provided for use in preparation of future Development Plan submittals and are required for sufficiency.

In addition to the required Town of Jackson submittal requirements, The Engineering Department would like to encourage applicants to submit plans, documents, etc in electronic PDF format in addition to the standard paper submittal(s). Please submit these materials through Tiffany Stolte of the Planning Department (tstolte@jacksonwy.gov).

A demolition permit shall be required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project, or as appropriate for a private water system.

Please be advised that infrastructure improvements necessary to meet the capacity demands and requirements for proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property.

Information concerning the additional wastewater flows to be delivered to the Town's system shall be required. In addition this information shall include a review of downstream impacts created from the additional flows being delivered.

A preliminary irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with the LDR's.

A preliminary stormwater management plan for the site shall be provided on the plans consistent with the LDR's.

A complete grading and erosion control plan shall be provided on the plans consistent with the LDR's.

Site contours (existing and proposed) shall be provided on the plans beyond all property boundaries per the LDR's to ensure the development's integration into the surrounding public and private property.

A parking and access plan per the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review.

A traffic analysis for the development's impact on adjacent roadways per the LDR's shall be required.

A pedestrian corridor plan shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance. If awnings or canopies are proposed within the right-of-way, dimensional and drainage information shall be included on the plans.

All work to be completed within the Town's right-of-way shall be specifically addressed.

All onsite power shall be shown as underground and location(s) of transformers indicated.

Snow storage areas for the site shall be indicated on the plans.

For Office Use Only

Fees Paid _____

Check # _____

Credit Card _____

Cash _____

Application #s _____

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Owner _____ Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____ Basic Use

_____ Conditional Use

_____ Special Use

Physical Development

_____ Sketch Plan

_____ Development Plan

Interpretations

_____ Formal Interpretation

_____ Zoning Compliance Verification

Relief from the LDRs

_____ Administrative Adjustment

_____ Variance

_____ Beneficial Use Determination

_____ Appeal of an Admin. Decision

Development Option/Subdivision

_____ Development Option Plan

_____ Subdivision Plat

_____ Boundary Adjustment (replat)

_____ Boundary Adjustment (no plat)

Amendments to the LDRs

_____ LDR Text Amendment

_____ Zoning Map Amendment

_____ Planned Unit Development

_____ Other: _____

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.*

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

_____ **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

Note: *Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.*

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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



Date: November 26, 2018

Hoyt/CTA Architects
PO Box 7364
Jackson, WY 83002
Contact: Brett Bennett 307.733.9955 (brettbennett@ctagroup.com)

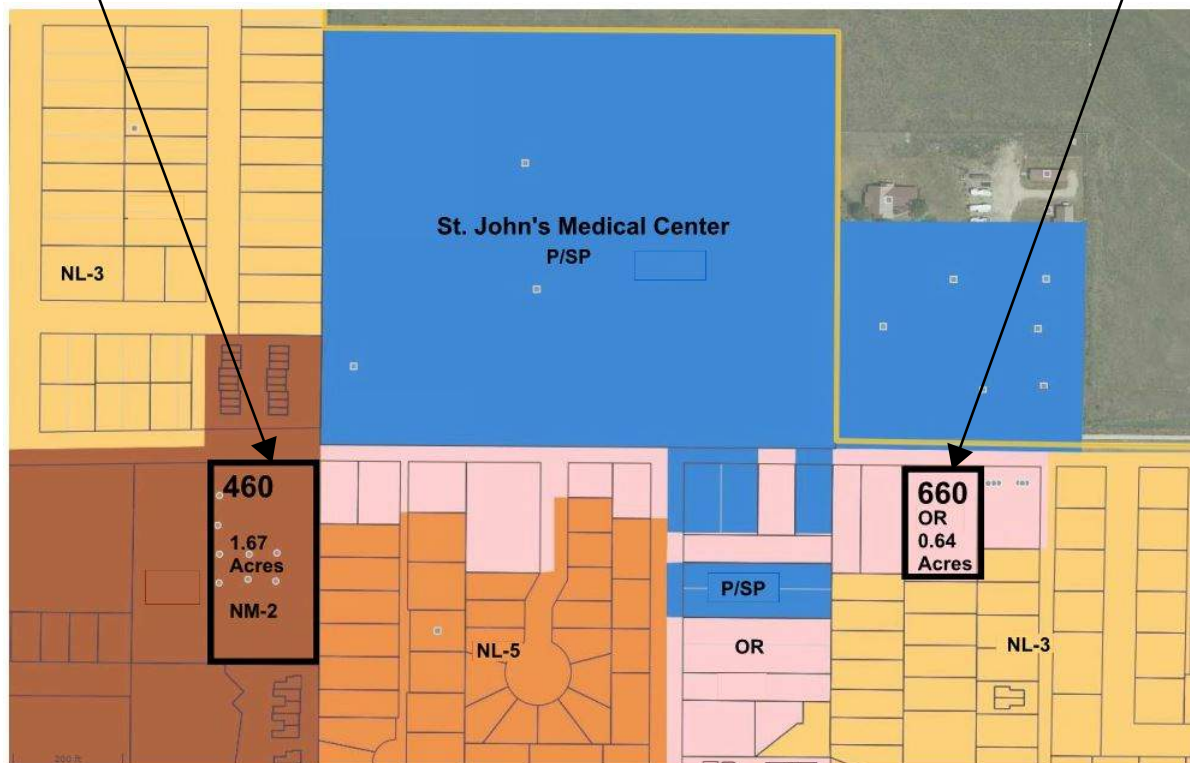
ZONING MAP AMENDMENT: NARRATIVE

Hitching Post Lodge and St. John's Medical Center Child Care Facility
460 East Broadway/22-41-16-34-2-00-001 and 660 East Broadway/22-41-16-34-1-10-001

1. Existing Zoning

St. John's Hitching Post Lodge 460 East Broadway: Zoned NM-2 (Neighborhood Medium Density-2)

St. John's Child Care Facility 660 East Broadway: Zoned OR (Office Residential)

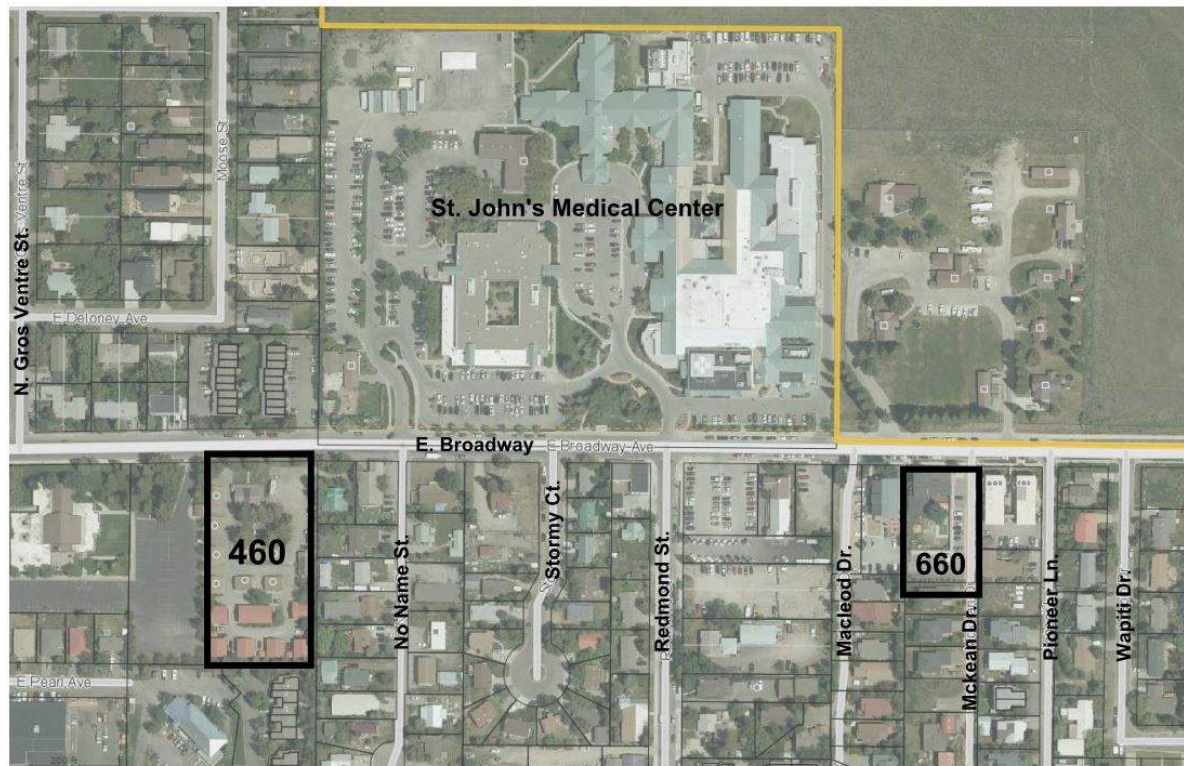


Zoning Overlay / Scale: NTS

Property Locations Labeled as "460" and "660"



2. Vicinity Map



Vicinity Map / Scale NTS
Property Locations Labeled as "460" and "660"



3. Project Narrative

Teton County Hospital District dba St. John's Medical Center (SJMC) is requesting a zoning map amendment for the property located at 460 East Broadway Avenue, Lot B, parcel 22-41-16-34-2-00-001 as well as 660 East Broadway Avenue, Pt. W ½ Lot 5, Blk. 1 Redmond-1 Tract A, parcel 22-41-16-34-1-10-001. Currently 460 E. Broadway Ave, the location of SJMC's Lodging Department and the Hitching Post Lodge, is zoned NM-2. 660 E. Broadway Ave, the location of the SJMC Child Care Center, is zoned OR. St. John's Medical Center would like to request a change of zoning to P/SP for both properties in order to bring SJMC owned properties into the same zoning designation in alignment with adjacent SJMC properties.

St. John's Hitching Post Lodge 460 East Broadway

The Hitching Post Lodge was originally constructed in 1925 and was purchased by Teton County Hospital District dba St. John's Medical Center in 2001. The existing Hitching Post structures serve several unique purposes for St. John's. One half of the Lodge is used for patient and patient family short term lodging. These cabins are rented to out of town guests and/or their family members, who have procedures or appointments at SJMC or with SJMC related practitioners at a low, tax exempt, nightly rate. These guests are permitted to rent the Hitching Post cabins only while they are undergoing treatment or attending appointments. The other half of the Lodge is used to

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St. John's Medical Center will likely be examining a remodel of the Hitching Post Lodge to update the aging cabins. Due to the lodging component, this is not an option under the current zoning. The Hitching Post was built in 1925 and many of the structures are reaching the end of their useful life. Complete replacement of these cabins will be necessary in the next 5 years.

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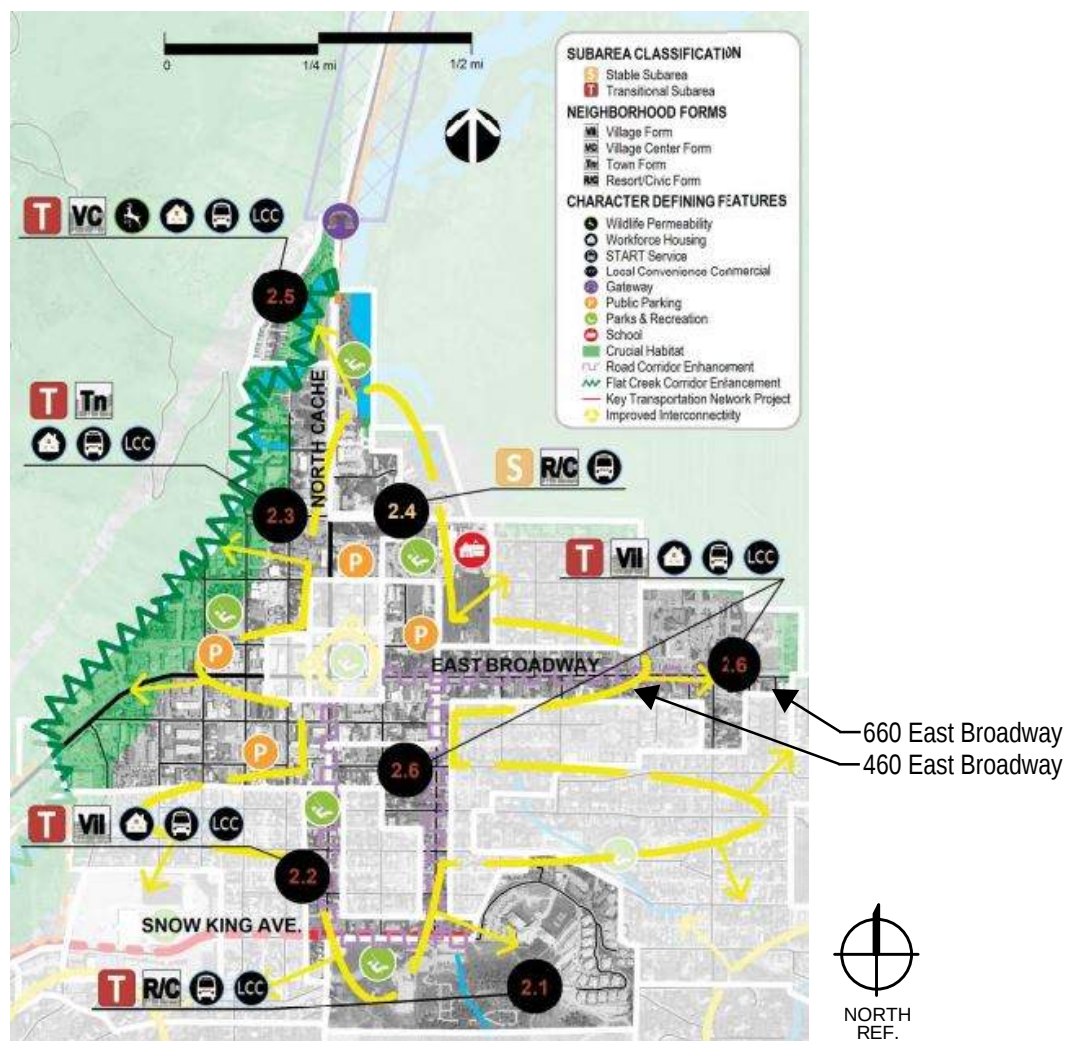
Yes, per LDR 4.2.1, land in the P/SP-ToJ zone and/or facilities operated therein may be under control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.

- 2) Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan;

Yes, meeting the unique functional needs of Teton County Hospital district supports high quality desirable Complete Neighborhoods. Both zoning amendments purposed are within walking distance of the St. John's Hospital campus and are within areas of existing infrastructure and public transportation nodes. Complete neighborhoods include childcare within walking distance of residences and connection by complete streets that are safe for all modes of travel. Neither property encroaches on existing open space and both support community wellness. The hitching post will remain permeable to wildlife with both existing and future cabin concepts. This proposal is a long term coordinated planning effort to benefit Jackson's Quality of Life and the goals of the Comprehensive Plan.

Comprehensive Plan Districts:

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- 3) Is necessary to address changing conditions or a public necessity; and

On call staff members must be able to report for duty at the hospital within a specific response time. Many locations within Teton County and surrounding communities are more than 15 minutes away making dependable and predictable accommodations at the Hitching Post a public necessity. Childcare is also required to support many SJMC employees including those with irregular hours.

- 4) Is consistent with other adopted Town Ordinances.

Although the proposed P/SP zoning is exempt from affordable workforce housing units, the Hitching Post currently meets and will continue to meet a predictable affordable workforce housing need for St. John's Hospital.

Since many existing structures at the Hitching Post are reaching the end of their useful life, any future construction will be required to meet Municipal Code, Title 15 – Building and Construction thus improving the health, safety, and welfare of guests and employees.

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To open the meeting, Dr. Paul Beaupre SJMC CEO, presented the proposal for both properties and outlined how SJMC depends on each use. He then noted that there are not any proposed development plans for the existing childcare facility. In regards to the Hitching Post, Dr. Beaupre discussed the need for updating the existing cabins as they have reached the end of their useful life. A question and answer session then developed to address concerns. The two main concerns related to views and future development. It was then explained that the Hitching Post would remain under its current use for SJMC, however, replacing aged cabins will be required within the next 5 years. It was then explained that if these properties were zoned P/SP, a conditional use permit (CUP) would be required for any future development. The meeting then concluded after the question and answer session. Below are images of the posted notices and a copy of the mailed notice was provided to the Town of Jackson Planning department.

Zoning Map Amendment: Narrative
Hitching Post Lodge and St. John's Medical Center Child Care Facility
November 26, 2018
Page 6



Above: 460 and 660 E. Broadway Posted Notices / Below: Neighborhood Meeting Sign In Sheet



PIONEERING ENVIRONMENTS

Date November 5th, 2018
5:30pm

NEIGHBORHOOD MEETING
460 AND 660 EAST BROADWAY
Hitching Post Lodge and St. John's Medical Center Day Care Facility

TETON COUNTY HOSPITAL DISTRICT SIGN IN SHEET

	NAME	MAILING ADDRESS	EMAIL	PHONE NUMBER
	BRETT BENNETT	PO Box 7364 JACKSON, WY 83002	brettbennett@ctagroup.com	307.733.3955
S*	KARI COOPER	516 E. PEARL AVE JACKSON WY 83001	Kari.C.Cooper@gmail.com	307-690-0397
S*	Nancy Guthrie	Box 12105 JYSA WY 83002	nguthrie@wyoming.com	307-690-0397
	SANDRA MURPHY	PO Box 4597 JACKSON, WY 83001	smurphy@tetonhospital.org	413-2078
	Jim Johnston	PO Box 3258 JACKSON WY 83001	jjohnston@tetonhospital.org	307-413-5585
N*	SUSAN SCARLATA	PO Box 1327 Jackson, WY 83001	susanскарлата@gmail.com	415-602-6824
	PAUL BEAUPRE	PO Box 325 JACKSON, WY 83001	PBeaupre@tetonhospital.org	307.733.3636
	MAT FAUEL	Box 10736 83002	MAT FAUEL@JHREA.COM	690 0204
	CYNTHIA HOGAN	info@tetonhospital.org		307.733.3636

LETTER OF AUTHORIZATION

TETON COUNTY HOSPITAL DISTRICT, "Owner" whose address is: _____

PO BOX 428, JACKSON, WYOMING 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

TETON COUNTY HOSPITAL DISTRICT, as the owner of property

more specifically legally described as: Section: 34 Township: T41N

Range: R116W Parcel: 22-41-16-27-4-00-003

(If too lengthy, attach description)

HEREBY AUTHORIZES HOYT CTA ARCHITECTS: ENGINEERS as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: CEO / COO

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

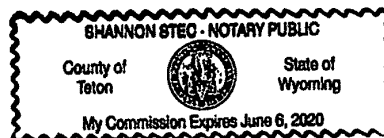
STATE OF Wyoming)
COUNTY OF Teton)SS.

The foregoing instrument was acknowledged before me by John Kren this 1 day of June, 20017.

WITNESS my hand and official seal.

[Signature]
(Notary Public)
My commission expires: 6/6/2020

(Seal)



For Office Use Only

Fees Paid _____

Check # _____

Credit Card _____

Cash _____

Application #s _____

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Owner _____ Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; see Fee Schedule for applicable fees.*

Use Permit

_____ Basic Use

_____ Conditional Use

_____ Special Use

Physical Development

_____ Sketch Plan

_____ Development Plan

Interpretations

_____ Formal Interpretation

_____ Zoning Compliance Verification

Relief from the LDRs

_____ Administrative Adjustment

_____ Variance

_____ Beneficial Use Determination

_____ Appeal of an Admin. Decision

Development Option/Subdivision

_____ Development Option Plan

_____ Subdivision Plat

_____ Boundary Adjustment (replat)

_____ Boundary Adjustment (no plat)

Amendments to the LDRs

_____ LDR Text Amendment

_____ Zoning Map Amendment

_____ Planned Unit Development

_____ Other: _____

PRE-SUBMITTAL STEPS. *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.***

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.*

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

_____ **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

Note: *Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.*

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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



Date: November 26, 2018

Hoyt/CTA Architects
PO Box 7364
Jackson, WY 83002
Contact: Brett Bennett 307.733.9955 (brettbennett@ctagroup.com)

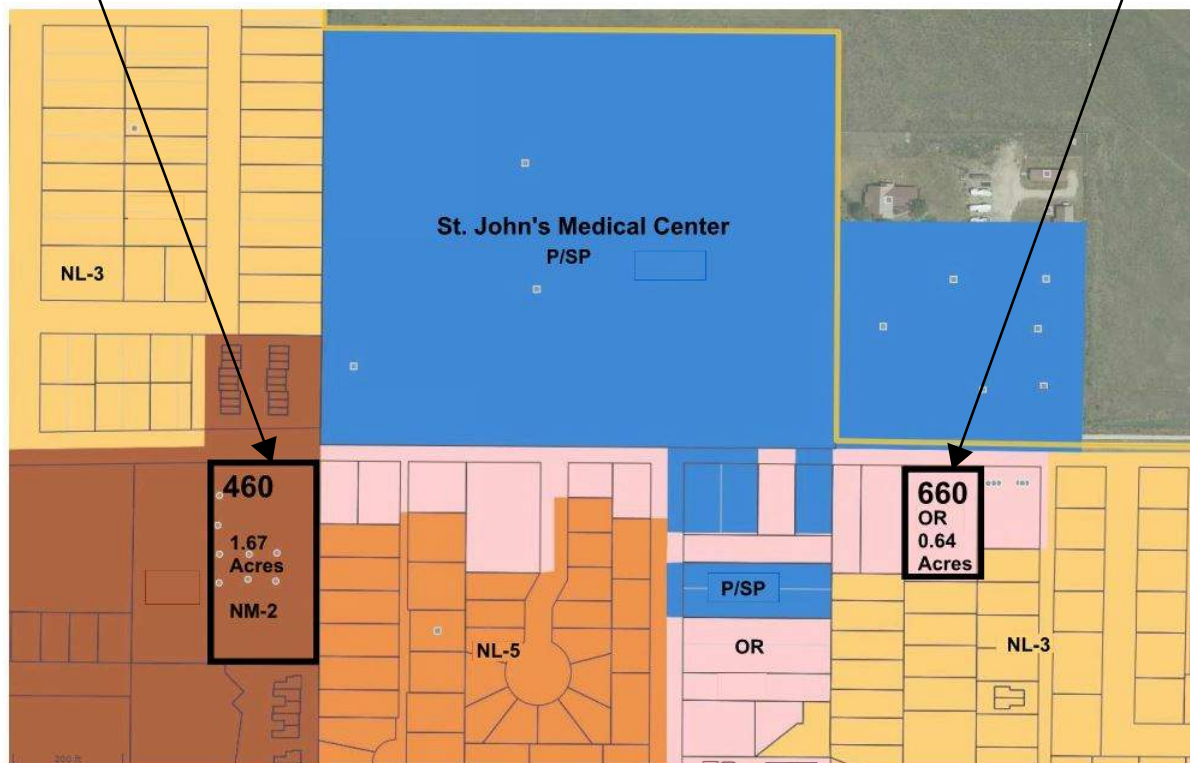
ZONING MAP AMENDMENT: NARRATIVE

Hitching Post Lodge and St. John's Medical Center Child Care Facility
460 East Broadway/22-41-16-34-2-00-001 and 660 East Broadway/22-41-16-34-1-10-001

1. Existing Zoning

St. John's Hitching Post Lodge 460 East Broadway: Zoned NM-2 (Neighborhood Medium Density-2)

St. John's Child Care Facility 660 East Broadway: Zoned OR (Office Residential)

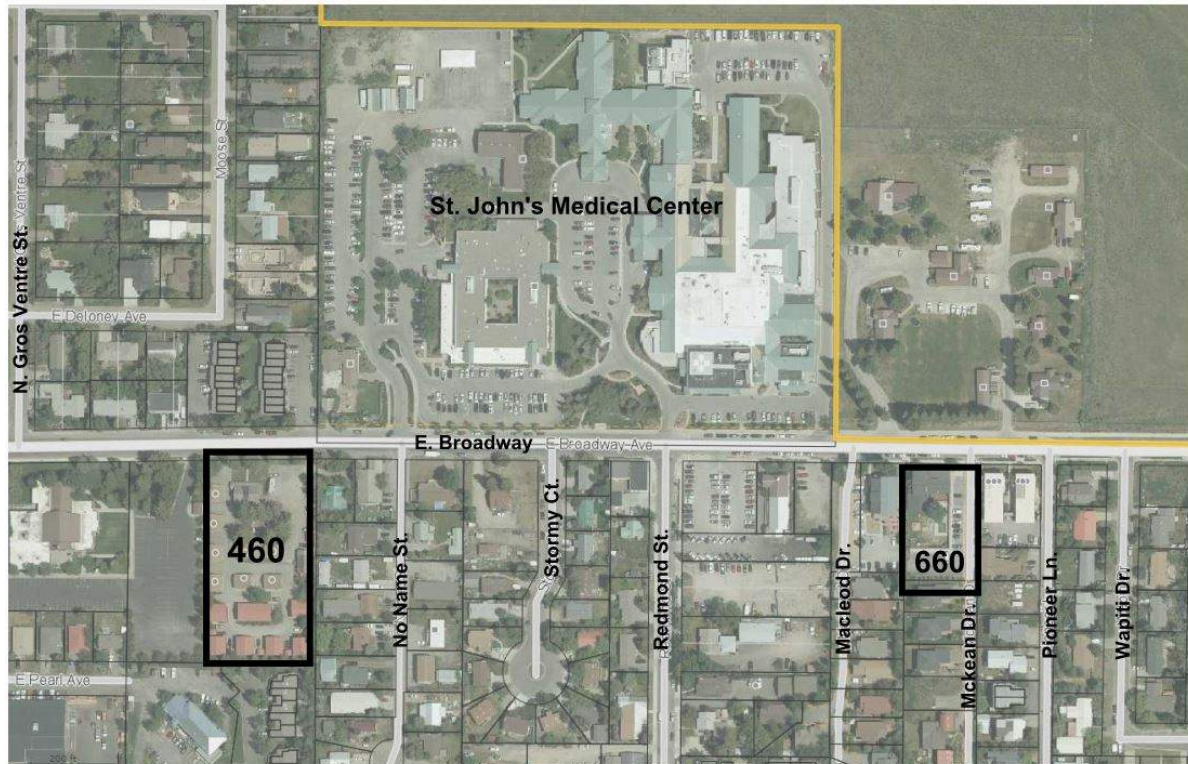


Zoning Overlay / Scale: NTS

Property Locations Labeled as "460" and "660"



2. Vicinity Map



Vicinity Map / Scale NTS
Property Locations Labeled as "460" and "660"



3. Project Narrative

Teton County Hospital District dba St. John's Medical Center (SJMC) is requesting a zoning map amendment for the property located at 460 East Broadway Avenue, Lot B, parcel 22-41-16-34-2-00-001 as well as 660 East Broadway Avenue, Pt. W ½ Lot 5, Blk. 1 Redmond-1 Tract A, parcel 22-41-16-34-1-10-001. Currently 460 E. Broadway Ave, the location of SJMC's Lodging Department and the Hitching Post Lodge, is zoned NM-2. 660 E. Broadway Ave, the location of the SJMC Child Care Center, is zoned OR. St. John's Medical Center would like to request a change of zoning to P/SP for both properties in order to bring SJMC owned properties into the same zoning designation in alignment with adjacent SJMC properties.

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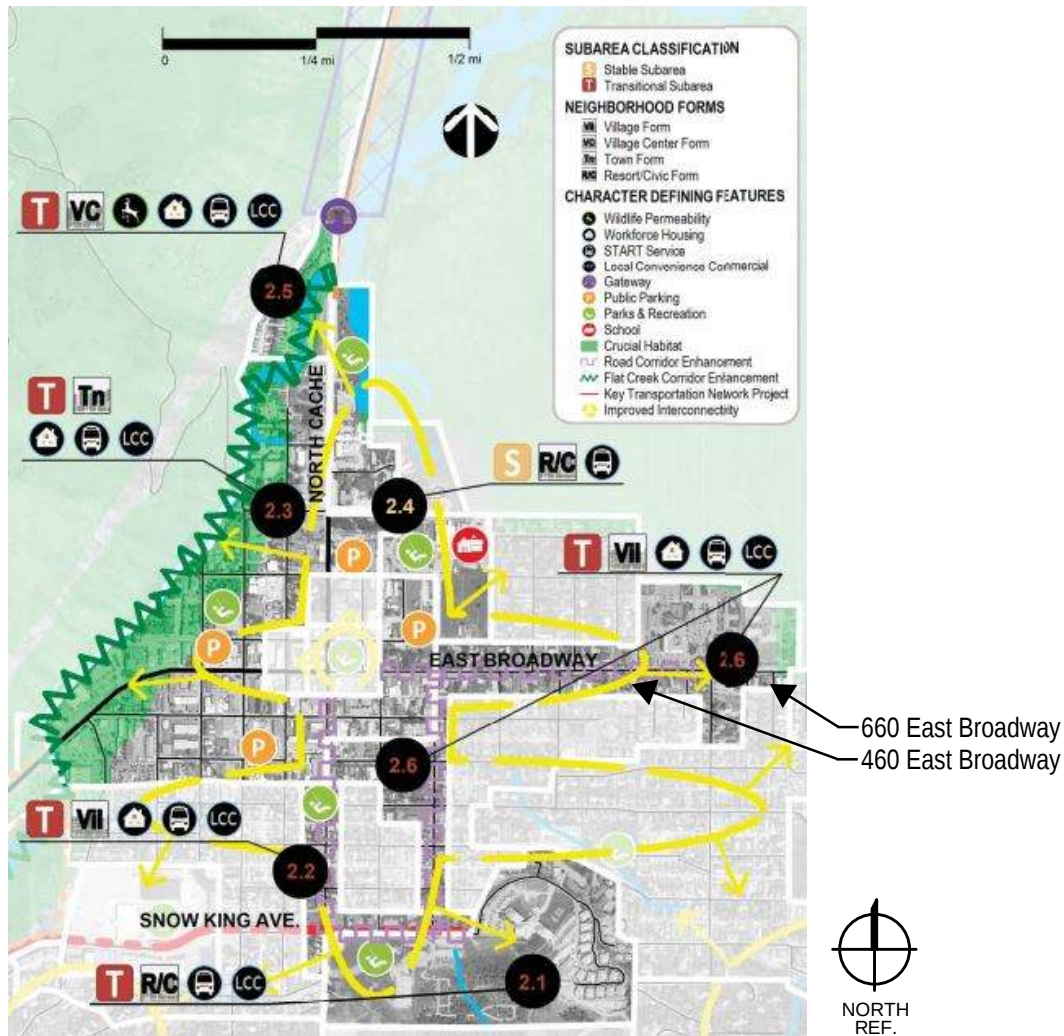
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Hitching Post Lodge and St. John's Medical Center Child Care Facility
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Above: 460 and 660 E. Broadway Posted Notices / Below: Neighborhood Meeting Sign In Sheet



PIONEERING ENVIRONMENTS

Date November 5th, 2018
5:30pm

NEIGHBORHOOD MEETING
460 AND 660 EAST BROADWAY
Hitching Post Lodge and St. John's Medical Center Day Care Facility

TETON COUNTY HOSPITAL DISTRICT SIGN IN SHEET

	NAME	MAILING ADDRESS	EMAIL	PHONE NUMBER
	BRETT BENNETT	PO Box 7364 JACKSON, WY 83002	brettbennett@ctagroup.com	307.733.3955
S*	KARI COOPER	516 E. PEARL AVE JACKSON WY 83001	kari.c.cooper@gmail.com	307-690-0397
S*	Nancy Guthrie	Box 12105 JYSA WY 83002	nguthrie@wyoming.com	307-690-1623
	SANDRA MURPHY	PO Box 4597 JACKSON, WY 83001	smurphy@tetonhospital.org	413-2078
	Jim Johnston	PO Box 3258 JACKSON WY 83001	jjohnston@tetonhospital.org	307-413-5585
N*	SUSAN SCARLATA	PO Box 1327 Jackson, WY 83001	susanскарлата@gmail.com	415-602-6824
	PAUL BEAUPRE	PO Box 325 JACKSON, WY 83001	pbeaupre@tetonhospital.org	307.733.3636
	MAT FAUEL	Box 10736 83002	MAT FAUEL@JHREA.COM	690 0204
	CYNTHIA HOGAN	info@tetonhospital.org		307.733.3636

LETTER OF AUTHORIZATION

TETON COUNTY HOSPITAL DISTRICT, "Owner" whose address is: _____

PO BOX 428, JACKSON, WYOMING 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

TETON COUNTY HOSPITAL DISTRICT, as the owner of property

more specifically legally described as: Section: 34 Township: T41N

Range: R116W Parcel: 22-41-16-27-4-00-003

(If too lengthy, attach description)

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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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: CEO / COO

(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 John Kren this 1 day of June, 20017.

WITNESS my hand and official seal.

[Signature]
(Notary Public)
My commission expires: 6/6/2020

(Seal)

