



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

**Joint Town/County**

- Parks and Recreation
- Pathways
- Housing Department

**Teton County**

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game and Fish
- DEQ

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: July 29, 2019

Item #: P19-184

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner:**

Coal Depot  
PO Box 3790  
Jackson, WY 83001

**Applicant:**

Y2 Consultants – Pat Ehrman  
PO Box 2870  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting a request for Pre-Application Conference for a Grading Permit for the property located at 25 E. Kelly, legally known as LOT 2, COAL DEPOT SUBDIVISION.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Please respond by:**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
**Planning & Building Department**

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

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

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

**APPLICABILITY.** This application should be used when applying for a Pre-application Conference. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Coal Depot

Physical Address: 15 E. and 25 E. Kelly Ave

Lot, Subdivision: Lot 1, Coal Depot Subdivision

PIDN: 22-41-16-34-2-85-001

**PROPERTY OWNER.**

Name: Coal Depot, LLC.

Phone: 307-413-0054

Mailing Address: PO Box 3790, Jackson WY

ZIP: 83001

E-mail: [terry@fightingbear.com](mailto:terry@fightingbear.com)

**APPLICANT/AGENT.**

Name, Agency: Y2 Consultants

Phone: 307-733-2999

Mailing Address: PO Box 2870, Jackson WY

ZIP:

E-mail: [Pat@Y2Consultants.com](mailto:Pat@Y2Consultants.com)

**DESIGNATED PRIMARY CONTACT.**

Property Owner

Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

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

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

This pre-application conference is:  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

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

Have you attached the following?

Application Fee. Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) for the fees.  
 Notarized Letter of Authorization. A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

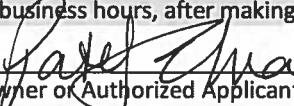
Narrative Project Description. Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (if applicable)  
 Proposed amendments to the LDRs (if applicable)

Conceptual Site Plan. For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:  
 Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS). Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

Other Pertinent Information. Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

  
Signature of Owner or Authorized Applicant/Agent  
Patricia Ehrman

Name Printed

2019-07-25

Date

PLA

Title



y2consultants.com  
307 733 2999

# CONSULTANTS

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

## 15 AND 25 EAST KELLY AVE. GEC (PRE-APP) NARRATIVE

### NARRATIVE PROJECT DESCRIPTION

#### 1. Existing Property Conditions

The property, 25 E. Kelly Ave, is currently a lot with a historic cabin on it. This property is in the Town of Jackson Office Residential (OR) zone. It is not in any zoning overlays, i.e. Natural Resource Overlay, Scenic Resource Overlay, TOJ Lodging Overlay, or the Office Use Permitted overlay. The property is not in the Wildland Urban Interface zone or FEMA flood zone. All information is based on the Teton County GIS.

#### 2. Character of Project

The property owner would like to build a single-family residence and alley-accessed parking that would blend into the existing neighborhood. The residence would focus on the character set forth by the current Town of Jackson's Land Development Regulations and the vision that they provide for the town. The surrounding lots are single family homes.

#### 3. Intended Development

The property owner would like to build one single-family residence and 90-degree alley access parking that follows the Town of Jackson Land Development Regulations.

#### 4. Proposed Amendments to the LDR's

There are no proposed amendments to the Town of Jackson Land Development Regulations.

## LETTER OF AUTHORIZATION

**Claudia Bonnist or Terry Winchell** , "Owner" whose address is: \_\_\_\_\_  
PO Box 3790, Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

For more information on the use of the *bioRxiv* preprint server, see the [bioRxiv](https://www.biorxiv.com) website.

\_\_\_\_\_, as the owner of property

## Lots 1 and 2, Coal Depot Subdivision

**(If too lengthy, attach description)**

**HEREBY AUTHORIZES** Y2 Consultants LLC

as

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

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

**OWNER:**

**ER:**  
Claudia Bonney

**(SIGNATURE) (SIGNATURE OF CO-OWNER)**

**Title:** co-owner

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

STATE OF *Wyoming*

)

COUNTY OF TENNESSEE

355

The foregoing instrument was acknowledged before me by CLAUDIA BANKS this 31 day of July 2016

3029, 2017.

(Seal)

(Notary Public)

My commission expires: 8-1-20





SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM.

**Y2 CONSULTANTS, LLC**  
PH. 307-733-2999  
PO BOX 2870  
JACKSON, WY 83001

BANK OF JACKSON HOLE  
990 WEST BROADWAY  
JACKSON, WY 83002

5610

99-409/1023

 CHECK ARMOR

7/2/2019

\$ \*\*150.00

DOLLARS

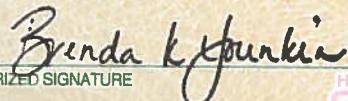
PAY TO THE Town of Jackson  
ORDER OF

One Hundred Fifty and 00/100\*\*\*\*\*

Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

VALID   
 VALID   
 VALID   
 VALID 

7/2/2019



AUTHORIZED SIGNATURE

HEAT SENSITIVE

Security Features Included

MEMO

Coal Depot 07021 client billed - Grading & Erosion

005610 1023040990 034 740 1

5610

**2 CONSULTANTS, LLC**

Town of Jackson  
Date 7/2/2019 Type Bill Reference Coal Depot

Original Amt.  
150.00

Balance Due  
150.00

7/2/2019

Discount

Check Amount

Payment

150.00

150.00

BOJH Checking

Coal Depot 07021 client billed - Grading & Erosi

150.00