



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
- Joint Housing Dept

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: January 2, 2020

Item #: P19-289

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: tvalentine@jacksonwy.gov

Owner:

Town of Jackson
PO Box 1687
Jackson, WY 83001

Applicant:

Jorgensen Associate
PO Box 9550
Jackson, WY 83002

REQUESTS:

The applicant is submitting a request for a Pre-Application for a Development Plan at 55 Karns Meadow Drive, legally known as PT. SW1/4NE1/4 & PT. SE1/4NW1/4 SEC. 33, TWP. 41, RNG. 116.

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

Please respond by: January 23, 2020 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



JORGENSEN
It's About People, Trust and Know How

PO Box 9550 • 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

December 23, 2019

Town of Jackson
Planning & Building Department
P.O. Box 1687
150 E. Pearl Ave.
Jackson, WY 83001

RE: Pre-Application Conference Request (PAP)
Jorgensen Associates, INC., Project No. 06013

Dear Staff,

Enclosed you will find the necessary materials for a Pre-Application Conference Request (PAP) for Southern Teton Area Rapid Transit (START).

For processing, please find the following enclosed items:

- Pre-Application Conference Request (PAP)
- Brief Narrative for Project Description
- Conceptual Plans
- Check for \$300.00

Sincerely,

JORGENSEN ASSOCIATES, INC.

Brendan Schulte
Senior Project Manager



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

150 E Pearl Ave. | phone (307)733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be 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

PROJECT.

Name/Description: **START Final Development Analysis Plan**

Physical Address: **555 West Snow King Ave. and Karns Meadow**

Lot, Subdivision: _____

PIDN: **22-41-16-33-2-00-025**

PROPERTY OWNER.

Name: **Town of Jackson** Phone: **307-733-3932**

Mailing Address: **PO Box 1687, Jackson, Wyoming** ZIP: **83001**

E-mail: **lpardee@ci.jackson.wy.us**

APPLICANT/AGENT.

Name, Agency: **Town of Jackson** Phone: **307-733-3932, ext 1100**

Mailing Address: **PO Box 1687, Jackson, Wyoming** ZIP: **83001**

E-mail: **lpardee@ci.jackson.wy.us**

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 (tstolte@gmail.com).

Have you attached the following?

- Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees.
- Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at 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.

Curry Pardee
Signature of Owner or Authorized Applicant/Agent

Curry Pardee
Name Printed

12/19/2019

Date

Town Manager
Title



Town of Jackson/Teton County Transit Operations and Maintenance Facility

Core Service Vehicle Maintenance Facility

Final Development Plan Amendment Pre-Application Request Narrative

This narrative describes the Core Services Maintenance Facility Final Development Plan Amendment in anticipation of a Pre-Application Conference. The Core Services Maintenance Facility was approved as part of the November 5, 2019 Teton County/Town of Jackson Special Purpose Excise Tax (SPET). The Town of Jackson (TOJ) is now proceeding with the necessary steps to construct the facility, ideally beginning in 2020. As part of that process, Town staff has determined an FDP Amendment is required.

The Core Services Maintenance Facility is a component of the Town of Jackson/Teton County Transit Operations and Maintenance Facility that was approved as Items P12-099, P12-100, and P12-101 Sketch Plan, Conditional Use Permit, & Final Development Plan Amendments by the TOJ Town Council on April 8, 2013. A Phasing Plan Overview was included in the amendment application. The Core Services Maintenance Facility and associated parking and site improvements was identified as Phase 3 of that plan (see Attachment A).

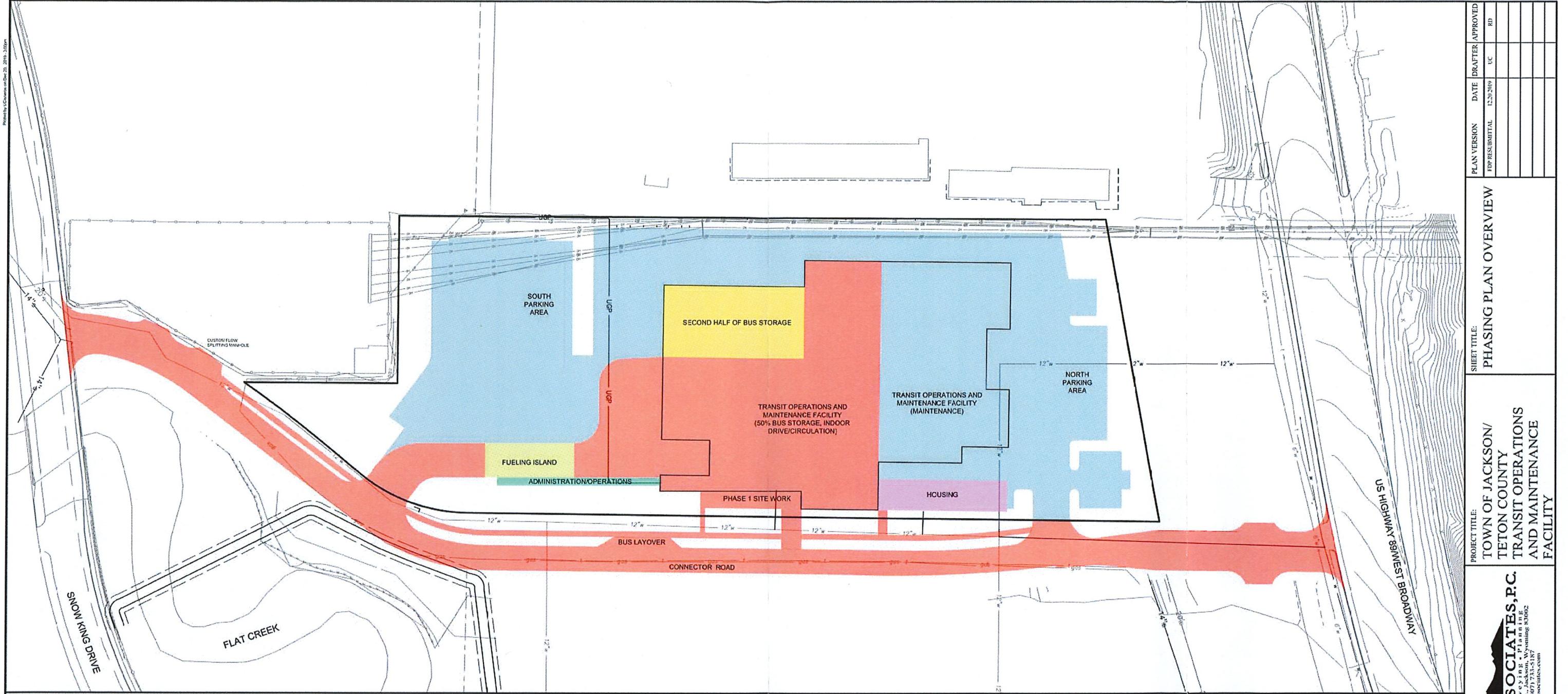
Following the April 8, 2013, the project proceeded with contract documents to construct Phase 1. It became apparent that funding was an issue, and the project was further refined to sub-phases. An FDP Amendment allowing additional phasing was prepared and submitted on July 22, 2013 and deemed sufficient on August 7, 2013 (P13-048). The Amendment included a Scope Overview reflecting the phasing Areas (see Attachment B). The FDP Amendment was approved in the fall of 2013. Contract Documents were prepared for this project for all Areas (including those identified as Alternatives), the project was bid, and a contract was let for all Areas (including the Alternatives), and construction was completed in December 2014.

Realizing the need for the complete facility identified in P12-100, and P12-101 were essential, the TOJ authorized the design team to develop Contract Documents for the remainder of the facility. A main goal was to ensure the facility could be deemed "shovel funding" should a federal, state, or local funding source be identified. These documents were completed in September 2015.

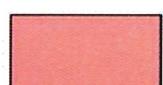
With the approval of the SPET, the TOJ is now prepared to obtain an FDP Amendment and conform the Contract Documents for the following project (refer to Attachment A):

1. Base Bid: Phase 2: Maintenance Facility, North and South Parking Areas, Complete Site Work, Grading and Drainage.
2. Bid Option 1: Phase 4 (portion): Second Half of Bus Storage
3. Bid Option 2: Phase 2: Fueling Island
4. Bid Option 3: Phase 4 (portion): Remainder of Administration/Operations

Please note that no changes to the facility from P12-100 and P12-101 are being proposed. During the pre-Application Conference, we would like to confirm application requirements and process (Administrative Review or Planning Commission, Board of Adjustment, Town Council hearings).



LEGEND



PHASE 1 - COMPLETED (2012)

- 50% Bus Storage
 - Indoor Drive/Circulation
 - Administration/Operations
 - Connector Road
 - Western Landscape
 - Limited Site Work



PHASE 2 - 2019 SPET & BASE BID

- Maintenance
 - North and South Parking Areas
 - Complete Site Work
 - Grading and Drainage



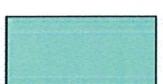
PHASE 2: PIRATE 1

- #### PHASE 3 - BID ALT. 1
- Second Half of Bus Storage



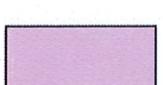
PHASE 4 - BID ALT. 2

- #### PHASE 4 - BID:
- ##### • Fueling Island



PHASE 5 - BID ALT. 3

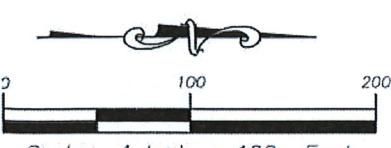
- ## • Remaining Administration and Operations



24425-2

- ## PHASE 6

 - Housing



Scale: 1 Inch = 100 Feet

This scale valid only for 11x17 prints.

- PRELIMINARY -
**SUBJECT TO CORRECTION
AND APPROVAL**

PROJECT NUMBER

06013.10

SHEET C2.2

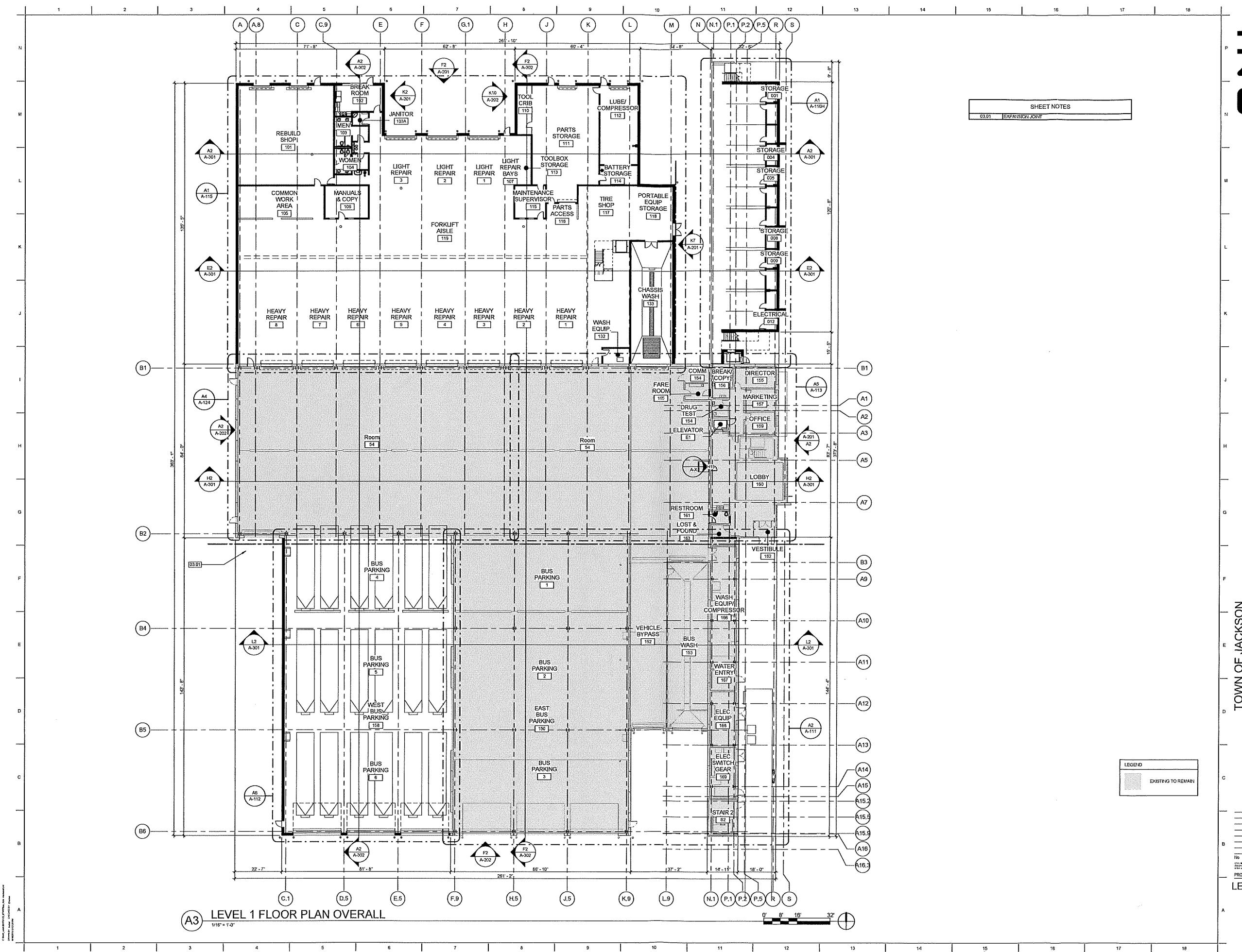
RNL

160 7TH STREET
SUITE A-200
DENVER, CO 80265
303 252 1717
303 252 0845 f

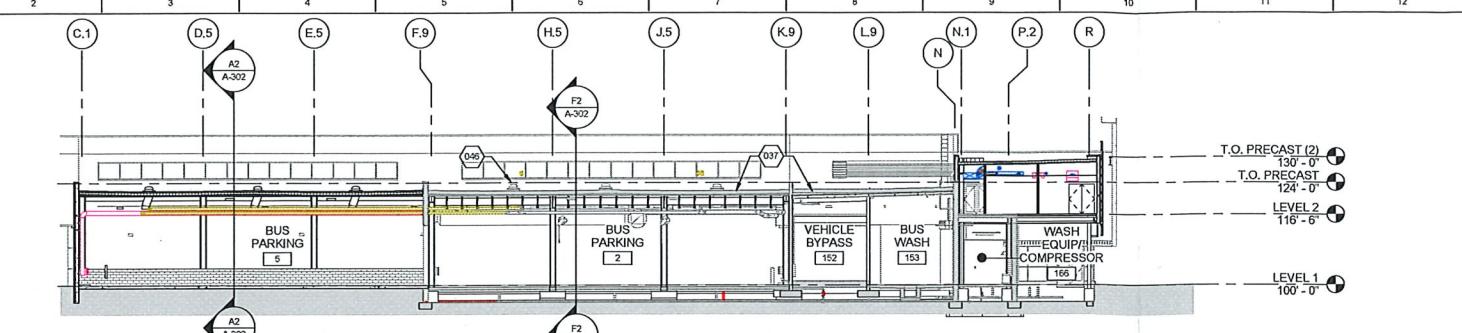
TOWN OF JACKSON
START BUS MAINTENANCE &
OPERATIONS FACILITY
JACKSON, WYOMING

CONSTRUCTION DOCUMENTS

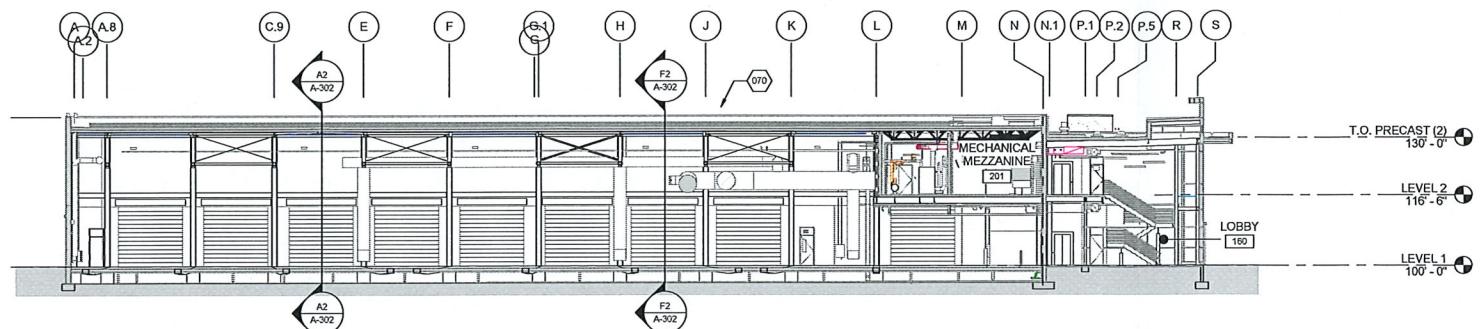
A-101



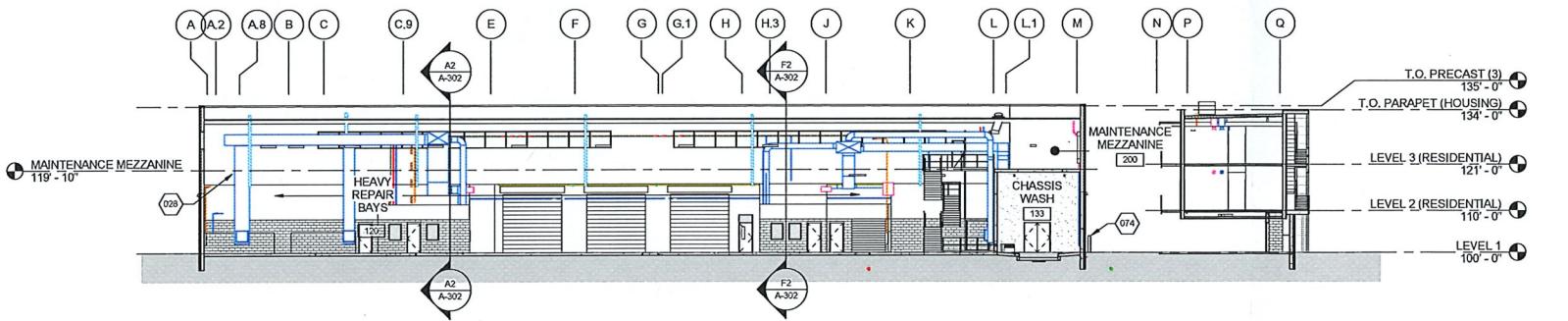
KEY NOTES - BUILDING SECTIONS	
KEYNOTE	DESCRIPTION
007	TRENCH DRAIN W/ MTL GRATE
010	STRUCTURAL STEEL FRAMING
011	ARCHITECTURALLY EXPOSED STEEL FRAMING, RE: STRUCT
012	STEEL JOIST OR TRUSS, RE: STRUCT
037	GREEN ROOF PLANTING SYSTEM, RE: LANDSCAPE
042	PREFINISHED PERFORATED METAL SCREEN PANEL
045	PREFINISHED MECHANICAL LOUVER
046	TUBULAR SKYLIGHTS
048	PREFINISHED LOUVER RE: MECH
058	FIBERGLASS SANDWICH PANEL
062	STEEL COLUMN
070	BALLASTED PV ARRAY BY OTHERS
073	STEEL STAIR WITH CONCRETE METAL PAN TREADS AND RISERS
074	PAINTED CONCRETE FILLED BOLLARD
076	ALUMINUM FRAMED ENTRANCES AND STOREFRONTS
078	FABRICATED METAL SIGNAGE
082	EQUIPMENT RE: EQ & MEP DRAWINGS
084	WASH ASSEMBLY RE: EQ DRAWINGS
094	OVERHEAD DOOR TRACK
095	OVERHEAD DOOR OPERATOR AND TROLLEY
099	GUTTER



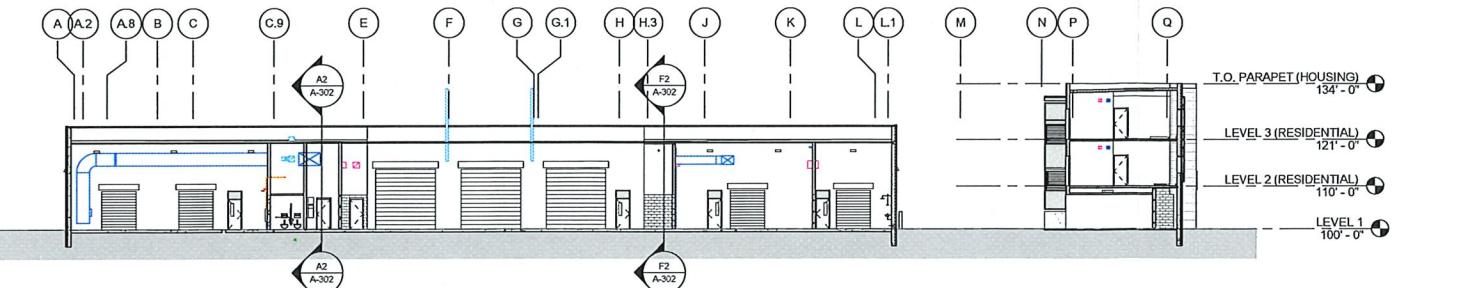
(L2) EAST-WEST SECTION @ BUS STORAGE



(H2) EAST-WEST SECTION @ DRIVE AISLE



(E2) EAST-WEST SECTION @ MAINTENANCE



(A2) EAST-WEST SECTION @ MAINTENANCE

RNL

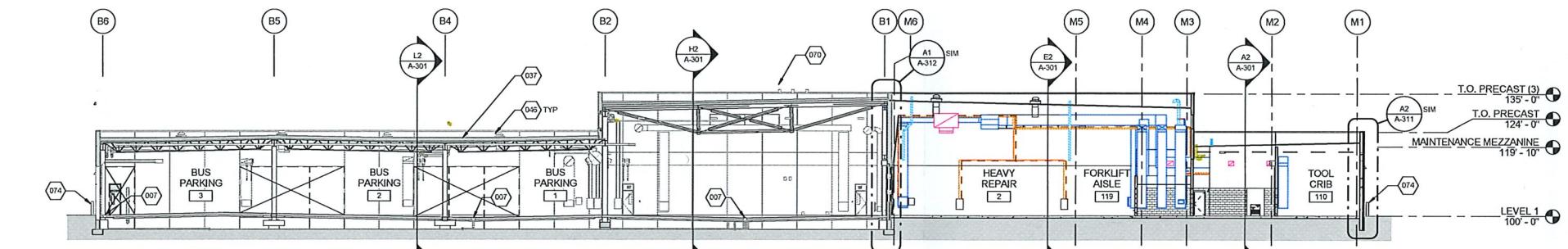
1050 17th STREET
SUITE A200
DENVER, CO 80265
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303 252 0845 f

**TOWN OF JACKSON
START BUS MAINTENANCE &
OPERATIONS FACILITY**

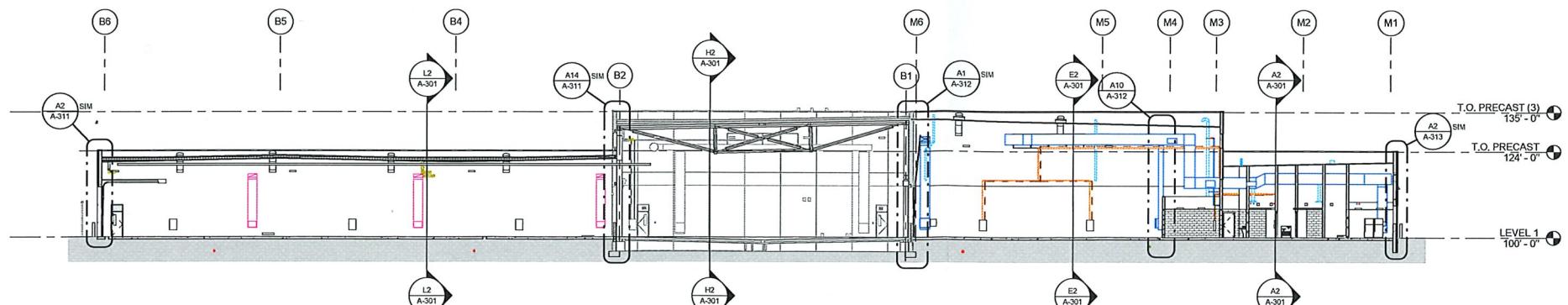
JACKSON, WYOMING

CONSTRUCTION DOCUMENTS

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094	OVERHEAD DOOR TRACK
095	OVERHEAD DOOR OPERATOR AND TROLLEY
099	GUTTER



F2 NORTH-SOUTH SECTION
1/16" = 1'-0"



A2 NORTH-SOUTH SECTION
1/16" = 1'-0"

0' 8' 16' 32'

A-302

No. REVISION SUBMISSION DATE
PROJECT No. 3123

BUILDING SECTIONS