

## AGENDA

### Planning and Zoning Commission

January 5, 2022 – 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 January 19, 2022 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. NEW PUBLIC COMMENT OPTIONS
  - I. Link to ZOOM Meeting:  
<https://us02web.zoom.us/j/82640871490?pwd=bzh4K2lBUmtHWWV6WjlLWVE1NnZpUT09>
2. CALL TO ORDER
3. ROLL CALL
4. MATTERS FROM THE PUBLIC
5. APPROVAL OF MINUTES
  - I. December 1, 2021
6. OLD BUSINESS
7. NEW BUSINESS
  - I. **P21-290:** Development Plan - 445 E. Kelly Avenue
  - II. **P21-320 - Continued:** LDR Text Amendment Rural Zone Minimum Lot Size Change has been continued to the January 19, 2022 Planning and Zoning Commission Meeting.
8. BOARD OF ADJUSTMENT
9. PLANNING COMMISSION
10. MATTERS FROM THE COMMISSION
11. AGENDA FOLLOWUP
12. MATTERS FROM STAFF
13. ADJOURNMENT

Due to recommended social distancing practices the public is encouraged to view meetings online and participate remotely. Planning Commissioners, presenters, and staff members will not be physically present at the meeting and will all be participating remotely.

**Your options for watching or participating in public meetings:**

To just watch a meeting live: [www.jacksonwy.gov/live](http://www.jacksonwy.gov/live) (town's website)

**3 Ways to Make Public Comment**, either on items that are on the agenda or not on the agenda

1. Public comment can be sent anytime via email to [planningcommission@jacksonwy.gov](mailto:planningcommission@jacksonwy.gov). These emails get sent to each Planning Commissioner and are placed in the public record.
2. Public comment can be made virtually through a Zoom platform in real-time.
  - a. In brief, those wishing to make verbal public comment may do so by joining the meeting via Zoom and using the 'hand raise' feature.
  - b. Instructions are below for using the Zoom platform.

Instructions to join a meeting via Zoom:

This option is intended for those who wish to participate in a meeting as the applicant or a member of the community making public comment.

1. Pull-up the meeting agenda. The Zoom link is provided on the agenda and is shown as the first item.
  2. Click the link or copy the URL to your browser. The Zoom password is "toj"
    - a. Remember, Zoom links will change for each meeting and will be found on the agenda.
      - i. Find meeting agendas here: <http://townofjackson.com/491/Agendas-Minutes>
    - b. Type in your first and last name and your email address as prompted. The password is 232522 Those who do not provide a valid name will not be recognized and will not have the ability to speak in the meeting.
  3. Once you have joined the meeting, familiarize yourself Zoom's tools and options.
    - a. Of particular importance is the "raise hand" feature. Please locate this tool if you desire to make public comment. This is the only way we will know you want to make a comment.
    - b. As you join the meeting, your audio will automatically be muted.
  4. When public comment is open. Town staff will look for those that have "raised their hand." Your name will be announced, and your microphone will be unmuted. At that time, you can state your name and comment.
    - a. You will be heard by all those participating in or watching the meeting. Your video will not be projected, only audio.
    - b. Please be in a place with no background noise and speak in a clear, strong voice.
- Those using only the telephone call-in feature through Zoom telephone will not be recognized.
  - The Zoom chat feature will not be used.
  - We encourage you to log in early for any given meeting. Generally, the Town of Jackson strives to have the Zoom platform ready at least 10 minutes before a listed meeting's start time.
  - If you've not used Zoom before, you may be required to download Zoom's tools and/or software and apps. The Zoom platform, its tools, and apps are provided by Zoom directly. As these services are from

a third party, we aren't able to provide support directly to end users. If you should have trouble with the platform, please reference Zoom's help resources at <https://support.zoom.us/hc/en-us>

Please understand for these virtual Planning Commission meetings, just like any public meeting, uncivil discourse, threatening language, or disruptions will not be allowed from participants.

**MINUTES  
PLANNING AND ZONING COMMISSION  
TOWN OF JACKSON, WYOMING  
December 1, 2021**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 12/01/2021, via ZOOM.

**ROLL CALL:**

☒ Anne Schuler, ☒ Wendy Martinez, ☒ Katie Wilson, ☐ Abby Petri, ☐ Christie Schutt,  
☐ Thomas Smits, ☒ Rachael Stewart

**STAFF:** Tyler Valentine, Paul Anthony

**MATTERS FROM THE PUBLIC:**

**APPROVAL OF MINUTES:**

October 6, 2021

A motion was made by: Anne Schuler seconded by: Wendy Martinez  
Motion approved by a 4 to 0 vote

**OLD BUSINESS:** None

**PLANNING COMMISSION**

**ITEM P21-268** – Sketch Plan for a new 67,000 sf mixed use building 1.2 acres at the properties addressed at 50 S. Cache Street and 45 & 75 E. Pearl Avenue

**STAFF PRESENTATION:** Tyler Valentine

**APPLICANT PRESENTATION:** Austin DePree, Adam Janak

**PUBLIC COMMENT:** None.

**APPLICANT DISCUSSION:** Austin DePree: feels that this project will add to the vibrancy and texture and excitement to the pedestrian experience. This is a transitional section of town with a mix of building types. There are 34 parking spaces for the condos, and 28 additional spaces. Adam Janak: This meets all the LDR requirements for setbacks, heights, massing.

**PC DISCUSSION:** -Parking requirements and credits – is all parking for the condos? Staff comment: 2 parking spaces for each condo, and the remaining will be for retail/commercial parking.

- This technically meets the LDR requirements, but with the public backlash on large buildings and no workforce housing, there is an issue with the LDRs and these could be adjusted to better work within this zone.
- The Western Design character is subjective.
- Credits from 1995 for housing is reactive, not proactive, and it's unfortunate that there aren't stronger incentives to provide workforce housing.
- The rules and regulations are being followed, so we can't deny the application, but this will lead to discussions with the Town Council regarding issues concerning workforce housing.

**MOTION:**

A motion was made by: Anne Schuler seconded by: Wendy Martinez  
Motion approved by a 4 to 0 vote to:

**MATTERS FROM COMMISSION:** None.

**AGENDA FOLLOWUP:**

**MATTERS FROM STAFF:** We have 3 responses to the RFP for paid parking. Paid parking has not been approved yet by Town Council, but findings will be presented to the Town Council in January. December 6<sup>th</sup>, the neighborhood character, development and redevelopment trends, will be discussed, and are there LDR changes that need to be made to address their concerns about those changes. At this point, a moratorium is not a planned topic with the Town Council. For Commercial developments, if there are concerns in the Town about commercial trends, workforce housing, lodging, , there may be a conversation about zoning changes that could help, but it hasn't been directed by Town Council yet.

The Housing Needs and Nexus Study might address housing mitigation, mitigation credits, as currently the credits are tied to the property, not the businesses, even if torn down the credits remain.

Northern Southpark project is looking at a 4<sup>th</sup> alternative, as the first 3 alternatives didn't get full support.

The validity of the Housing Nexus survey was questioned due to two different sets of surveys being issued, 1 English, 1 Spanish, and they didn't ask the same questions.

**ADJOURN:**

A motion was made by:     Anne Schuler     seconded by:     Wendy Martinez      
Motion approved by a   4   to   0   vote

# STAFF REPORT



|                               |                                                                                                                                |                        |                     |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| <b>Meeting Date:</b>          | January 5, 2022                                                                                                                | <b>Meeting Title:</b>  | Planning Commission |
| <b>Submitting Department:</b> | Planning Department                                                                                                            | <b>Presenter:</b>      | Tyler Valentine     |
| <b>Agenda Item:</b>           | P21-290 Development Plan for a 6-lot subdivision of the properties located at 445 E. Kelly Avenue and the parcel to the north. | <b>Public Comment:</b> | Yes                 |

## **Purpose & Policy Considerations.**

According to the Town Land Development Regulations (LDRs) Section 8.5.3, a Development Plan is required prior to the submittal of a Subdivision Plat for land division.

## **Requested Action.**

The applicant is requesting approval of a Development Plan for a 6-lot subdivision in the Neighborhood Low Density – 5 (NL-5) zoning district.

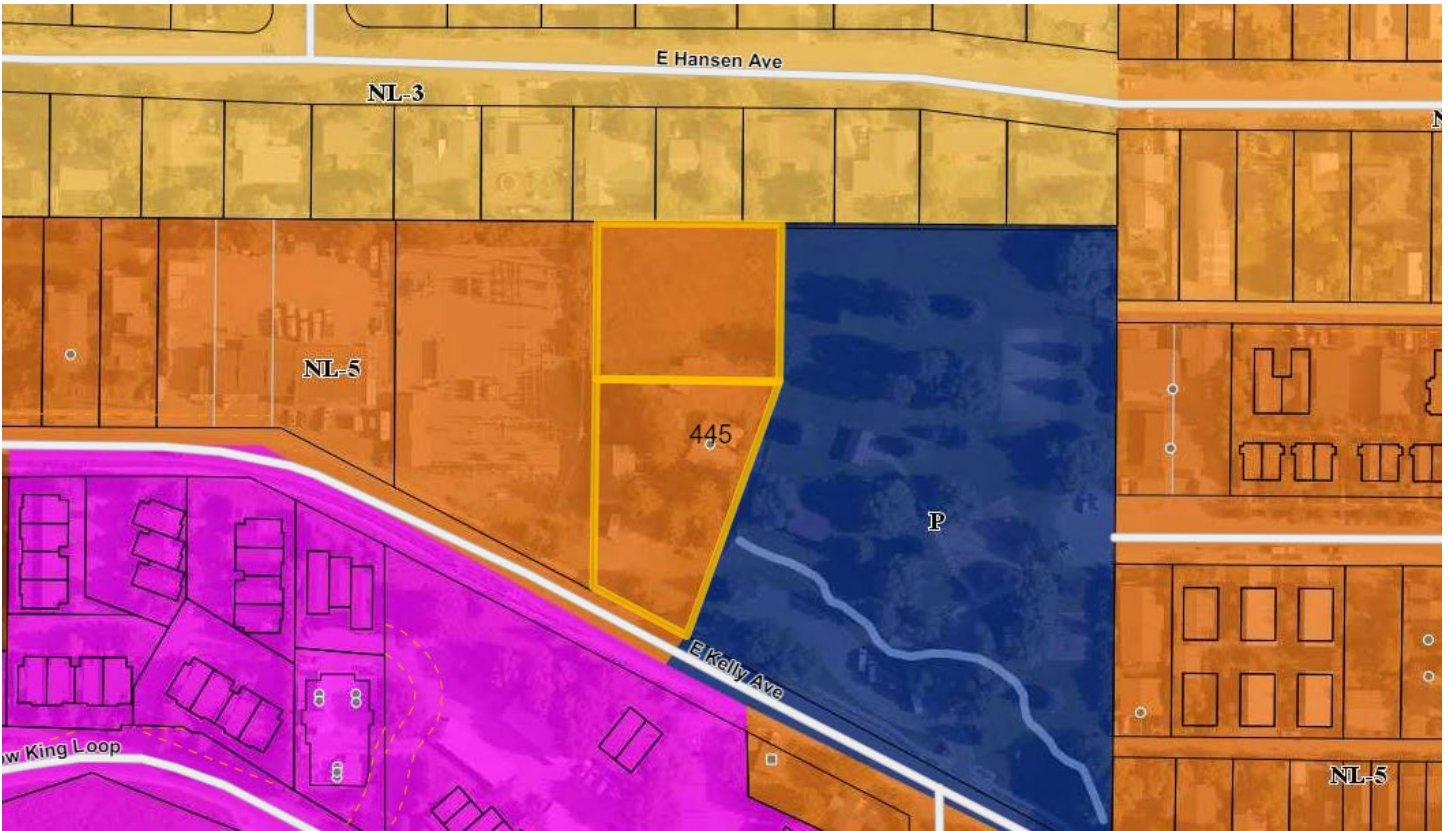
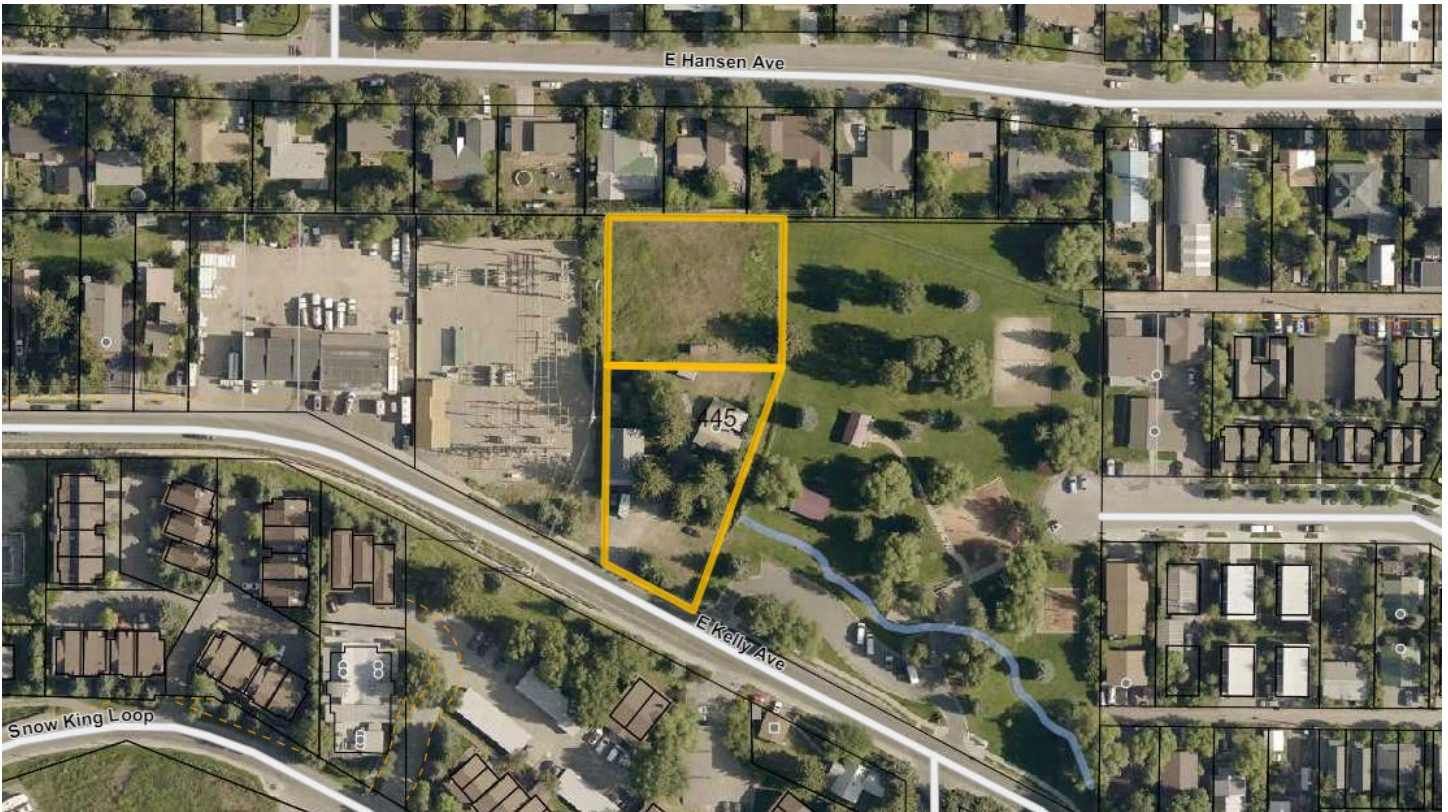
## **Recommendations.**

The Planning Director recommends **approval** of a Development Plan for a 6-lot subdivision at the properties addressed at 445 E. Kelly Avenue and the parcel to the north, subject to the Land Development Regulations, the department reviews attached hereto, and the following condition(s) of approval:

1. If the applicant does not submit a Subdivision Plat application within 18 months of Development Plan approval, the Development Plan will expire.
2. As part of the Subdivision Plat the applicant shall add a note on the plat requiring all habitable structures to be fire sprinklered as long as the development does not include a fire turnaround.
3. Upon submittal of the first building permit(s), the applicant shall provide an overall phasing plan and construction management plan.
4. Prior to the Town Council hearing this Development Plan, the applicant shall revise the landscape plan to include more screening along the eastern and southern portions of the development. In addition, the trash enclosure shall be relocated to meet the 30' setback for accessory structures.

## **Project Location.**

The properties are addressed as 445 E. Kelly Avenue (legally described as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.) and the parcel to the north (legally described as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.). An aerial photo and zoning map are shown on the following page:



### **Background/Project Description.**

The subject properties are located within the NL-5 zoning district. The surrounding zoning to the north is Neighborhood Low Density - 3, to the east is Park and Open Space (Mike Yokel Park), to the west is NL-5 (Lower Valley Energy Power Plant), and to the south across the street of East Kelly Avenue is Planned Resort – Snow King. The site consists of two parcels (1.08 acres total) containing a total of three structures: a 1,460 sf single-story home with 837 sf basement (historic Benson Home), a 1,800 sf taxidermy building with 1,200 sf basement, and a detached garage. The applicant plans to remove the two-story taxidermy building and garage but plans to maintain the historic Benson Home by relocating it to the southeastern corner of the property. The Benson Home recently was designated as a historically significant structure through the Town's new historic designation process. As part of that designation, the home will be rehabilitated and relocated onto a new foundation on Lot 1. The applicant has also submitted a separate application for an Administrative Adjustment to reduce the side setback of the Benson Home. Reduction of setbacks is an LDR benefit of preserving historic structures and the Administrative Adjustment application is currently under review.

In 2020, the Teton County Housing Authority purchased the two parcels described above. In partnership with Teton County Habitat for Humanity, the Housing Authority plans to use these lots to develop a 100% affordable workforce housing ownership project with six triplex townhomes for a total of 18 dwelling units. Each lot will include a triplex comprised of two two-bedroom units and one three-bedroom unit. Although the intended density and configuration of units is known at this time, this Development Plan is limited to land division and does not include a review of physical development. In addition, if the applicant plans to subdivide the individual triplexes into individual townhouse lots, then each of those triplexes will require another plat in the future. Review of each triplex building for LDR compliance will be done by staff during the building permit review process for each triplex (i.e., no public review of the triplex buildings is required).

This Development Plan is being submitted for review prior to a Subdivision Plat request to subdivide the existing 2 parcels into 6 lots. Lots will range in size from 7,590 sf – 8,389 sf which will exceed the 7,500 sf minimum lot size for the NL-5 zoning district. Lot configuration is unique in that 5 of the 6 lots are panhandle lots which is a result of consolidating parking to one area versus parking being located on individual lots. Since the parking area encumbers portions of Lots 1, 2, 3, 5, & 6, an easement will be recorded over this area to ensure legal access across lots. The parking lot includes 27 spaces. Vehicular access will remain off Kelly Avenue via a new 20'-wide curb cut and driveway. Internal sidewalks are proposed that connect all units to the parking lot, the Kelly Avenue sidewalk, and Mike Yokel Park to the east. When developed, each new lot would allow approximately 3,636 – 3,955 sf of habitable above ground floor area and a maximum of 3 units per lot. As a result of the recent NL-5 LDR Text Amendment (P21-093), all units can be subdivided into ownership units because all units will be permanently deed restricted through the Teton County Habitat for Humanity.

In addition to the proposed development described above, the applicant will also be relocating the Cache Creek ditch which currently runs west to east across the southern portion of 445 E. Kelly Avenue. The plan is to reroute the ditch to run north along the project's eastern boundary (just inside Mike Yokel Park) and then continue west across the project site in an underground culvert within the 25'-wide utility easement on the north side of the property

## Analysis.

Staff has reviewed the proposed development for compliance with the applicable dimensional limitations of the NL-5 zone. The dimensional limitations for each lot are listed below:

|                                           | Allowed / Required                                                                                                                                                                                                   | Proposed                                                                                                                                           | Complies? |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Minimum Lot Size</b>                   | 7,500 sf                                                                                                                                                                                                             | Lot 1: 7,731 sf<br>Lot 2: 7,790 sf<br>Lot 3: 8,389 sf<br>Lot 4: 7,648 sf<br>Lot 5: 7,758 sf<br>Lot 6: 7,590 sf                                     | Yes       |
| <b>Maximum FAR</b>                        | 1 unit: 0.30 FAR<br>2 units: 0.35 FAR<br>3 units: 0.40 FAR + 600 sf*                                                                                                                                                 | None at this time.<br><br>Note: The applicant intends on building 3 units per lot.                                                                 | TBD       |
| <b>Minimum LSR</b>                        | Lot 1: 0.30 min (2,319 sf)<br>Lot 2: 0.30 min (2,339 sf)<br>Lot 3: 0.30 min (2,517 sf)<br>Lot 4: 0.30 min (2,294 sf)<br>Lot 5: 0.30 min (2,327 sf)<br>Lot 6: 0.30 min (2,277 sf)<br><b>Total Required: 14,073 sf</b> | Lot 1: 3,990 sf<br>Lot 2: 3,000 sf<br>Lot 3: 2,065 sf<br>Lot 4: 4,747 sf<br>Lot 5: 3,441 sf<br>Lot 6: 1,929 sf<br><b>Total Provided: 19,172 sf</b> | Yes**     |
| <b>Street Setback (south – Kelly Ave)</b> | 20 feet                                                                                                                                                                                                              | 20 feet                                                                                                                                            | Yes       |
| <b>Rear Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Side Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Side Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Building Height</b>                    | 26 – 30 feet                                                                                                                                                                                                         | None at this time                                                                                                                                  | TBD       |
| <b>Density</b>                            | 3 units max per lot                                                                                                                                                                                                  | None at this time                                                                                                                                  | TBD       |
| <b>Vehicular Access</b>                   | 20-foot max curb cut and driveway                                                                                                                                                                                    | 20'-wide curb cut and driveway                                                                                                                     | Yes       |

\*The additional 600 sf of floor area is granted in the NL-5 zone if 3 units are built and all 3 units are permanently deed restricted. This is a bonus that was added to the NL-5 zone in 2021 (P21-093).

\*\*Please see the Landscaping section below for further analysis.

## Lot Configuration

After reviewing the request, staff is able to make the required findings for a Development Plan and find that the request is consistent with the LDRs. The NL-5 zone allows for land division provided that all new lots meet the minimum lot size of 7,500 sf with which this application complies. Although the “panhandle” configuration of Lots 2 - 6 is unique, all lots will allow reasonably sized building envelopes to accommodate future development. Typically, new subdivisions consist of rectangular lot configurations. However, the LDRs do not have any standards that address configuration. Thus, the proposed panhandle configuration is allowed provided that other applicable LDR standards can be met (i.e., parking, LSR, setbacks, etc.) and the expected character is maintained. The panhandle configuration is necessitated by the lack of street frontage on Kelly Avenue to

accommodate all 6 lots, resulting in a number of interior lots with no street frontage that still needs parking. In addition, because this project will ultimately provide permanently deed-restricted housing to the community, maximizing the number of lots was another key consideration by the applicant and design team. In the future, the Town may want to consider adopting subdivision standards that address lot configuration, but as currently proposed, staff finds that the configuration and site layout complies with the LDRs.

#### Historic Benson Home

As it relates to the historic Benson Home, Lot 1 will technically have a 4<sup>th</sup> unit even though the maximum density in the NL-5 zone is 3 units per lot. Although the cabin will not be used for housing, it will be allowed as a 4<sup>th</sup> unit because the Benson Home was recently designated as a historically significant structure on the Town Historic Register through the Town's new historic preservation program. One LDR benefit of historic designation is that the density and floor area of the historic structure are exempted and do not count against the zoning maximums. In addition, the Town is currently reviewing an Administrative Adjustment to reduce the eastern side setback of the home from 10' to 5'. Reduction of setbacks is another LDR benefit for historic structures. Ultimately the applicant will need to record a preservation easement against Lot 1 which is an LDR requirement in order to utilize the FAR and density exemption, and reduction to setbacks.

#### Access/Parking

The proposed subdivision is providing compliant vehicular access and parking. All vehicular access will remain off Kelly Avenue via a 20'-wide curb cut and driveway. The driveway leads into a compliant parking lot that meets all required parking space dimensions and the 24' minimum drive aisle for perpendicular parking. Since this is a private development, all maintenance and snow plowing will fall to the responsibility of the homeowner's association. Although physical development and density are not formally part of this review, staff finds that the 27 parking spaces shown are sufficient to meet the demand of the future 18 units. No guest parking is being provided. In addition, 2 ADA spaces with an 8'-wide loading zone are provided which complies with the ADA requirements of the LDRs. Finally, since the development is not providing a cul-de-sac or fire turnaround, the owner plans to fire sprinkler all habitable structures and the Fire Department supports this proposal as noted in the Department Reviews. To ensure that all habitable structures are sprinkled, staff has added a condition of approval that the applicant provides a note on the plat requiring that all habitable structures be fire sprinklered as long as the development remains without a compliant fire turnaround.

#### Landscaping

Typically, landscaping is not reviewed during a Development Plan for land division. However, since the subdivision will function as one development with 18 owners sharing common elements (i.e., parking, walkways, snow plowing, trash, and landscape maintenance), staff finds it appropriate to review the overall landscaping with this Development Plan versus reviewing it with individual building permits.

After reviewing the current landscape plan, staff finds that as conditioned, the landscape plan complies with the LDRs. The overall site layout includes ample landscaping, several dispersed pads for bike racks adjacent to all buildings, and adequate pedestrian circulation via internal sidewalks. The applicant will need to provide 1 additional plant unit to satisfy the LDR requirements and revise the plan so that additional screening is provided along the southern and eastern property lines. Additional plantings in these two areas will help screen the development from Kelly Avenue and provide a delineation from the public park to the east. In addition, the trash enclosure will need to be shifted north so that it meets the 30' front setback for accessory structures. Staff

has added a condition of approval addressing these items and the applicant is already in the process of revising the landscape plan.

As shown in the LDR compliance table above, the overall development will provide 19,172 sf of landscape area which exceeds the minimum 14,073 sf requirement by 5,099 square feet. With that being said, Lots 3 & 6 individually do not meet the minimum LSR requirement because these two lots are encumbered by the parking lot more so than the other lots. Although this is a design choice, staff is comfortable with the fact that the overall LSR provided exceeds the minimum requirement by over 5,000 square feet. With regard to Lots 3 & 6, staff is essentially deducting the parking lot areas from the gross site area of each lot, then calculating the LSR from the remaining area. This method of calculating LSR has been applied to other areas of town, specifically Snow King Estates which has a road running through each lot. The Planning Director finds that the proposed LSR configuration spread across the 6 lots meets the intent of the NL-5 zone and, in fact, exceeds the minimum required landscape area by over 5,000 square feet.

#### Phasing

The future developer, Habitat for Humanity, plans to phase the development similar to how The Grove Phase III was built. Similarly, Habitat plans to build 2 triplexes at a time starting with Lots 5 & 6, then Lots 3 & 4, and finally Lots 1 & 2. Upon applying for a building permit for the first building(s), staff will require an overall phasing plan and construction management plan. A condition of approval has been added to this effect.

#### Park & School Exactions

Park and School Exactions are not required to be paid until the time of plat recordation. Since the first subdivision plat will create 6 lots out of the current 2 parcels, Park Exactions for 4 lots is estimated to be \$10,800.00 and School Exactions is estimated to be \$8,000.00. The applicant will later apply for a second subdivision plat to subdivide each of the 6 lots into townhome triplexes. Each of the 6 lots will be credited for 1 unit, thus the Park and School Exactions will be based on 2 units per lot when the triplexes are reviewed.

#### **Public Comment**

None at the time of writing this report.

#### **Comprehensive Plan & Priority Alignment.**

Pursuant to Section 8.3.2 Development Plan of the Land Development Regulations, a development plan shall be approved upon finding the application:

1. ***Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.***

This finding is not applicable according to the Wyoming Supreme Court.

2. ***Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.***

Complies. The proposed Development Plan is not located in the NRO or the SRO.

3. ***Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.***

Complies. The development will mitigate park and school impacts for the 4 newly created lots through payment of exactions at the ratio required in the LDRs for residential development at the time of Subdivision Plat recordation. Staff finds that the proposed subdivision as conditioned will not have a significant impact on other public facilities and services as the development does not expand the anticipated growth within the NL-5 zone based upon allowable lot size.

4. ***Complies with the Town of Jackson Design Guidelines, if applicable.***

Complies. Design Guidelines do not apply to this request.

5. ***Complies with all relevant standards of these LDRs and other Town Ordinances.***

Complies. As conditioned, staff finds that the Development Plan proposal is in compliance with all relevant LDR standards and Town Ordinances.

6. ***Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***

Complies. Not applicable.

**Fiscal Impact.**

None at this time.

**Staff Impact.**

The amount of staff time to review, research and write this report is typical of that of a Development Plan for land division and is 20 hours.

**Attachments or Links.**

Department Reviews

Applicant Submittal

**Suggested Motion.**

I move to **recommend approval** to the Town Council of Development Plan (P21-290) for a future 6-lot subdivision for the properties located at 445 E. Kelly Avenue and the parcel to the north based upon the findings presented in the staff report, the departmental reviews, and subject to the condition(s) of approval recommended in this staff report dated January 5, 2022.



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

**For Office Use Only**

Fees Paid \_\_\_\_\_ Date & Time Received \_\_\_\_\_  
Application #s \_\_\_\_\_

**Please note:** Applications received after 3 PM will be processed the next business day.

**PROJECT.**

Name/Description: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner \_\_\_\_\_ Applicant/Agent Please also send correspondence to Ryan Handy at  
rhandy@y2consultants.com

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

**Use Permit**

\_\_\_\_\_ Basic Use  
\_\_\_\_\_ Conditional Use  
\_\_\_\_\_ Special Use

**Relief from the LDRs**

\_\_\_\_\_ Administrative Adjustment  
\_\_\_\_\_ Variance  
\_\_\_\_\_ Beneficial Use Determination  
\_\_\_\_\_ Appeal of an Admin. Decision

**Physical Development**

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Development Plan  
\_\_\_\_\_ Design Review

**Subdivision/Development Option**

\_\_\_\_\_ Subdivision Plat  
\_\_\_\_\_ Boundary Adjustment (replat)  
\_\_\_\_\_ Boundary Adjustment (no plat)  
\_\_\_\_\_ Development Option Plan

**Interpretations**

\_\_\_\_\_ Formal Interpretation  
\_\_\_\_\_ Zoning Compliance Verification

**Amendments to the LDRs**

\_\_\_\_\_ LDR Text Amendment  
\_\_\_\_\_ Map Amendment

**Miscellaneous**

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

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. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type 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>.

\_\_\_\_\_ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**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.

*April Norton*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

November 5, 2021



## 445 E. KELLY AVENUE AFFORDABLE HOUSING DEVELOPMENT PLAN

**Prepared by:**

Ryan Maye Handy  
Y2 Consultants, LLC  
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Jackson, WY 83001  
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**Prepared for:**

Town of Jackson Planning and Building  
ATTN: Tyler Sinclair  
150 E Pearl Avenue  
PO Box 1687  
Jackson, WY 83001

November 5, 2021

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CONTENTS

DEVELOPMENT PLAN..... 4

INTRODUCTION..... 5

EXISTING CONDITIONS..... 5

PROPOSED LOT CONFIGURATIONS ..... 5

LANDSCAPE PLAN ..... 6

UTILITY PLAN ..... 6

USE STANDARDS ..... 6

    PARKING STANDARDS ..... 6

    SNOW REMOVAL..... 7

FINDINGS ..... 7

    IS CONSISTENT WITH THE DESIRED FUTURE CHARACTER DESCRIBED FOR THE SITE IN THE JACKSON/TETON COUNTY  
    COMPREHENSIVE PLAN..... 7

    ACHIEVES THE STANDARDS AND OBJECTIVE OF THE NATURAL RESOURCE OVERLAY (NRO) AND SCENIC RESOURCES  
    OVERLAY (SRO) ..... 7

    DOES NOT HAVE A SIGNIFICANT IMPACT ON PUBLIC FACILITIES AND SERVICES, INCLUDING TRANSPORTATION,  
    POTABLE WATER AND WASTEWATER FACILITIES, PARKS, SCHOOLS, POLICE, FIRE AND EMS FACILITIES ..... 8

    COMPLIES WITH ALL RELEVANT STANDARDS OF THESE LDRS AND OTHER COUNTY RESOLUTIONS ..... 8

    IS IN SUBSTANTIAL CONFORMANCE WITH ALL STANDARDS OR CONDITIONS OF ANY PRIOR APPLICABLE PERMITS OR  
    APPROVALS..... 8

APPENDICES ..... 9



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307 733 2999

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NATURAL RESOURCE SERVICES

# DEVELOPMENT PLAN

## INTRODUCTION

In 2020, the Teton County Housing Authority purchased two roughly half-acre lots along East Kelly Avenue, both neighboring Mike Yokel Park. In partnership with Teton County Habitat for Humanity, the Housing Authority plans to use these lots to develop a workforce housing project with six triplex townhomes with two two-bedroom units and one three-bedroom unit for a total 18 dwelling units.

The lots, (PID # 22-41-16-34-2-00-027 and PID # 22-41-16-34-2-00-028), are 0.58 acres and 0.50 acres respectively. This Development Plan will provide an overview of land division plans that will be used to split the two lots into six lots. It will outline existing and proposed lot configurations, compliance with minimum lot sizes, new building envelopes and overall compliance with utilities and required findings.

## EXISTING CONDITIONS

The two East Kelly Avenue lots are in the Neighborhood Low-Density 5 zone. Both are currently owned by Teton County. For the purposes of this report, these lots are labeled Lot 1 and Lot 2 (See Appendices: C1.1 Existing Conditions). Both lots are bordered by a Lower Valley Energy site to west and Mike Yokel Park to the east.

**Lot 1:** This lot, 445 East Kelly, fronts Kelly Avenue and is currently occupied by two single-family homes, one of which is the historic Benson-Brown Cabin. A section of Cache Creek, approximately 180 feet long, runs through the central portion of the parcel from east to west.

**Lot 2:** This lot, directly to the north of 445 East Kelly, is vacant. Adjacent parcels to the north, in the NL-3 zone, have single-family homes.

## PROPOSED LOT CONFIGURATIONS

For this development, Lot 1 and Lot 2 will be combined and subdivided into six lots—for purposes of this report, they will be labeled Lots 1–6 (See Appendices: C1.2 Site Plan). This section will provide an overview of the development and use of each lot. The site plans in the attached Appendices show the structure and site development setbacks (See Appendices: C1.4 Site Development Setbacks). The project common areas, to include paths, green spaces and the parking lot, will be placed under a common area easement.

Each lot will be between 7,405.2 square feet and 8,276.4 square feet. Most of the lots will include some shared areas, such as walking paths and a parking lot. All lots will have triplexes of 34 feet by 56 feet, with a 1,904 square foot footprint. An eight-to twelve-foot wall will be placed on the Lower Valley Energy parcel to screen the substation from the East Kelly development's western lots.

**Lot 1:** This lot is one of two that will front East Kelly Avenue. Notably, this lot will have two buildings. The southernmost building, fronting East Kelly, will be the relocated historic Benson-Brown Cabin. The lot will be 7,731 square feet.

**Lot 2:** This lot is immediately to the north of Lot 1 but will have an oblong section that reaches to East Kelly to provide the development's access. The lot is 7,790 square feet.

**Lot 3:** This lot is immediately to the north of Lot 2 but will have a section that stretches to East Kelly to include the eastern half of the development's parking lot. This lot has 8,389 square feet and is the largest in the development. The parking lot will have 27 spaces, two of them ADA, although only half of those spaces will be in Lot 3.

**Lot 4:** This lot is immediately north of Lot 3. This lot has 7,648 square feet. Its area includes southern section of internal walking paths

**Lot 5:** This lot is immediately west of Lot 4. This lot has 7,758 square feet. The proposed lot configuration has an oblong section that stretches south to include a portion of the parking lot.

**Lot 6:** This lot is immediately south of Lot 5. The lot has 7,590 square feet with three dwelling units and an oblong section that stretches south to include a portion of the parking lot.

## LANDSCAPE PLAN

A landscape plan for this development will be submitted separately from the development plan. Per discussions with town planners, Y2 will submit a landscaping plan for preliminary review separately from the development plan. While it is not typical to submit a landscape plan with a development plan for a subdivision, Y2 understands that such a plan maybe be a condition of development plan approval.

## UTILITY PLAN

The utility plan includes water, sewer, electric, communications, and stormwater. A copy of the concept utility plan is attached in the Appendices (See Appendices: C1.3 Utility Plan).

All utility connections will serve all buildings except the Brown Cabin, which will only have electrical service. The proposed water main will tee from the existing water main in East Kelly Avenue, run through the center of the development, and end at the north end of the development with a fire hydrant. The proposed sewer main will begin at a new manhole on the existing sewer main along the north property boundary. The proposed sewer main will continue south to serve all the triplexes.

Power and communications will come from the infrastructure at the northwest property corner and route around the development to the west of the west triplexes and the east of the east triplexes. New transformers and pedestals will be installed as needed. No gas service is proposed for the development.

Stormwater from the parking area will either be treated and discharged to the Kelly Tube to the south, discharged to Cache Creek to the north, or discharged into a rain garden. All other stormwater onsite will be contained in basins on site and allowed to percolate into the ground.

## USE STANDARDS

### PARKING STANDARDS

Per the parking requirements for this section, this project will have 1.5 parking spaces per unit. With 18 units, the project will develop 27 spaces, two of which will be ADA compliant. Of those two ADA spaces, both will be van accessible.

All parking spaces will be 18-feet long with a 2-foot overhang.

The parking lot's drive aisle will be 24-feet wide, with a 20-foot curb cut for access along East Kelly.

Fire apparatus turnaround requirements will be eliminated by requiring that all structures in subdivision will be fire sprinklered, per the conditions of the county fire marshal.

## SNOW REMOVAL

The project's snow removal plan will be approved as part of its Grading and Erosion and Control permit.

## FINDINGS

### IS CONSISTENT WITH THE DESIRED FUTURE CHARACTER DESCRIBED FOR THE SITE IN THE JACKSON/TETON COUNTY COMPREHENSIVE PLAN

**Complies.** This development plan is consistent with the Jackson/Teton County Comprehensive Plan's vision for District 3: Town Residential Core, which classifies the East Kelly neighborhood as a stable subarea that supports the development of medium density residences.

Consistent with the character definition of 3.1: East Jackson Stable Subarea, the 445 E. Kelly workforce housing development will continue to diversity the subarea's housing types, which are meant to include a mix of single-family, duplexes and triplexes. This project will conform with the subarea's desired character of residential units that are clustered, attached and have maximum two stories and three dwelling units per lot.

As a complete neighborhood, this developments in this area of Jackson area expected to provide access to recreation, public transit and workforce housing options. This development is an exclusively workforce housing development adjacent to a town park and along a major transit corridor, Snow King Avenue. Providing more workforce housing options is also consistent with the town and county's vision of District 3 as containing "a variety of residential densities...to maintain and meet our community's Growth Management and workforce housing goals."

As a Habitat for Humanity project, this development will introduce more homeowners to the neighborhood, encouraging the "strong sense of community ownership" indicated as a goal for this district. The Comprehensive Plan, furthermore, encourages redevelopment projects like this one to ensure the area becomes a desirable neighborhood.

Overall, this project satisfies the following common values for growth management and quality of life. The project:

- (4.1.b) Emphasizes a variety of housing types, including deed-restricted housing
- (4.3.a) Preserves and enhance Stable Subareas
- (4.4.d) Enhances natural features in the built environment
- (5.2.a) Provides a variety of housing options
- (7.1.a) Increases the capacity for walking, biking, carpooling and riding transit

### ACHIEVES THE STANDARDS AND OBJECTIVE OF THE NATURAL RESOURCE OVERLAY (NRO) AND SCENIC RESOURCES OVERLAY (SRO)

**Not applicable.** The property is not in either overlay.

**DOES NOT HAVE A SIGNIFICANT IMPACT ON PUBLIC FACILITIES AND SERVICES, INCLUDING TRANSPORTATION, POTABLE WATER AND WASTEWATER FACILITIES, PARKS, SCHOOLS, POLICE, FIRE AND EMS FACILITIES**

**Complies.** This project will not have a significant impact on various public facilities. No concerns were identified in previous meetings with Town of Jackson officials.

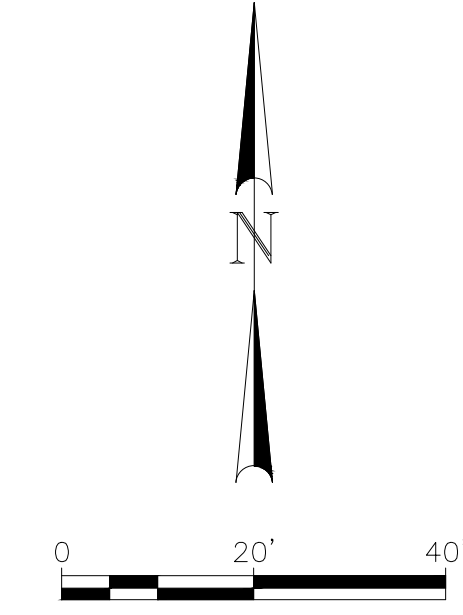
**COMPLIES WITH ALL RELEVANT STANDARDS OF THESE LDRs AND OTHER COUNTY RESOLUTIONS**

**Complies.** This project complies with all the standards to the Neighborhood Low Density-5 zone (LDRs 2.2.6. NL-5), which encompasses this project. This application also complies with all standards set for a Development Plan (LDRs 8.3.2).

**IS IN SUBSTANTIAL CONFORMANCE WITH ALL STANDARDS OR CONDITIONS OF ANY PRIOR APPLICABLE PERMITS OR APPROVALS.**

**Not applicable.** There have been no prior permits or approvals issued for this project.

# APPENDICES



PROJECT NOTES:

SURVEY BY:  
JORGENSEN ENGINEERING  
1315 HWY 89 S SUITE #201  
JACKSON, WY 83002  
(307) 733-5150  
CONDUCTED ON NOVEMBER 10, 2020

BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY  
445 EAST KELLY AVENUE  
JACKSON, WYOMING 83001

EXISTING  
CONDITIONS

C1.1

Y2

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DRAWING SET TITLE

DATE

11/04/2021

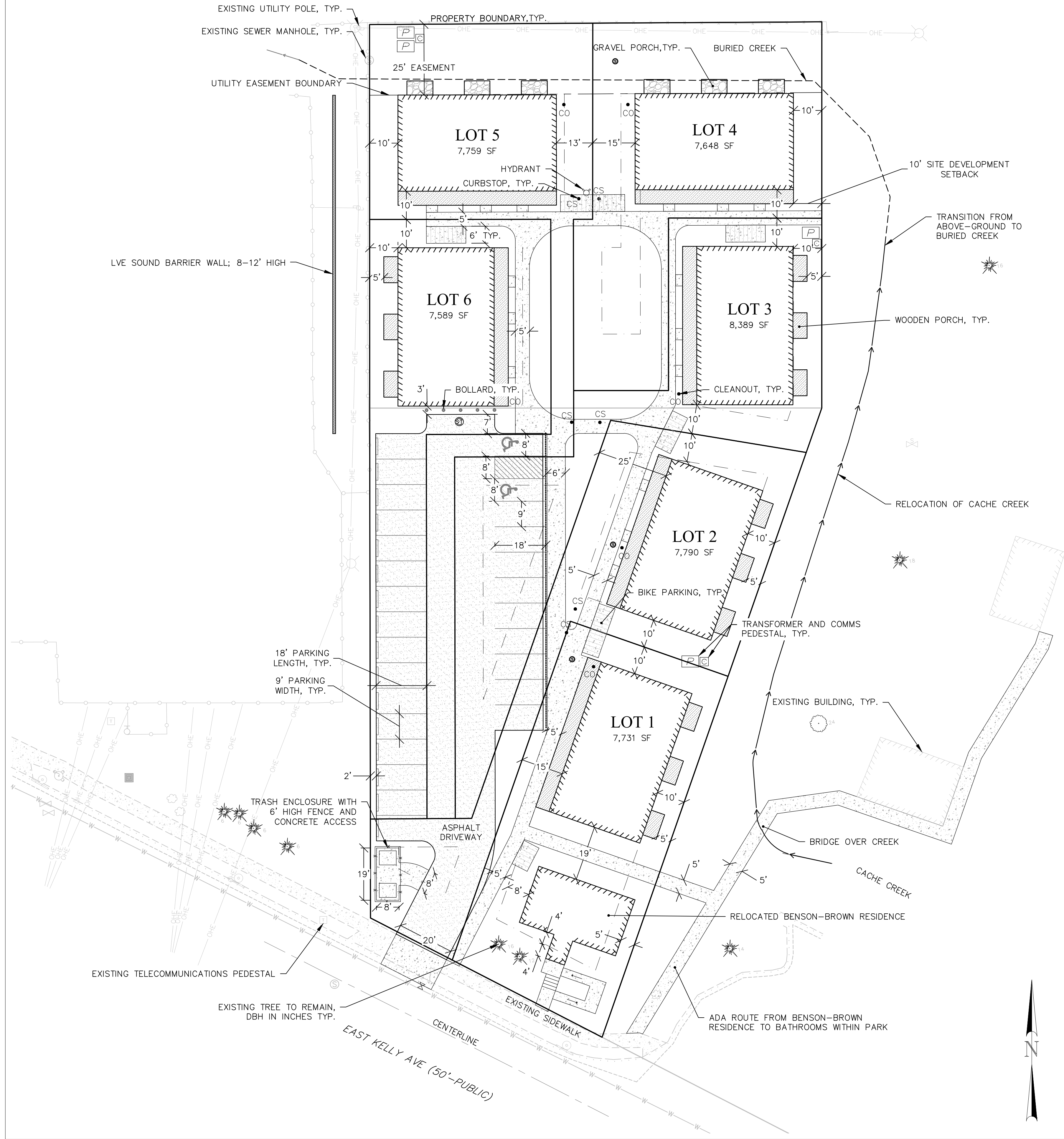
DEV. PLAN

DRAWN BY: TK

CHECKED BY: KC

JOB #: 20263

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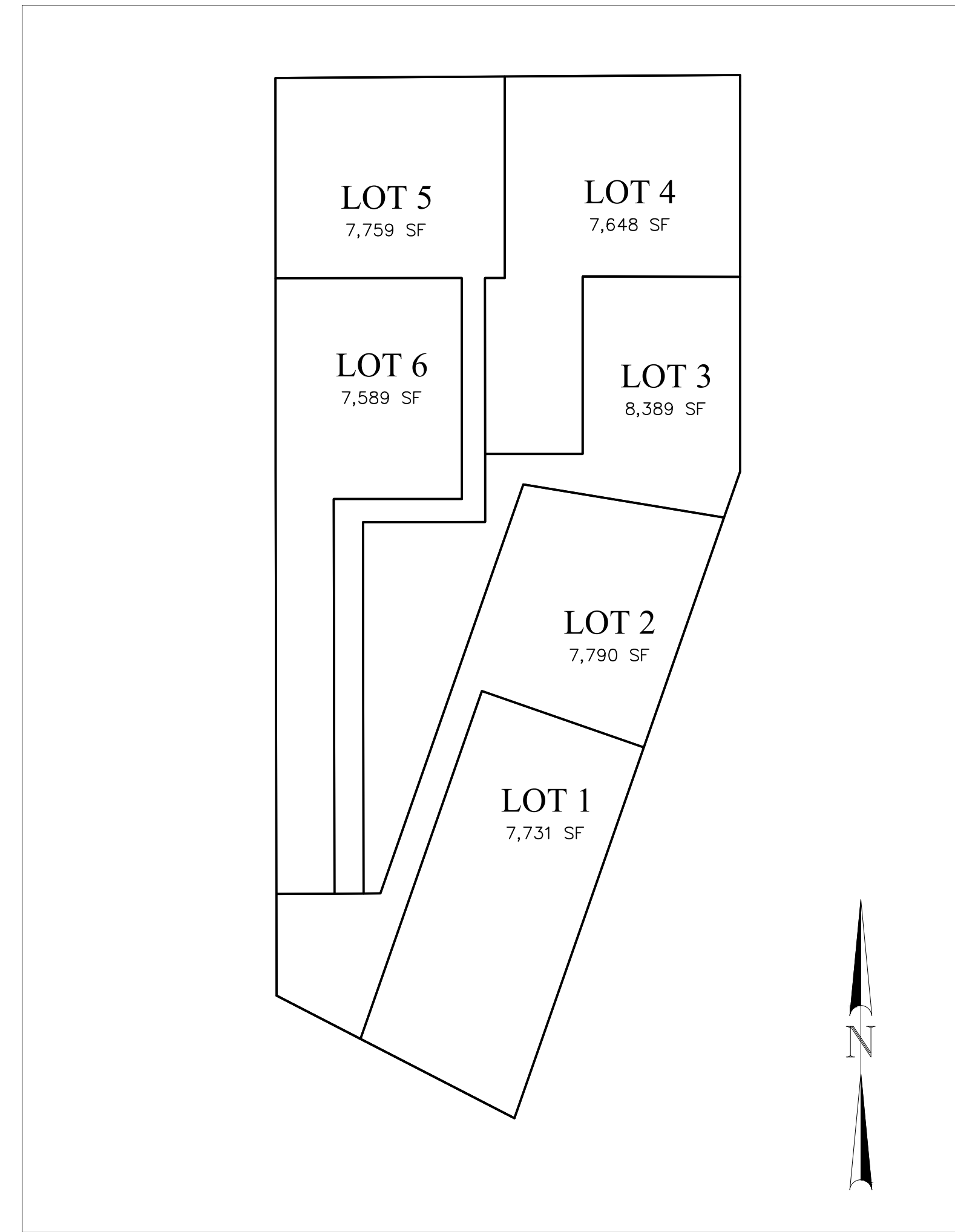


SITE PLAN

| LEGEND         |                       |
|----------------|-----------------------|
| (E) - EXISTING | (P) - PROPOSED        |
|                | PROPERTY BOUNDARY     |
|                | BUILDING SETBACK      |
|                | EASEMENT              |
|                | (E) STRUCTURE         |
|                | (P) BUILDING ENVELOPE |
|                | (E) FENCE             |
|                | (E) DITCH FLOWLINE    |
|                | (P) DITCH FLOWLINE    |
|                | (E) EDGE OF CONCRETE  |
|                | (P) EDGE OF CONCRETE  |
|                | (E) EDGE OF ASPHALT   |
|                | (P) EDGE OF ASPHALT   |
|                | (E) CONCRETE          |
|                | (P) CONCRETE          |
|                | (E) ASPHALT           |
|                | (P) ASPHALT           |

PARKING NOTES

PARKING COUNT  
TOTAL PARKING SPACES: 27  
ADA PARKING SPACES: 2  
VAN ACCESSIBLE ADA PARKING SPACES: 1



LOT PLAN

BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY

445 EAST KELLY AVENUE

JACKSON, WYOMING 83001

SITE PLAN

C1.2



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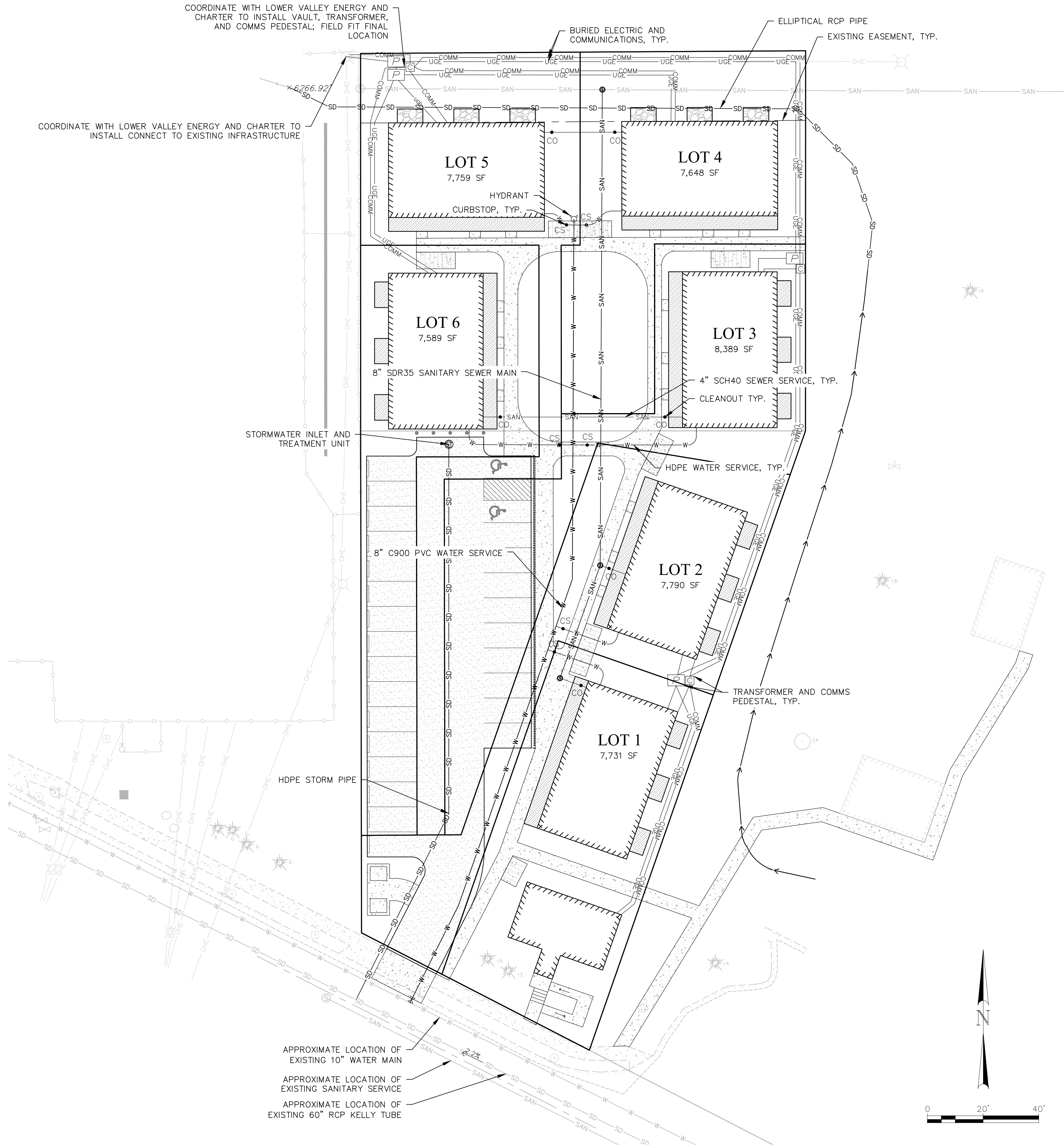
DRAWING SET TITLE  
DATE  
11/04/2021

DEV. PLAN

DRAWN BY: TK

CHECKED BY: KC

JOB #: 20263



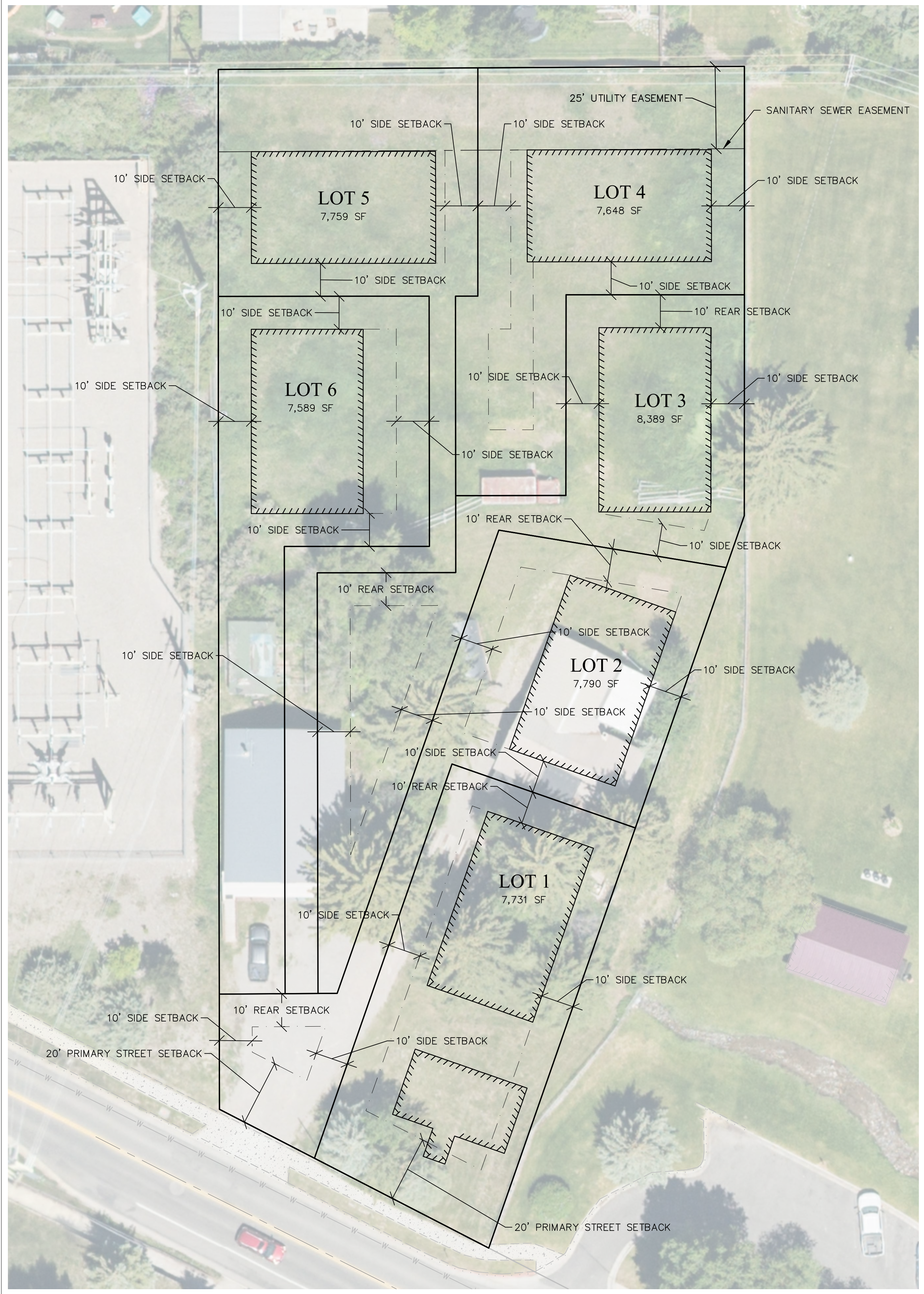
SITE PLAN

LEGEND

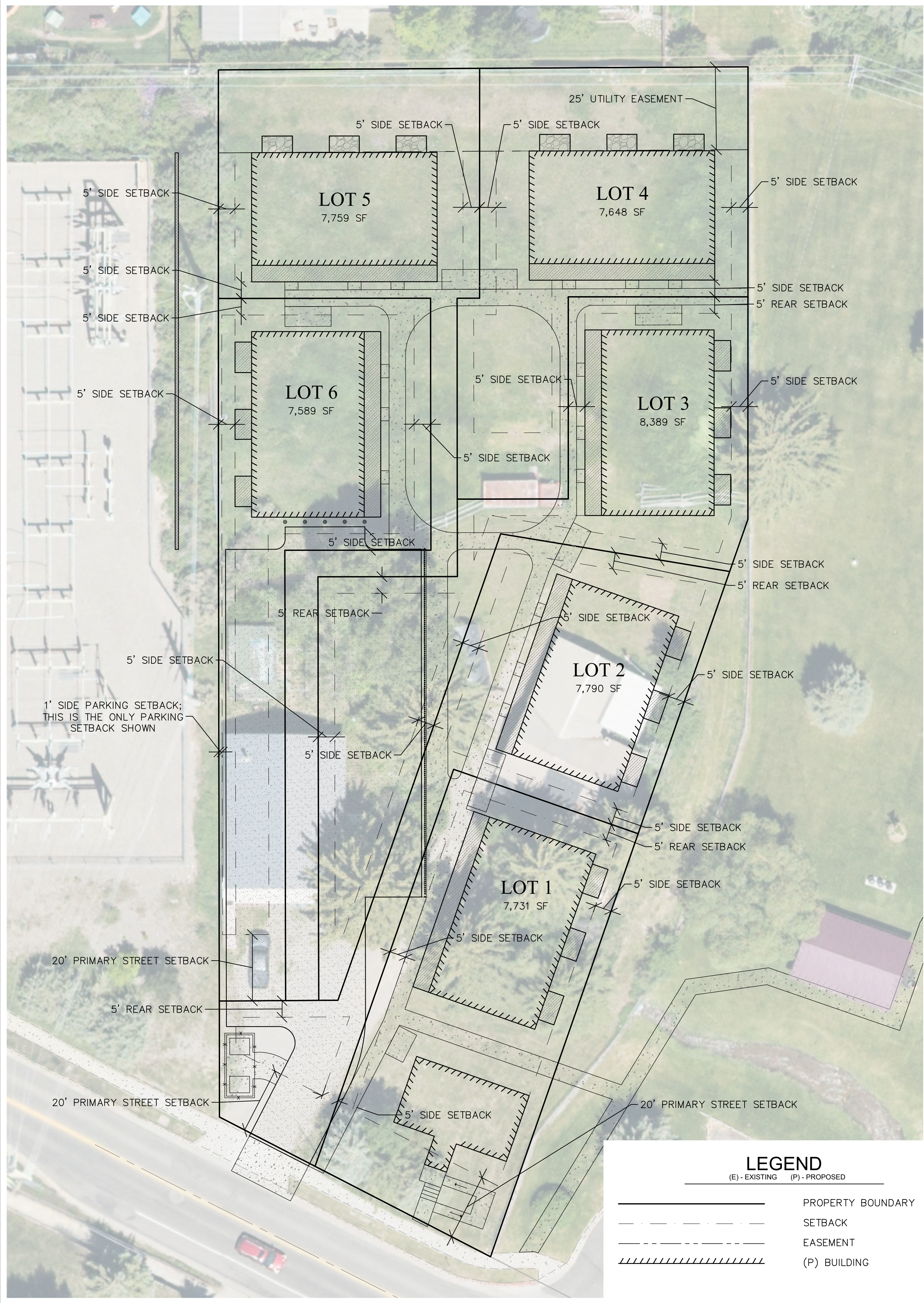
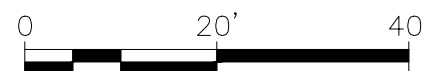
(E) - EXISTING (P) - PROPOSED

|  |                                 |
|--|---------------------------------|
|  | PROPERTY BOUNDARY               |
|  | EASEMENT                        |
|  | (P) STRUCTURE                   |
|  | (E) EDGE OF ASPHALT             |
|  | (P) EDGE OF ASPHALT             |
|  | (E) EDGE OF GRAVEL              |
|  | (E) FENCE                       |
|  | (E) CURB FLOW LINE              |
|  | (P) CURB FLOW LINE              |
|  | (E) EDGE OF CONCRETE            |
|  | (P) EDGE OF CONCRETE            |
|  | (E) WATER MAIN                  |
|  | (P) WATER MAIN                  |
|  | (P) WATER SERVICE               |
|  | (E) SEWER MAIN                  |
|  | (P) SEWER MAIN                  |
|  | (P) SEWER SERVICE               |
|  | (P) STORM DRAIN                 |
|  | (E) STORM DRAIN                 |
|  | (E) OVERHEAD ELECTRICAL LINE    |
|  | (P) UNDERGROUND ELECTRICAL LINE |
|  | (P) COMMUNICATIONS              |
|  | (E) CONCRETE                    |
|  | (P) CONCRETE                    |
|  | (E) ASPHALT                     |
|  | (P) ASPHALT                     |

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BUILDING SETBACKS



SITE DEVELOPMENT SETBACKS



**LEGEND**  
(E) - EXISTING (P) - PROPOSED

|  |                   |
|--|-------------------|
|  | PROPERTY BOUNDARY |
|  | SETBACK           |
|  | EASEMENT          |
|  | (P) BUILDING      |

BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY  
445 EAST KELLY AVENUE  
JACKSON, WYOMING 83001

SITE DEVELOPMENT  
SETBACKS

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307.733.2989

|                |                   |
|----------------|-------------------|
| DATE           | DRAWING SET TITLE |
| 11/04/2021     | DEV. PLAN         |
| DRAWN BY: TK   |                   |
| CHECKED BY: KC | JOB #: 20263      |

PLANTING CONCEPT, meeting the standards of Town of Jackson Land Development Regulations, LDR Div. 5.5

SITE CALCULATIONS

ZONING DISTRICT:

Town of Jackson, NL-5 Neighborhood Low Density-5 (LDR 2.2.6)  
Minimum Lot Size = 7,500 sf

LSR, REQUIRED AND PROVIDED (@ 3 units/lot = 0.30)

| LOT # | BASE SITE AREA | Impervious Surface Area | LSR REQUIRED (Base X 0.30) | LSR PROVIDED (Base - Impervious) |
|-------|----------------|-------------------------|----------------------------|----------------------------------|
| LOT 1 | 7,648.0 sq.ft. | 3,658.0 sq.ft.          | 2,294.4 sq.ft.             | 3,990.0 sq.ft.                   |
| LOT 2 | 6,040.0        | 3,040.0                 | 1,812.0                    | 3,000.0                          |
| LOT 3 | 5,251.0        | 3,186.0                 | 1,575.3                    | 2,065.0                          |
| LOT 4 | 7,648.0        | 2,901.0                 | 2,294.4                    | 4,747.0                          |
| LOT 5 | 6,138.0        | 2,697.0                 | 1,841.4                    | 3,441.0                          |
| LOT 6 | 4,967.0        | 3,038.0                 | 1,490.1                    | 1,929.0                          |

PLANT UNITS, REQUIRED AND PROVIDED:

Plant units (min) = 1 per lot

Parking Lot (all uses) = 1 per 12 parking spaces

27 parking spaces provided = 2.25, or 2 add'l plant units required

NOTE: Parking Lot planting units shall be distributed throughout the site as appropriate tp provide maximum screening.

TOTAL = Eight (8) Plant Units Required and Provided.

NOTE: Lot boundary lines shown hereon are subject to review under the Town of Jackson subdivision permitting process.

NOTE: Owner reserves the right to install additional trees, shrubs and planting beds in future, in order to meet aesthetic and functional requirements.

LANDSCAPE SURETY: The cost opinon for good faith execution of the proposed enhancement , including a 25% contingency: Average Plant Unit Cost x Plant Units Required x 1.25, or  
\$ 2,385 x 8 x 1.25 = \$ 23,850

This surety shall be provided upon request by the Town of Jackson Planning Department, in the form of a performance bond, an irrevocable letter of credit, or by check.

LANDSCAPE REQUIREMENTS

PLANT UNIT ALTERNATIVES:

| Plant Unit               | Quantity of Plant Units | Quant. req'd by Plant Unit | Size and Type of Plant Required              | # of Plant Units x Quantity for each plant req'd | Est. Plant Cost (each) | \$ Value of plants | TOTAL Plant Unit |
|--------------------------|-------------------------|----------------------------|----------------------------------------------|--------------------------------------------------|------------------------|--------------------|------------------|
| A                        | 1                       | 1                          | 3" caliper canopy tree                       | 1                                                | \$ 375                 | \$ 375             |                  |
|                          |                         | 6                          | 6'-8" tall large shrub or multi-stemmed tree | 6                                                | \$ 300                 | \$ 1,800           |                  |
|                          |                         | 4                          | #5 container shrubs                          | 4                                                | \$ 55                  | \$ 220             |                  |
| B                        | 1                       | 2                          | 3" caliper canopy tree                       | 2                                                | \$ 375                 | \$ 750             |                  |
|                          |                         | 2                          | 6'-8" tall large shrub or multi-stemmed tree | 2                                                | \$ 300                 | \$ 600             |                  |
|                          |                         | 3                          | 8' high evergreen tree                       | 3                                                | \$ 400                 | \$ 1,200           |                  |
| C                        | 1                       | 3                          | 6'-8" tall large shrub or multi-stemmed tree | 3                                                | \$ 300                 | \$ 900             |                  |
|                          |                         | 3                          | 8' high evergreen tree                       | 3                                                | \$ 400                 | \$ 1,200           |                  |
|                          |                         | 2                          | #5 container shrubs                          | 2                                                | \$ 55                  | \$ 110             |                  |
| AVERAGE PLANT UNIT VALUE |                         |                            |                                              |                                                  |                        |                    | \$ 2,385         |

(Alternative) Planting Beds (10 sq.ft. = 4 ct #5 shrubs) = \$ 220  
(Alternative) Bike Parking (6 bikes = 1 ct 3" cal canopy tree) = \$ 375

PLANT UNIT VALUE REQUIRED:

Lots 1-6 x \$ 2,385 average plant unit value = \$ 14,310  
2 Parking Lot units x \$ 2,385 value = \$ 4,770  
TOTAL PLANT VALUE REQUIRED = \$ 19,080

PLANT UNIT VALUE PROPOSED:

Lots 1 - 6 = \$ 15,750  
2 Parking Lot units = \$ 4,850  
TOTAL PLANT VALUE REQUIRED = \$ 20,600

LANDSCAPE IMPROVEMENTS PROVIDED:

ONE PLANT UNIT REQUIRED PER LOT:

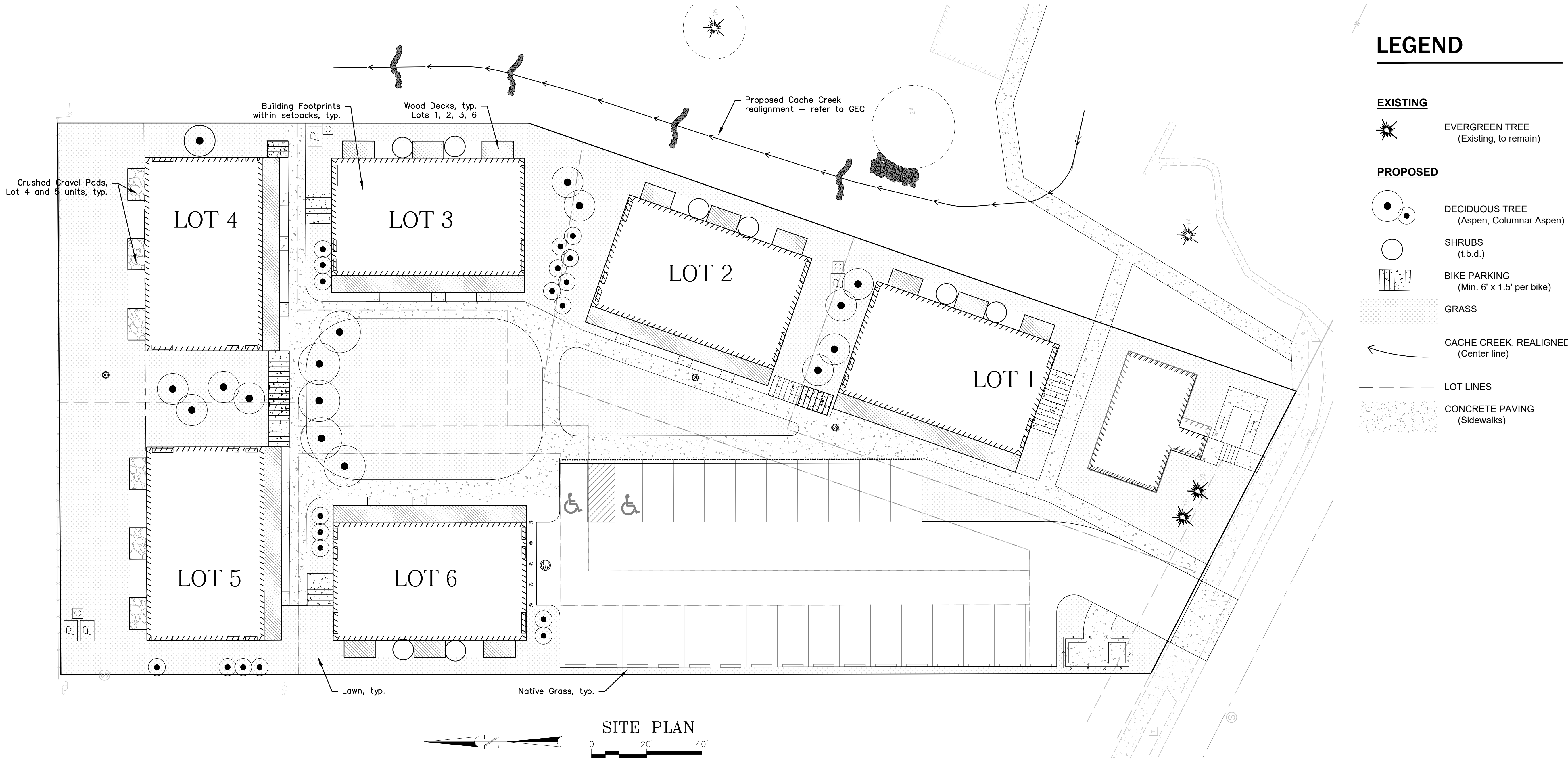
|       |   |                     |           |             |
|-------|---|---------------------|-----------|-------------|
| LOT 1 | 4 | 3" cal. Canopy Tree | \$ 375.00 | \$ 1,500.00 |
|       | 2 | 6-Bike Parking      | \$ 375.00 | \$ 750.00   |
|       |   |                     |           | \$ 2,250.00 |
| LOT 2 | 5 | 3" cal. Canopy Tree | \$ 375.00 | \$ 1,875.00 |
|       | 2 | 6-Bike Parking      | \$ 375.00 | \$ 750.00   |
|       |   |                     |           | \$ 2,625.00 |
| LOT 3 | 7 | 3" cal. Canopy Tree | \$ 375.00 | \$ 2,625.00 |
|       | 1 | 6-Bike Parking      | \$ 375.00 | \$ 375.00   |
|       |   |                     |           | \$ 3,000.00 |
| LOT 4 | 6 | 3" cal. Canopy Tree | \$ 375.00 | \$ 2,250.00 |
|       | 1 | 6-Bike Parking      | \$ 375.00 | \$ 375.00   |
|       |   |                     |           | \$ 2,625.00 |
| LOT 5 | 6 | 3" cal. Canopy Tree | \$ 375.00 | \$ 2,250.00 |
|       | 1 | 6-Bike Parking      | \$ 375.00 | \$ 375.00   |
|       |   |                     |           | \$ 2,625.00 |
| LOT 6 | 6 | 3" cal. Canopy Tree | \$ 375.00 | \$ 2,250.00 |
|       | 1 | 6-Bike Parking      | \$ 375.00 | \$ 375.00   |
|       |   |                     |           | \$ 2,625.00 |

TOTAL PLANT UNIT VALUE PROPOSED (1 UNIT/ LOT) = \$ 15,750.00

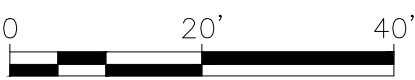
TWO PLANT UNITS PROVIDED FOR SITE PARKING:

|       |   |                             |           |           |
|-------|---|-----------------------------|-----------|-----------|
| LOT 1 | 2 | 6-Bike Parking              | \$ 375.00 | \$ 750.00 |
|       | 2 | Evergreen Trees (existing)  | \$ 400.00 | \$ 400.00 |
| LOT 2 | 2 | 6'-8' Shrub/Multi-stem tree | \$ 300.00 | \$ 300.00 |
| LOT 3 | 2 | 6'-8' Shrub/Multi-stem tree | \$ 300.00 | \$ 300.00 |
| LOT 4 | 1 | 3" cal. Canopy Tree         | \$ 375.00 | \$ 375.00 |
|       | 1 | 6-Bike Parking              | \$ 375.00 | \$ 375.00 |
| LOT 5 | 1 | 6-Bike Parking              | \$ 375.00 | \$ 375.00 |
| LOT 6 | 2 | 6'-8' Shrub/Multi-stem tree | \$ 300.00 | \$ 600.00 |
|       | 1 | 6-Bike Parking              | \$ 375.00 | \$ 375.00 |

TOTAL PLANT UNIT VALUE PROPOSED (2 / PARKING LOT) = \$ 4,850.00



SITE PLAN



## PLANNING

**Project Number** P21-290 **Applied** 11/9/2021 **AL**  
**Project Name** Development Plan - 445 E Kelly Ave. **Approved**  
**Type** DEVPLAN **Closed**  
**Subtype** LAND DIVISION **Expired**  
**Status** STAFF REVIEW **Status**

**Applicant** April Norton **Owner** TETON COUNTY

**Site Address** **City** **State** **Zip**  
 445 E KELLY AVENUE JACKSON WY 83001

**Subdivision** **Parcel No** **General Plan**  
 22411634200027

| Type of Review                                             | Status   | Dates     |            |            | Remarks |
|------------------------------------------------------------|----------|-----------|------------|------------|---------|
|                                                            |          | Sent      | Due        | Received   |         |
| <b>Contact</b><br><b>Notes</b><br>Building<br>Kelly Sluder | APPROVED | 11/9/2021 | 11/30/2021 | 11/11/2021 |         |

Fire APPROVED W/CONDITI 11/9/2021 11/30/2021 12/20/2021  
 Kathy Clay  
 (12/20/2021 8:03 AM CLAY)  
 Fire department access is waived in lieu of the addition of fire sprinklers to all structures occupied.

Joint Housing Dept NO COMMENT 11/9/2021 11/30/2021 12/2/2021  
 Stacy Stoker

Legal NO COMMENT 11/9/2021 11/30/2021 11/29/2021  
 Lea Colasuonno

Parks and Rec APPROVED W/CONDITI 11/9/2021 11/30/2021 11/10/2021 see comments  
 Steve Ashworth  
 (11/10/2021 9:38 AM AL)  
 Comments on P21-290 from P&R:

P&R would request landscape plan review at appropriate time. P&R has been working with, and will continue to work with, Y2 on design, Cache Creek improvements and property line landscaping transitions. P&R would also request a discussion regarding the possibility of language in HOA documents and/or additional signage at the property line regarding access to Mike Yokel Park from the southern and northern proposed sidewalks. Since no fencing or hard delineation has been proposed between the development and the Park, there are concerns about property owner/dog access and negative impacts on the Park at these locations. P&R will post signage at pedestrian entrances related to the Town Ordinance. Providing turf in the entirety of the proposed interior open space of the development would assist in providing an outlet for pet needs and alleviate unnecessary impacts on the Park. Thanks.

Andy Erskine, CPSI  
 Parks Manager, Teton County/Jackson Parks & Recreation Department  
 300 W Snow King Avenue  
 PO Box 811  
 Jackson, WY 83001  
 Office: 307-732-5793

| Type of Review<br>Contact<br>Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status                | Dates     |            |            | Remarks      |
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| Pathways<br>Brian Schilling<br>(12/21/2021 4:36 PM AL)<br>P21-290 – 445 E. Kelly – Development Plan<br>Comments from Teton County/TOJ Pathways Department<br>Status: approved w/conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       | 11/9/2021 | 11/30/2021 | 12/21/2021 | see comments |
| <ul style="list-style-type: none"> <li>Sidewalks and driveway crossings <ul style="list-style-type: none"> <li>The driveway/sidewalk interface on Kelly shall be constructed so that the sidewalk remains at a consistent vertical alignment with the sidewalk legs on either side of the driveway. The sidewalk shall not ramp down when crossing the driveway access, rather the driveway should rise to the level of the sidewalk. Any vertical change from the street elevation to the sidewalk elevation should be restricted to the driveway apron in the buffer space between the sidewalk and street. The concrete sidewalk surface and texture shall continue uninterrupted across the entire access driveway.</li> </ul> </li> <li>Bicycle Parking <ul style="list-style-type: none"> <li>Thank you for noting the location of the bike parking pads on the plan views. Additional details are required for the site plan and the rack specifications.</li> <li>Staff supports crediting the bike parking toward the development's overall parking requirement.</li> <li>The bike parking for this development largely serves the purpose of "long-term" storage.</li> <li>Short-term parking (for visitors or guests parking for a few hours or less): the recommended style for short-term bike parking is one or more "single inverted-U" racks. "Wave," "ribbon," and "toaster" style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close as or closer to the front entrance than the nearest car parking space, visible from the front entrance, hardscaped, and should not obstruct pedestrian flow.</li> <li>Long-term parking (for residents parking for more than a few hours—i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, conveniently-accessed, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the residence, but should be located in a secure or monitored location or in a locked enclosure. Clustered inverted-U bike racks, wall racks, or external bike lockers are appropriate.</li> <li>The bike parking should be constructed on a concrete pad. Grass surfaces will quickly deteriorate into mud from foot traffic during wet seasons and will be difficult to keep clear of snow. Also, a concrete surface will provide a more secure mounting surface for the racks and will discourage theft.</li> <li>Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not detract from the applicant's landscape requirements. Conversion of one or more car parking spots to bike parking would also be supported.</li> <li>Rack details should be shown on site plans.</li> <li>Jackson Hole Community Pathways will be happy to provide additional background information and guidance on site selection, layout, rack specification, and rack installation.</li> </ul> </li></ul> |                       |           |            |            |              |
| Planning<br>Tyler Valentine<br>(12/29/2021 3:05 PM TV)<br>Please see conditions of approval in staff report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | APPROVED W/CONDITIONS | 11/9/2021 | 11/30/2021 | 12/29/2021 |              |
| Police<br>Michelle Weber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       | 11/9/2021 | 11/30/2021 |            |              |
| Public Works<br>Jeff Silliman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | APPROVED W/CONDITIONS | 11/9/2021 | 11/30/2021 | 12/6/2021  | See Comments |

| Type of Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status | Dates |     |          | Remarks |
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| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| (12/6/2021 4:33 PM BTL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |       |     |          |         |
| Development Plan – APPROVED with CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| P21-209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |       |     |          |         |
| ADDRESS: 445 E Kelly                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| OWNER: Teton County                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| APPLICANT: Jackson/Teton County Affordable Housing                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |       |     |          |         |
| 12/6/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |       |     |          |         |
| Jeff Silliman, Brian Lenz, 733-3079                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| DATE OF SUBMITTAL: 11/9/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| DATE OF MATERIALS: 11/4/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| REVISION NO.: 00                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |       |     |          |         |
| The engineering division has reviewed your application for a DEVELOPMENT PLAN submitted on and with application materials as dated above.                                                                                                                                                                                                                                                                                                                                                    |        |       |     |          |         |
| *The following comments are being provided for use in preparation of future applications and are required for sufficiency .                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |       |     |          |         |
| 1. Show all existing easements on the plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| 2. Provide a grading plan that shows grading, erosion control, and stormwater plans. Plan shall include existing and proposed site contours with elevation labels, spot elevations, high and low points, grade breaks. Provide easements/agreements for grading proposed on adjacent properties.                                                                                                                                                                                             |        |       |     |          |         |
| 3. Provide running slopes, cross slopes, ramp details and pertinent information for all accessible routes.                                                                                                                                                                                                                                                                                                                                                                                   |        |       |     |          |         |
| 4. Provide Cache Creek channel grading, extents, typical section, slope, and capacity calculations. Include sizing calculations and capacity of the proposed conveyance pipe.                                                                                                                                                                                                                                                                                                                |        |       |     |          |         |
| 5. Specify size and location of water meter at each building. Show domestic branching from fire outside the building.                                                                                                                                                                                                                                                                                                                                                                        |        |       |     |          |         |
| 6. Include water service entry details with size, metering, type of backflow, irrigation, and fire/domestic shutoffs for each building/common areas.                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| 7. Provide required clearances to all Fire Hydrants and Fire Department Connections. Hydrant shown between lots 4 and 5 appears to be blocked by bike parking.                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| 8. Include size of the proposed elliptical RCP pipe. Show the exterior dimensions of the pipe to better convey the footprint of the pipe. Given the proposed location it appears the exterior of the pipe may only be a couple of feet from the foundations. Provide a plan that is constructible and maintainable. A testable watertight large diameter pipe should be considered given the close proximity to the buildings.                                                               |        |       |     |          |         |
| 9. Revise the extents of the Cache Creek piped section to the north portion of the project, i.e. do not pipe within the park. Piped segments of the channel shall be straight or on an approved large radius. Provide access and maintenance structures at any bends. Provide a bridge, culvert, or some type of crossing of the relocated Cache Creek channel in the park so that residents of the development can safely and easily cross the creek from the north end of the development. |        |       |     |          |         |
| 10. A minimum 25-foot wide utility easement benefitting the Town must be provided across the northerly 25 feet of the project.                                                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| 11. Show the extents and details for the reclamation of the old ditch along west side of property and on Lower Valley's property. Provide a Letter approval for the design of the proposed work on Lower Valley's property and a Letter of Authorization to do the work.                                                                                                                                                                                                                     |        |       |     |          |         |
| 12. Grading on the adjacent properties requires authorization from the adjacent landowners. Provide Letters of Approval for the design and Letters of Authorization to do the work.                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| 13. Show snow storage area, suggest snow storage in triangle west of Lot 1.                                                                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| 14. Provide irrigation service locations, sizes, metering, and backflow.                                                                                                                                                                                                                                                                                                                                                                                                                     |        |       |     |          |         |
| 15. ADA parking requires signage, including Van Accessible signage.                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| 16. Provide Easement or Agreement and engineered plans for the proposed LVE Sound Barrier Wall.                                                                                                                                                                                                                                                                                                                                                                                              |        |       |     |          |         |
| 17. Utility and access easements over, under, through, and across the various lots shall be provided as necessary to ensure access and maintainability in perpetuity. Water and sewer mains shall be under single ownership, e.g. a homeowners association. Minimum width for a private water or sewer main is 20 feet.                                                                                                                                                                      |        |       |     |          |         |
| 18. A DEQ permit to construct the water and sewer shall be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| 19. Water, sewer, stormwater, and the Cache Creek channel within the development shall be privately owned and maintained, except for the existing Town sewer main along the northboundary.                                                                                                                                                                                                                                                                                                   |        |       |     |          |         |

| Type of Review                                                                                                                                                                                                                                                                                                                                                                                                    | Status | Dates     |            |          | Remarks |
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| Contact                                                                                                                                                                                                                                                                                                                                                                                                           |        |           |            |          |         |
| Notes                                                                                                                                                                                                                                                                                                                                                                                                             |        |           |            |          |         |
| 20. Plans provided shall show all work to be completed within the Town's right-of-way.                                                                                                                                                                                                                                                                                                                            |        |           |            |          |         |
| 21. A demolition permit is 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.                                                                                                                                                                                  |        |           |            |          |         |
| 22. Provide a site lighting plan in conformance with the dark sky regulations.                                                                                                                                                                                                                                                                                                                                    |        |           |            |          |         |
| 23. Provide a plan for permanent reference monuments, property corners, etc.                                                                                                                                                                                                                                                                                                                                      |        |           |            |          |         |
| 24. Provide construction management and staging narrative and plans in accordance with the Town's checklist for Construction Management Plans. Specifically, address the proposed plan for staging and occupancy as the project is developed and built out. The access to Kelly Ave. shall be reconstructed as necessary to accommodate the new entrance and reclaim the old entrance.                            |        |           |            |          |         |
| RECOMMENDATIONS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                 |        |           |            |          |         |
| The following items are not required but should be considered in the planning as the project continues:                                                                                                                                                                                                                                                                                                           |        |           |            |          |         |
| A. Suggest replacing parking blocks with curb for ease of snow removal within parking lot.                                                                                                                                                                                                                                                                                                                        |        |           |            |          |         |
| B. Providing water and sewer services to the relocated Benson-Brown building. Based on records the existing property appears to be served by a sewer service out of Kelly Avenue, that would otherwise need to be abandoned. In this instance for a public building reusing this to better serve the preserved structure is reasonable. The quality and condition of the service would still need to be verified. |        |           |            |          |         |
| C. Locating the trash receptacle along the street frontage may not be great curb appeal, but if it remains in this location adjusting it to where it is parallel to the driveway or more accessible to the collection vehicles.                                                                                                                                                                                   |        |           |            |          |         |
| D. The trees are shown as points, show the driplines of the trees so that it is clear the proposed work will have the least impact. Specifically, the trees in Mike Yokel adjacent to the Cache Creek channel realignment. There is also considerable fill in the area of the proposed realignment that may be challenging to grade out and preserve the trees.                                                   |        |           |            |          |         |
| E. Recommend Exceeding minimum standards for sidewalk width along parking, e.g. go to at least 7 feet to minimize conflicts with parked cars overhanging the sidewalk.                                                                                                                                                                                                                                            |        |           |            |          |         |
| F. Recommend a 24 feet wide access off of Kelly Ave. if Planning allows it.                                                                                                                                                                                                                                                                                                                                       |        |           |            |          |         |
| START                                                                                                                                                                                                                                                                                                                                                                                                             |        | 11/9/2021 | 11/30/2021 |          |         |
| Darren Brugmann                                                                                                                                                                                                                                                                                                                                                                                                   |        |           |            |          |         |