



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	REQUESTS: The applicant is submitting a request for a Pre-Application for a Development Plan at 55 Karns Meadow Drive, legally know 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.
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	
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 process the next business day.

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

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: 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 x _____ 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

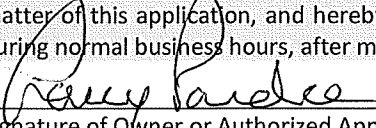
This pre-application conference is:
☒ Required
☐ Optional
☐ For an Environmental Analysis
☐ For grading

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).

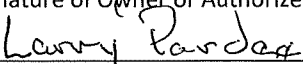
Have you attached the following?

- ☒ **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.



Signature of Owner or Authorized Applicant/Agent



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).

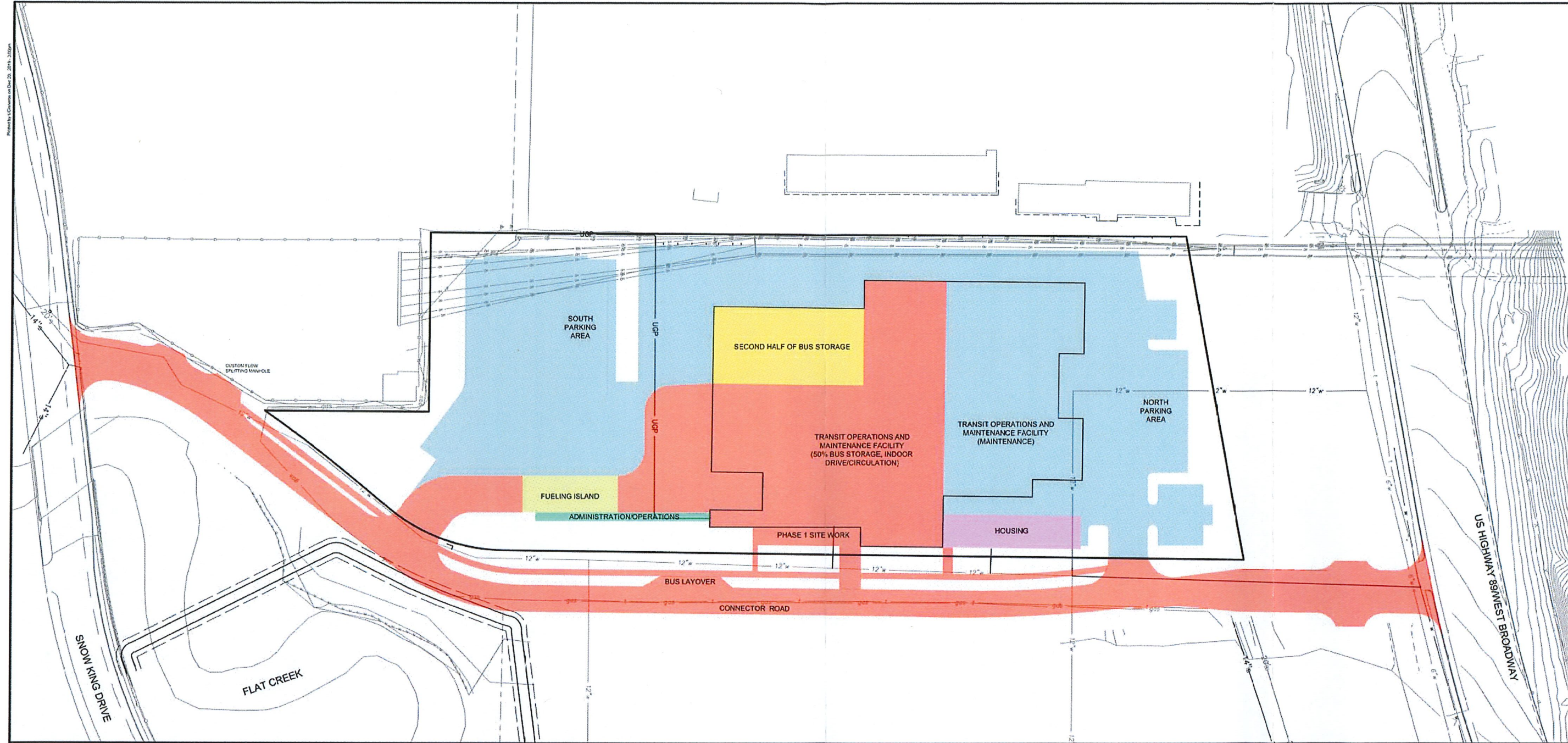
Following the April 8, 2013, the project proceeded with contract documents to construct Phase 1. It became apparent that funding was an issue, and the project was further refined to sub-phases. An FDP Amendment allowing additional phasing was prepared and submitted on July 22, 2013 and deemed sufficient 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):

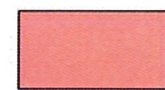
1. Base Bid: Phase 2: Maintenance Facility, North and South Parking Areas, Complete Site Work, Grading and Drainage.
2. Bid Option 1: Phase 4 (portion): Second Half of Bus Storage
3. Bid Option 2: Phase 2: Fueling Island
4. Bid Option 3: Phase 4 (portion): Remainder of Administration/Operations

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).

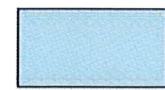


Project: J06013.10 - Teton County Transit Operations and Maintenance Facility
Sheet: C2.2 - PHASING PLAN OVERVIEW
Date: 12/20/2014
Author: Jorgensen Associates, P.C.
Checked: Jorgensen Associates, P.C.
Approved: Jorgensen Associates, P.C.

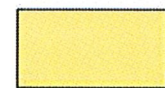
LEGEND



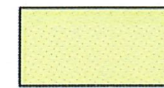
- PHASE 1 - COMPLETED (2012)**
- 50% Bus Storage
 - Indoor Drive/Circulation
 - Administration/Operations
 - Connector Road
 - Western Landscape
 - Limited Site Work



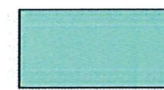
- PHASE 2 - 2015 SPET & BASE BID**
- Maintenance
 - North and South Parking Areas
 - Complete Site Work
 - Grading and Drainage



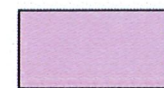
- PHASE 3 - BID ALT. 1**
- Second Half of Bus Storage



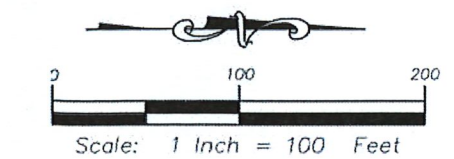
- PHASE 4 - BID ALT. 2**
- Fueling Island



- PHASE 5 - BID ALT. 3**
- Remaining Administration and Operations



- PHASE 6**
- Housing



- PRELIMINARY -
SUBJECT TO CORRECTION
AND APPROVAL

PLAN VERSION	DATE	DRAFTER	APPROVED
PRELIMINARY	12/20/2014	UC	RD


SHEET TITLE:
PHASING PLAN OVERVIEW

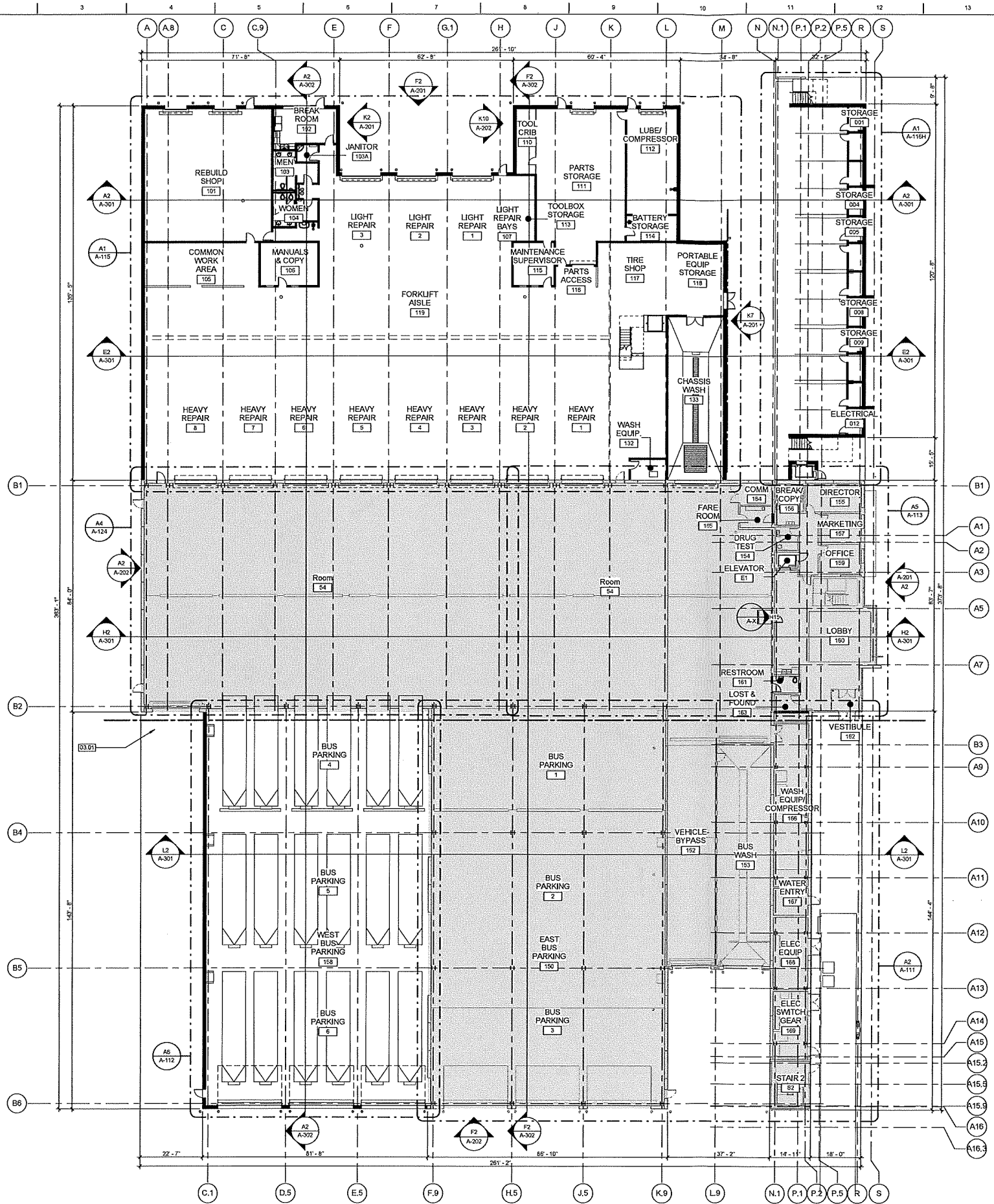
PROJECT TITLE:
**TOWN OF JACKSON/
TETON COUNTY
TRANSIT OPERATIONS
AND MAINTENANCE
FACILITY**

JORGENSEN ASSOCIATES, P.C.
ENGINEERING • LAND SURVEYING • PLANNING
P.O. Box 9556, 270 East Simpson Ave., Jackson, Wyoming 83002
Phone: 307.733.1234
Email: jorgensenassociates.com

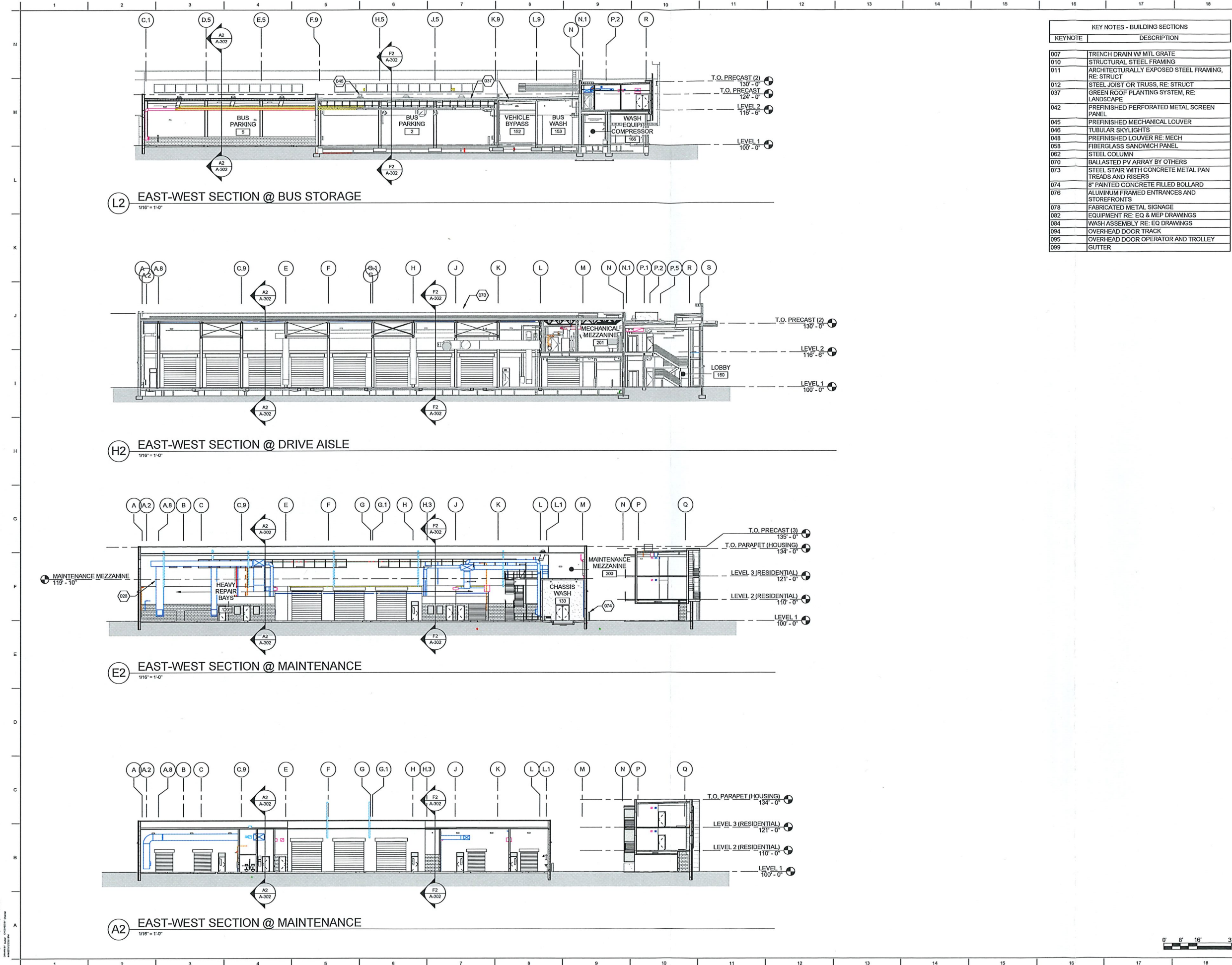
PROJECT NUMBER	06013.10
SHEET	C2.2

SHEET NOTES	
03.01	EXPANDED JOINT

LEGEND
 EXISTING TO REMAIN



A3 LEVEL 1 FLOOR PLAN OVERALL
1/16" = 1'-0"



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	8" 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

1050 17th STREET
SUITE 200
JACKSON, WY 83205
303.285.1717
303.282.0845 f

TOWN OF JACKSON
START BUS MAINTENANCE &
OPERATIONS FACILITY

JACKSON, WYOMING

CONSTRUCTION DOCUMENTS

No.	REVISION/SUBMISSION	DATE

PROJECT No. 3123

BUILDING SECTIONS

A-301

