



# 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: February 10, 2020

Item #: P20-024

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

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

**Owner:**

Town of Jackson  
PO Box 1687  
Jackson, WY 83001

**Applicant:**

JH Community Housing Trust  
Anne Cresswell  
PO Box 4498  
Jackson, WY 83001

**Please respond by:** N/A

**REQUESTS:**

The applicant is submitting a request for a Grading Pre-Application for the property located at 174 N. King Street known as, PT. SW1/4SW1/4 SEC. 27, TWP. 41, RNG. 116.

For questions, please call Brian Lenz at 733-3079, x1410 or email to the address shown below. Thank you.

**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

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

**For Office Use Only**

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: JHCHT King St. Development

Physical Address: 174 N. King St.

Lot, Subdivision: \_\_\_\_\_

PIDN: 22-41-16-27-3-00-021

**PROPERTY OWNER.**

Name: Town of Jackson

Phone: \_\_\_\_\_

Mailing Address: PO Box 1687, Jackson, WY

ZIP: 83001

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name, Agency: JH Community Housing Trust, Anne Cresswell

Phone: (307)739-0665

Mailing Address: PO Box 4498

ZIP: 83001

E-mail: sefani@housingtrustjh.org

**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** (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  
 n/a Intended development options or subdivision proposal (if applicable)  
 n/a 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.

n/a **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.

Annie Cresswell  
Signature of Owner or Authorized Applicant/Agent

Name Printed

Annie Cresswell

2-6-2020

Date

Executive Director  
Title

# NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

JACKSON, WY • BUFFALO, WY

WWW.NELSONENGINEERING.NET

February 6, 2020

FPD\19-318-02

Town of Jackson Planning & Engineering  
150 E. Pearl Ave  
Jackson WY 83001

ATTN: Pre-Application Conference Committee  
RE: 174 N. King Street JH Community Housing Trust Development – Pre-Application Conference

Pre-Application Conference Committee,

The following is a project description narrative to be included with the grading pre-application conference request for the 174 N. King Street mixed use development by the Jackson Hole Community Housing Trust (JHCHT).

The existing property has a 3800 sqft building with a lawn space on the southern end of the property.

The 174 N. King Street development is a proposed mixed-use development with 2 commercial space units and 24 residential units. The building is 3 stories occupying a ground floor footprint of  $14,500 \pm$  sqft with covered parking and commercial space occupying the ground floor. The King street frontage of the building is being designed in coordination with the latest known plans for the redevelopment of the North King St. block.

The JHCHT is not requesting any development options or amendments to the Town of Jackson LDR's.

Please let me know the earliest availability you may have to schedule this pre-application conference, and don't hesitate to contact me if there are any questions.

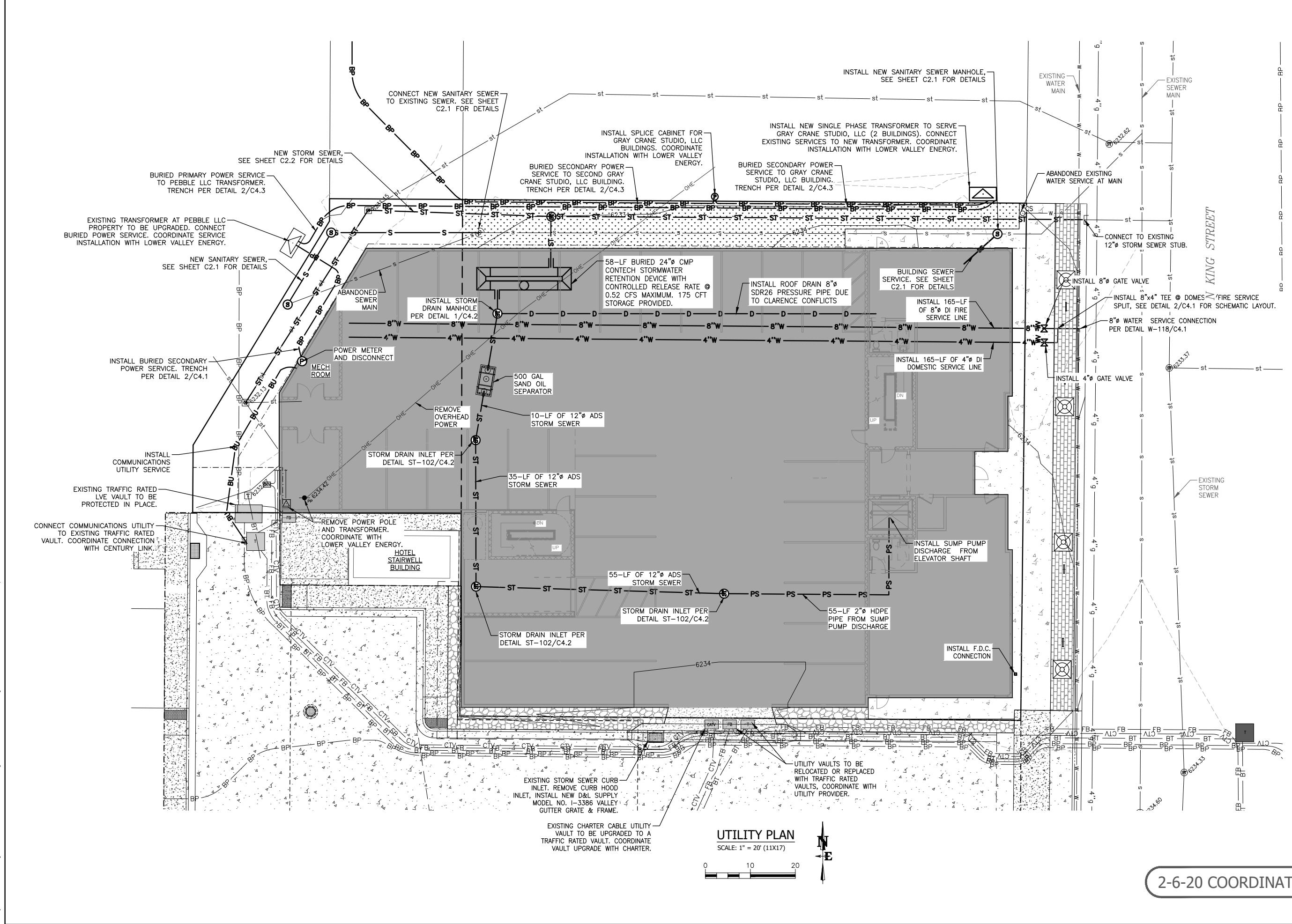
Sincerely,



Fritz Doter, PE  
Assistant Project Manager

Encl.





2-6-20 COORDINATION SET

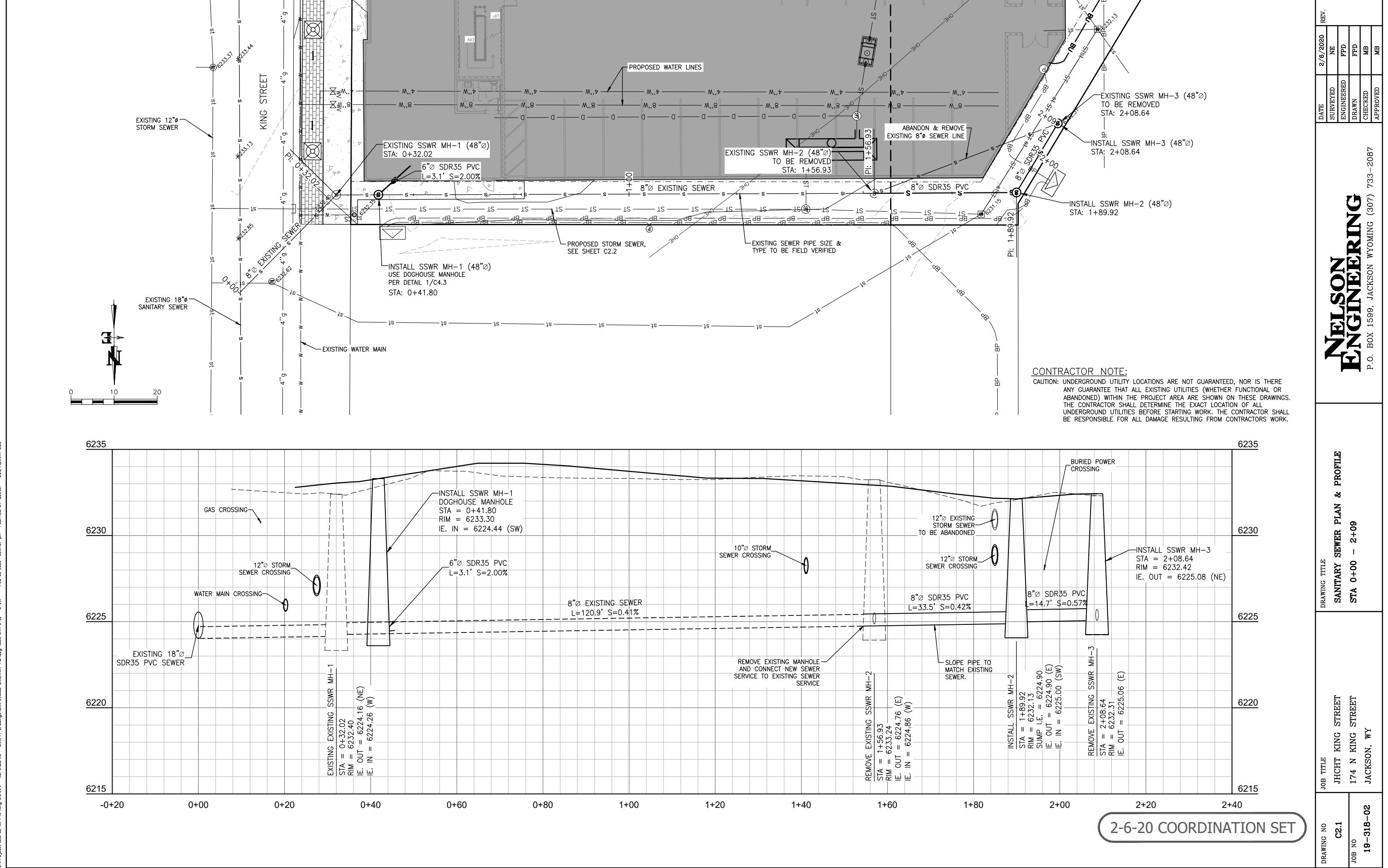
**NELSON  
ENGINEERING**

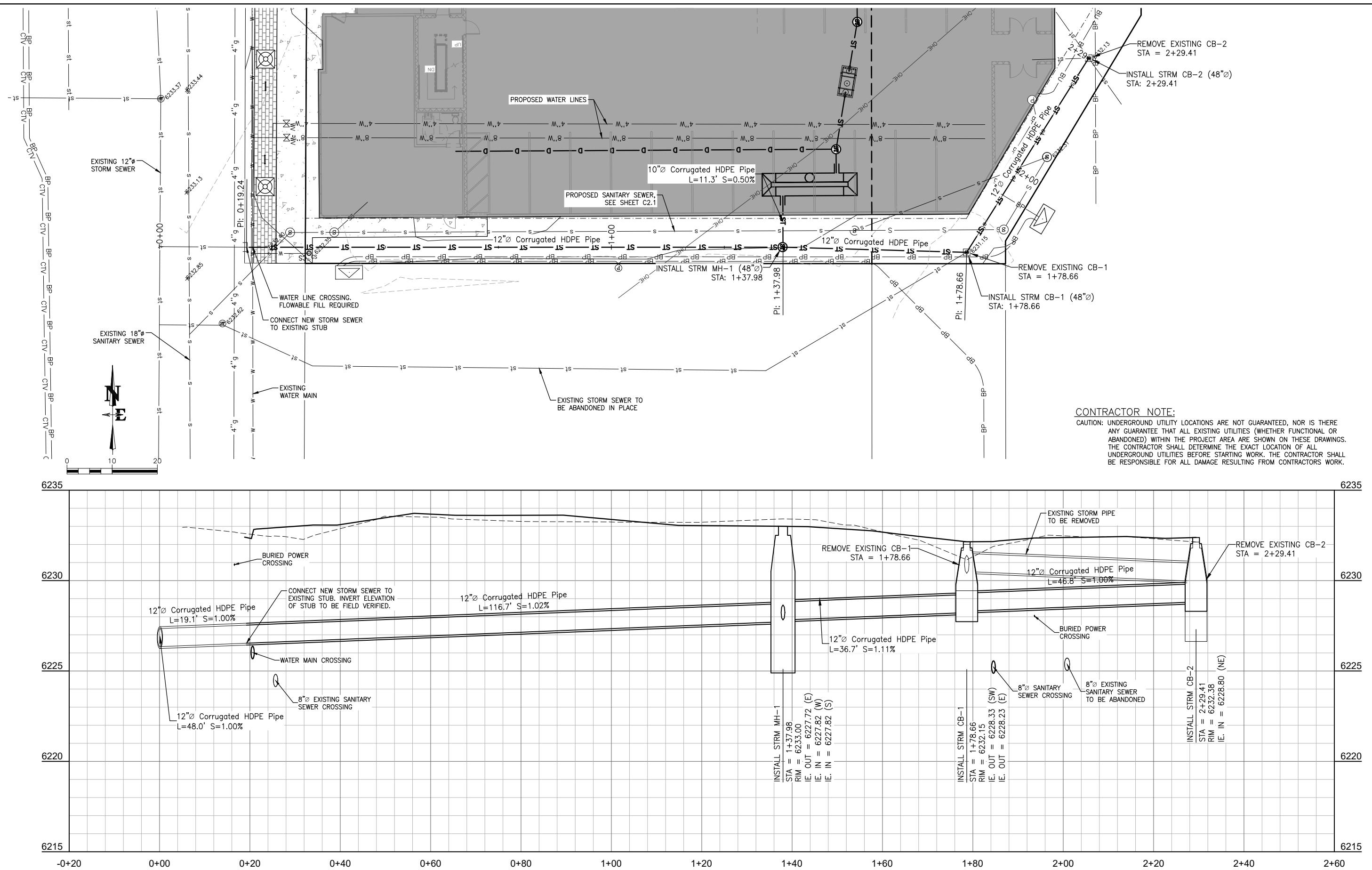
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	2/6/2020	REV.
SURVEYED	NE	
ENGINEERED	PPD	
DRAWN	PPD	
CHECKED	MB	
APPROVED	MB	

DRAWING TITLE  
**UTILITY PLAN**

DRAWING NO	JHCHT KING STREET
C2.0	174 N KING STREET
JOB NO	JACKSON, WY
19-318-02	





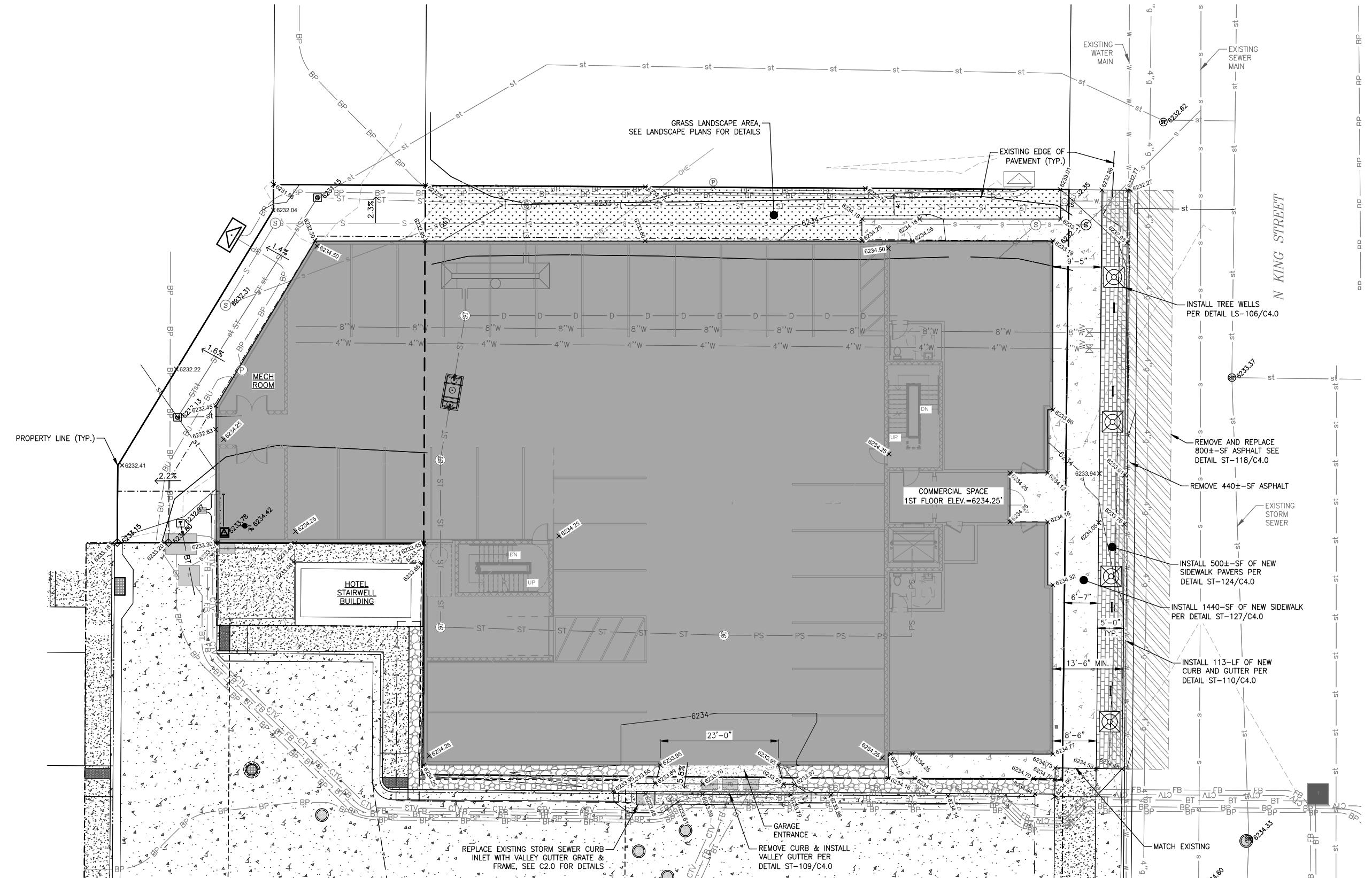
# NELSON ENGINEERING

DO. DOV 1500 MELBOURNE, VICTORIA 3000

**STORM SEWER PLAN & PROFILE**  
**STA 0+00 - 2+30**

DRAWING NO	JOB TITLE
<b>C2.2</b>	JHCHT KING STREET
JOB NO	174 N KING STREET
<b>19-318-02</b>	JACKSON WY

2-6-20 COORDINATION SET

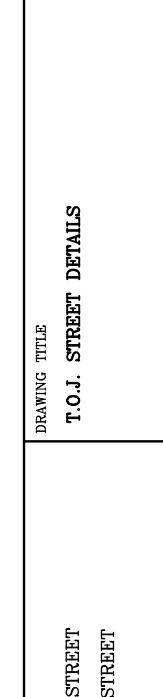
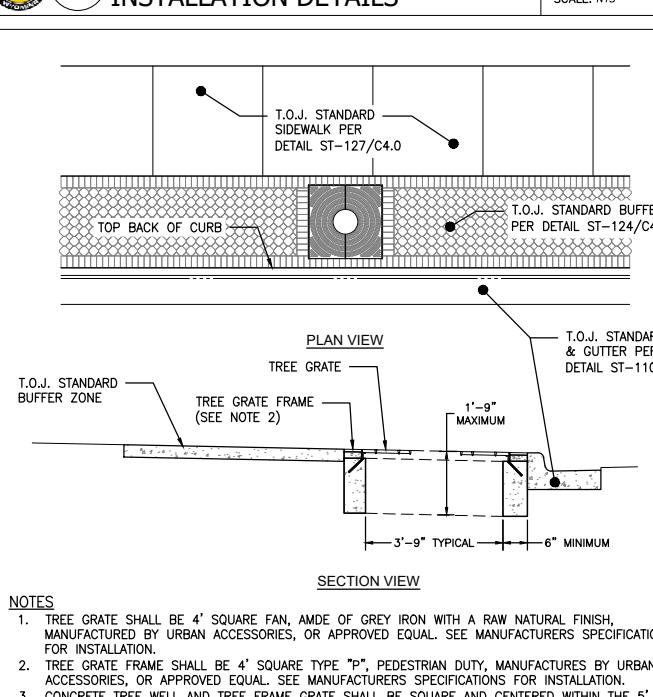
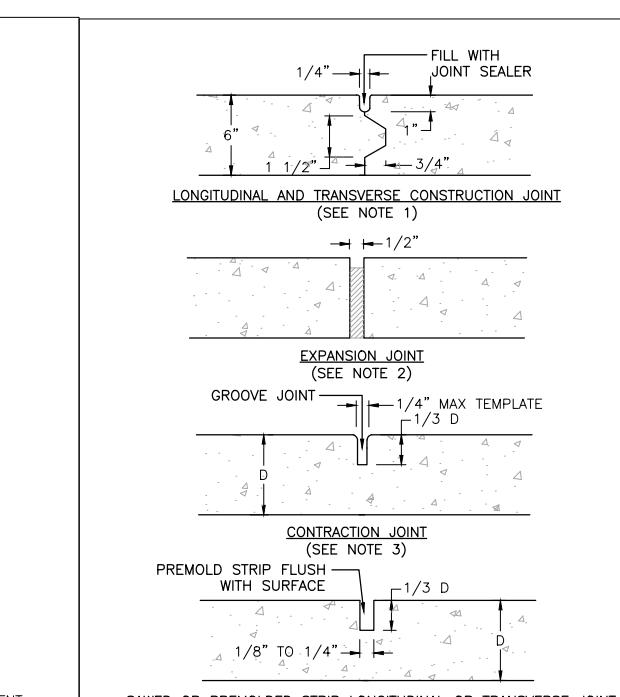
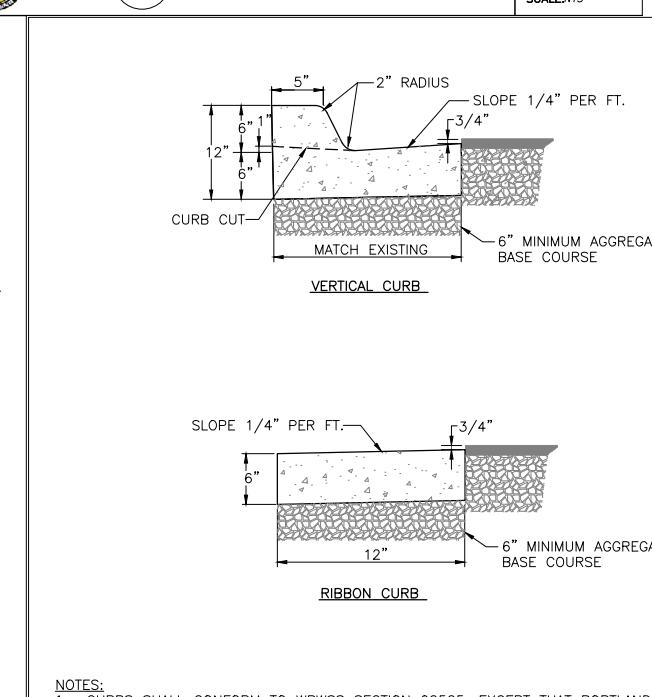
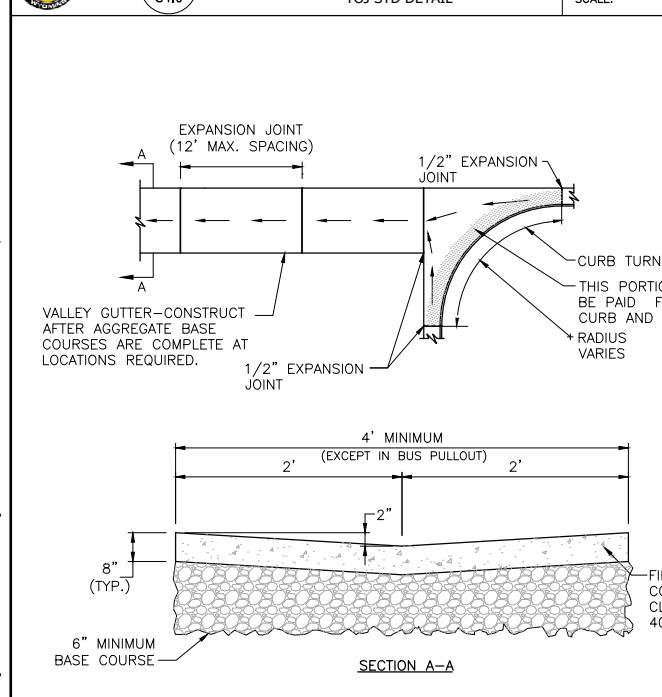
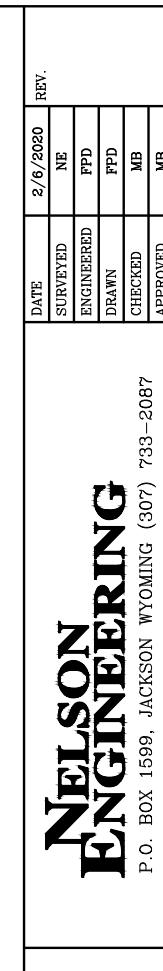
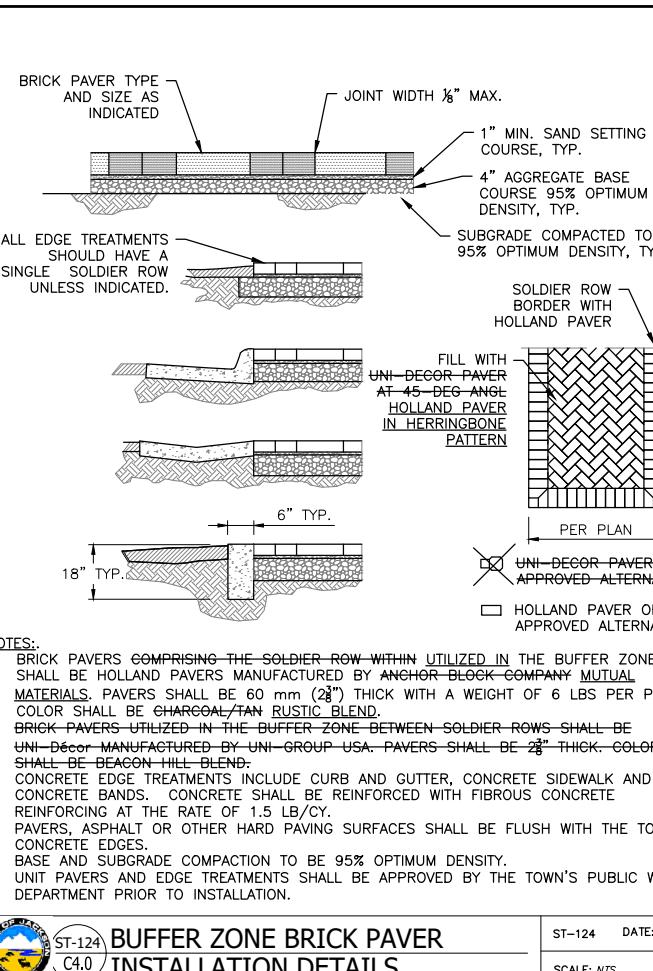
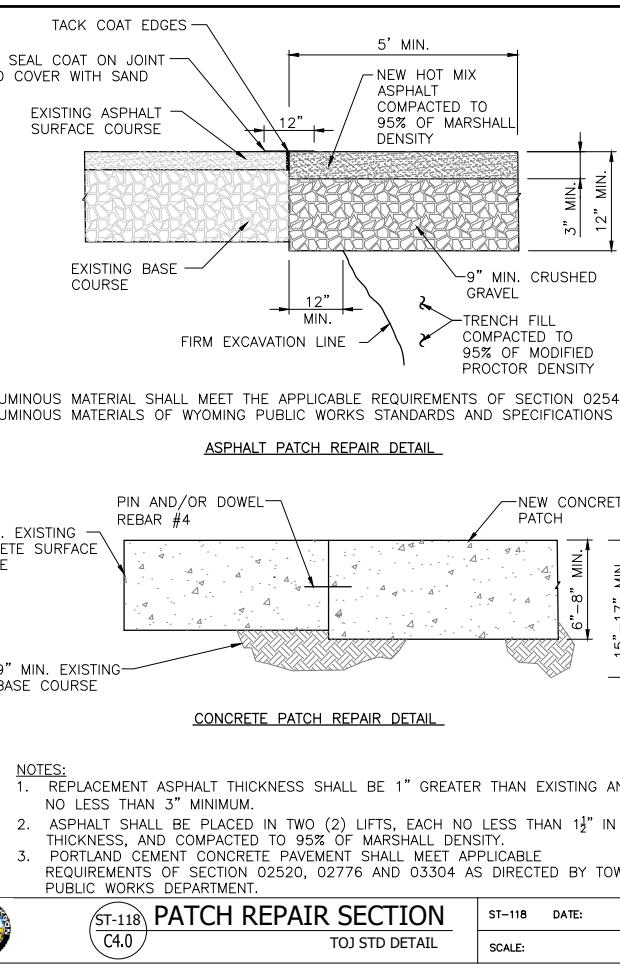
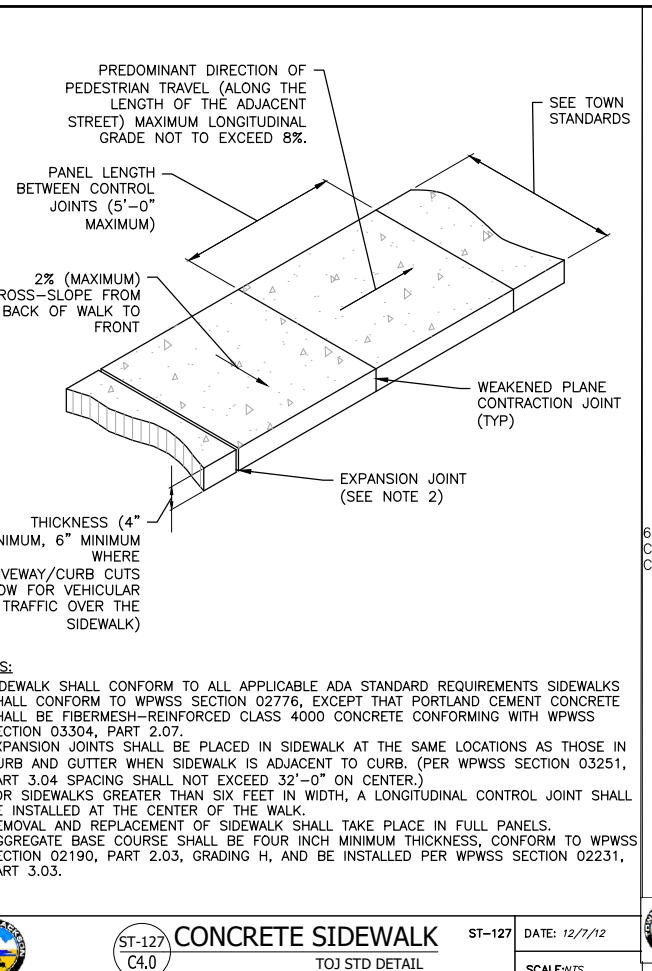
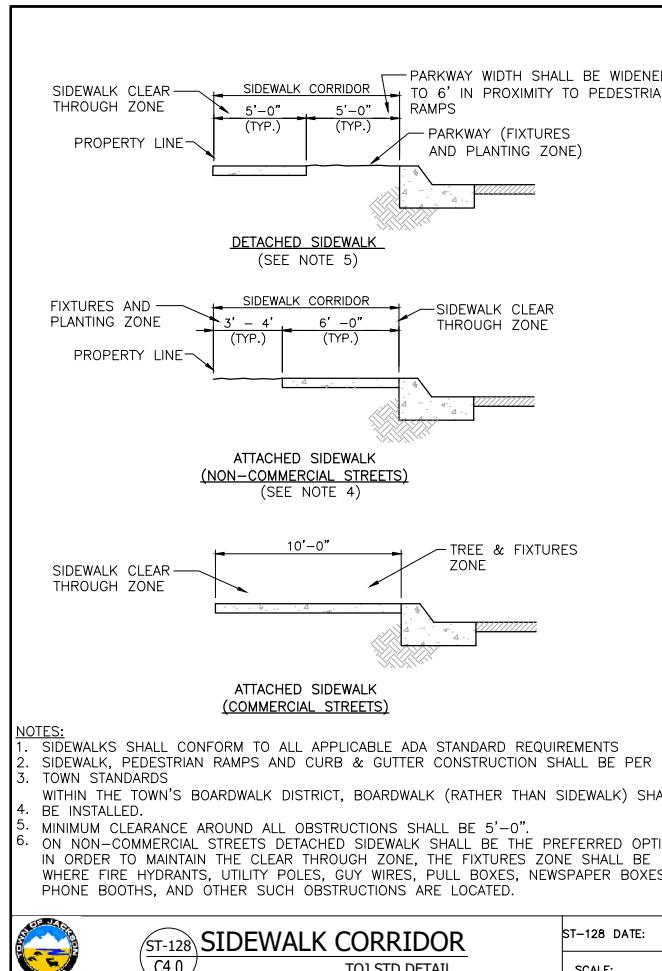


2-6-20 COORDINATION SET

**NELSON**  
**ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

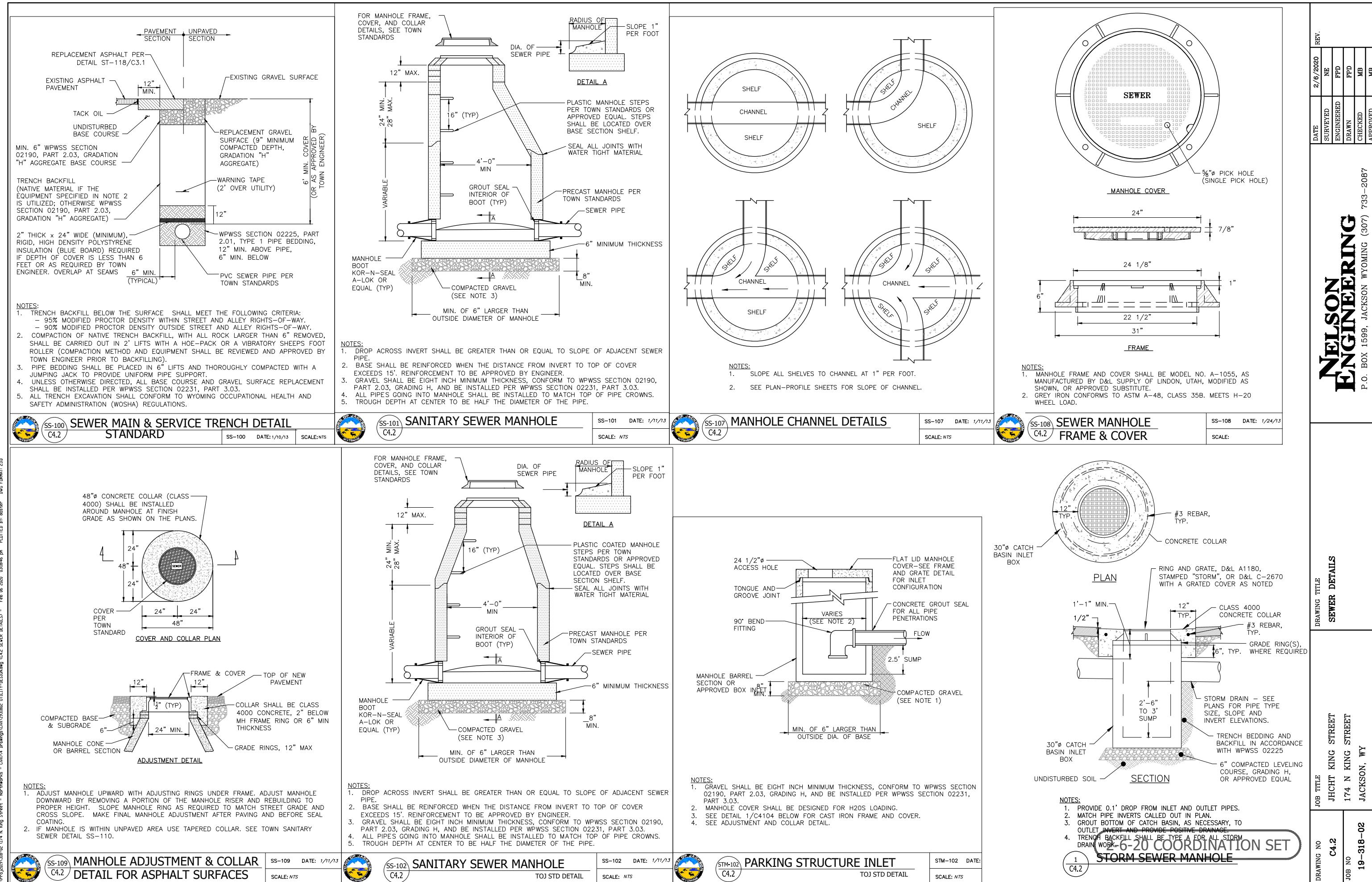
DRAWING TITLE  
GRADING PLANDRAWING NO  
C3.0  
JOB NO  
19-318-02DATE  
2/6/2020  
SURVEYED  
NE  
ENGINEERED  
PPD  
DRAWN  
PPD  
CHECKED  
MB  
APPROVED  
MB



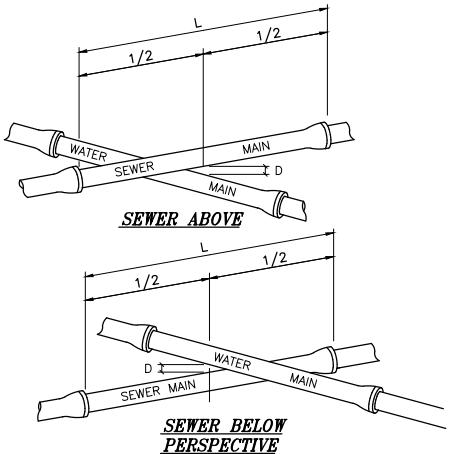
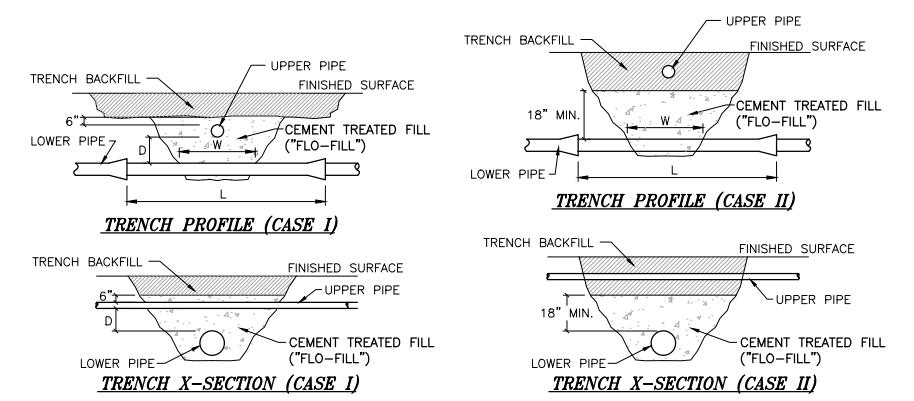
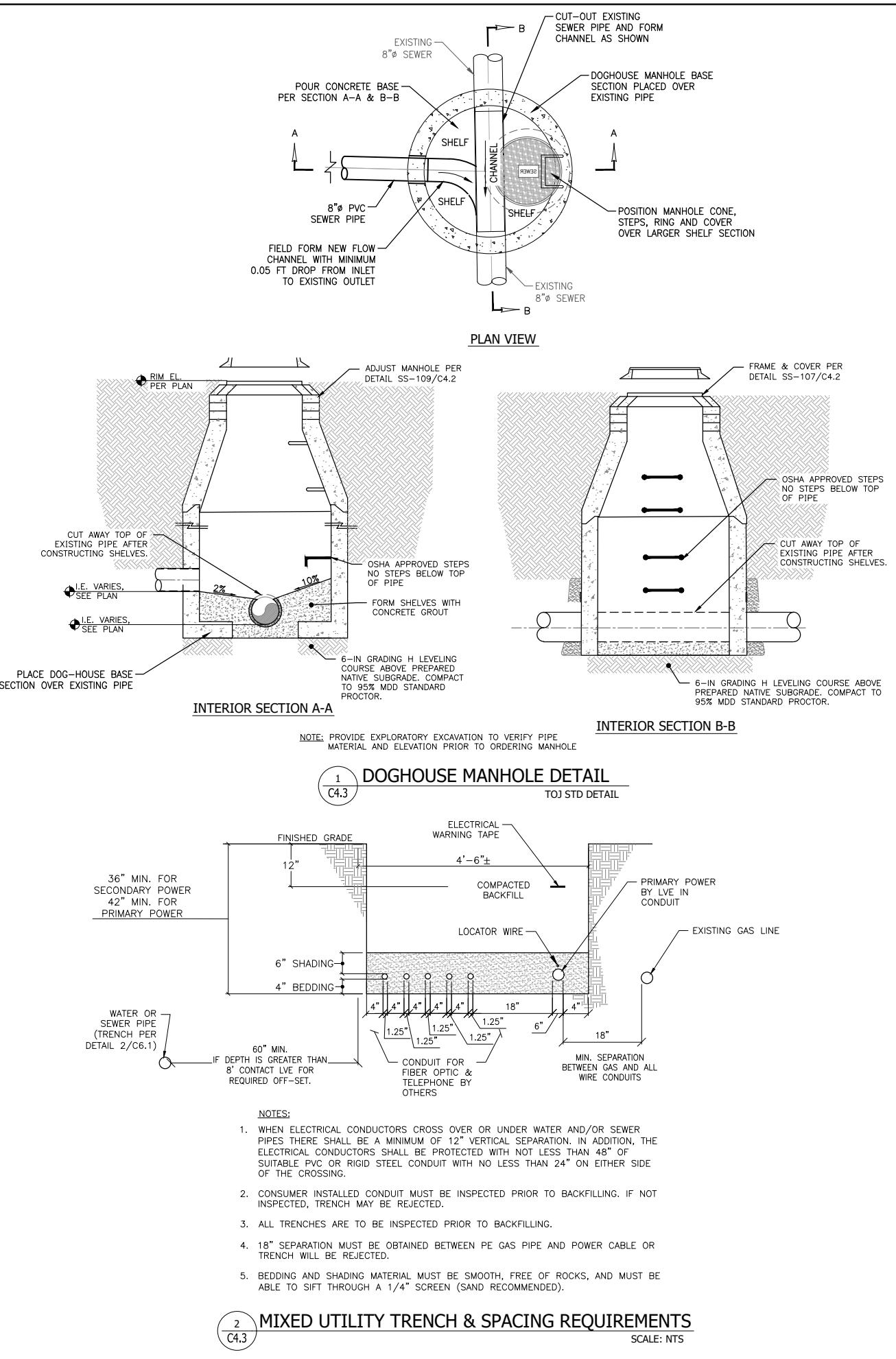
2-6-20 COORDINATION SET

DRAWING NO  
C4.0  
JOB NO  
19-318-





\\S:\s\Project\2019\318-02\174\_N\_King\_Street - Northworks - Civil\44\_Drawings\CV\931802.UTILITY-DESIGN\09\_<4-3\_CIVIL DETAILS> - Feb 06 2020 03:48:51 PM PLOTTED BY: doster DMG FORMAT: 230



**NOTES:**

1. CEMENT TREATED FILL ("FLOWABLE FILL") SHALL CONFORM TO WPSS SECTION 02225, PART 2.01B.
2. **CASE I:** DIMENSION D<24 INCHES. CEMENT TREATED FILL SHALL BE PLACED FROM BOTTOM OF LOWER PIPE TO 6 INCHES ABOVE THE UPPER PIPE.
3. **CASE II:** DIMENSION D>24 INCHES. CEMENT TREATED FILL SHALL BE PLACED AROUND THE LOWER PIPE TO AT LEAST 18 INCHES ABOVE THE TOP OF PIPE. ALL OTHER DIMENSION REMAIN AS INDICATED.
4. DIMENSION D (THE VERTICAL SEPARATION BETWEEN THE OUTSIDES OF THE UPPER AND LOWER PIPES) SHALL BE 18 INCHES MINIMUM.
5. DIMENSION W SHALL EQUAL 3D PLUS 1 FOOT.
6. DIMENSION L SHALL EQUAL 20 FEET MINIMUM.
7. WHERE THE MINIMUM REQUIRED CLEARANCES FOR DIMENSIONS D AND L CANNOT BE MAINTAINED, THE SEWER MAIN SHALL BE PLACED WITHIN A SEPARATE SIEVE.

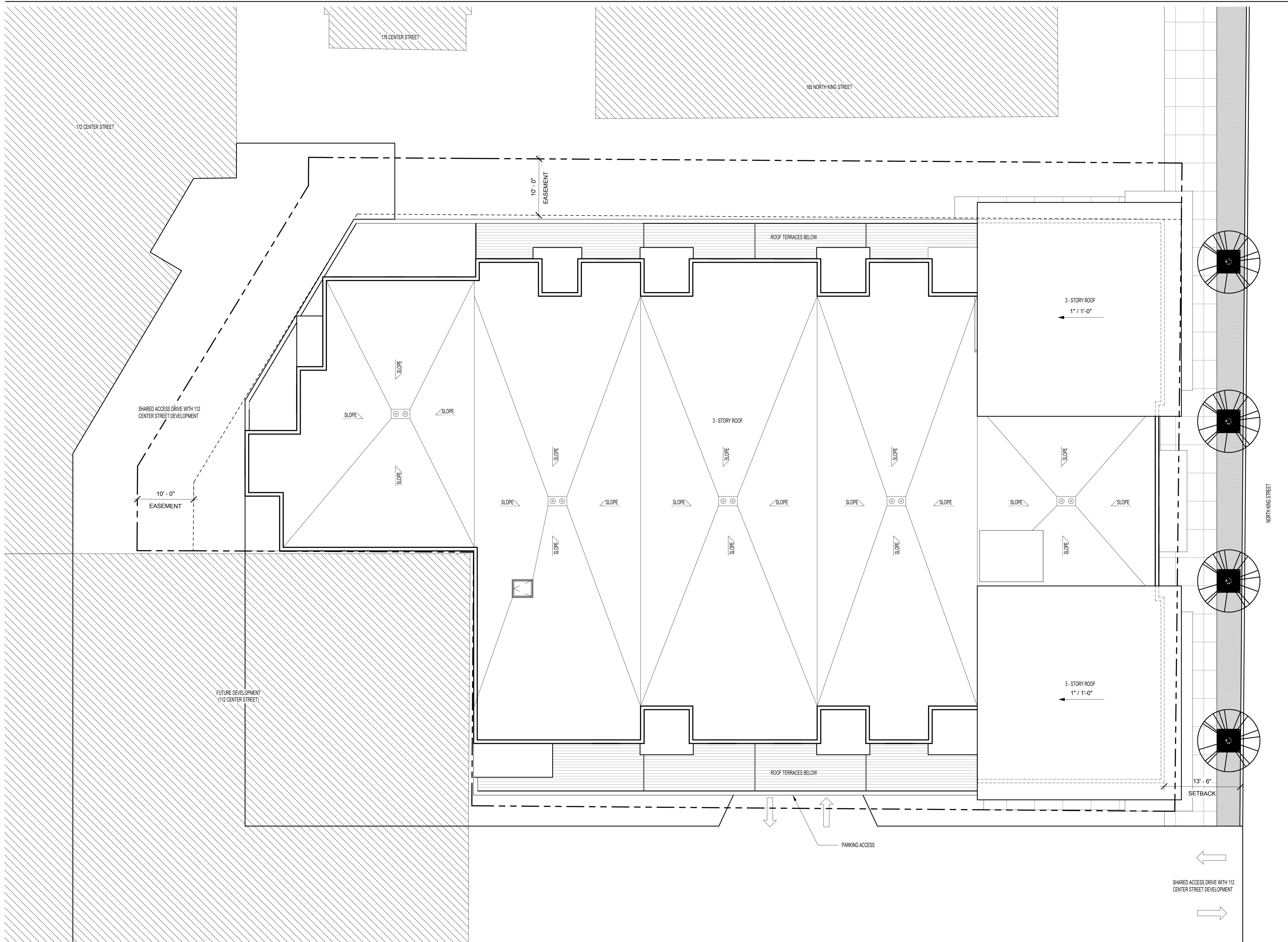


**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 7

NEW  
END  
P.O. BOX 1

P.0

DRAWING NO.		JOB NO.	
C4.3		JHCHT KING STREET	
JOB NO.		1174 N KING STREET	
19-318-02		JACKSON, WY	
CIVIL DETAILS			
DRAFTING 11/11/02			
<b>NELSON ENGINEERING</b>			
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087			
SURVEYED		NE	
ENGINEERED		FPD	
DRAWN		FPD	
CHECKED		MB	
APPROVED		MB	



# NORTHWORKS

CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

Chicago, Illinois 60642  
[www.nwks.com](http://www.nwks.com)

12 N. Throop Street Chicago, Illinois 60642  
12-440-9850 F 312-440-9851 [www.nwks.com](http://www.nwks.com)

© 2019 Northworks Architects & Planners - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning Work.

ISSUED DATE	ISSUED FOR

Design Development

PROFESSIONAL SEAL

## Project JHC HT KING STREET

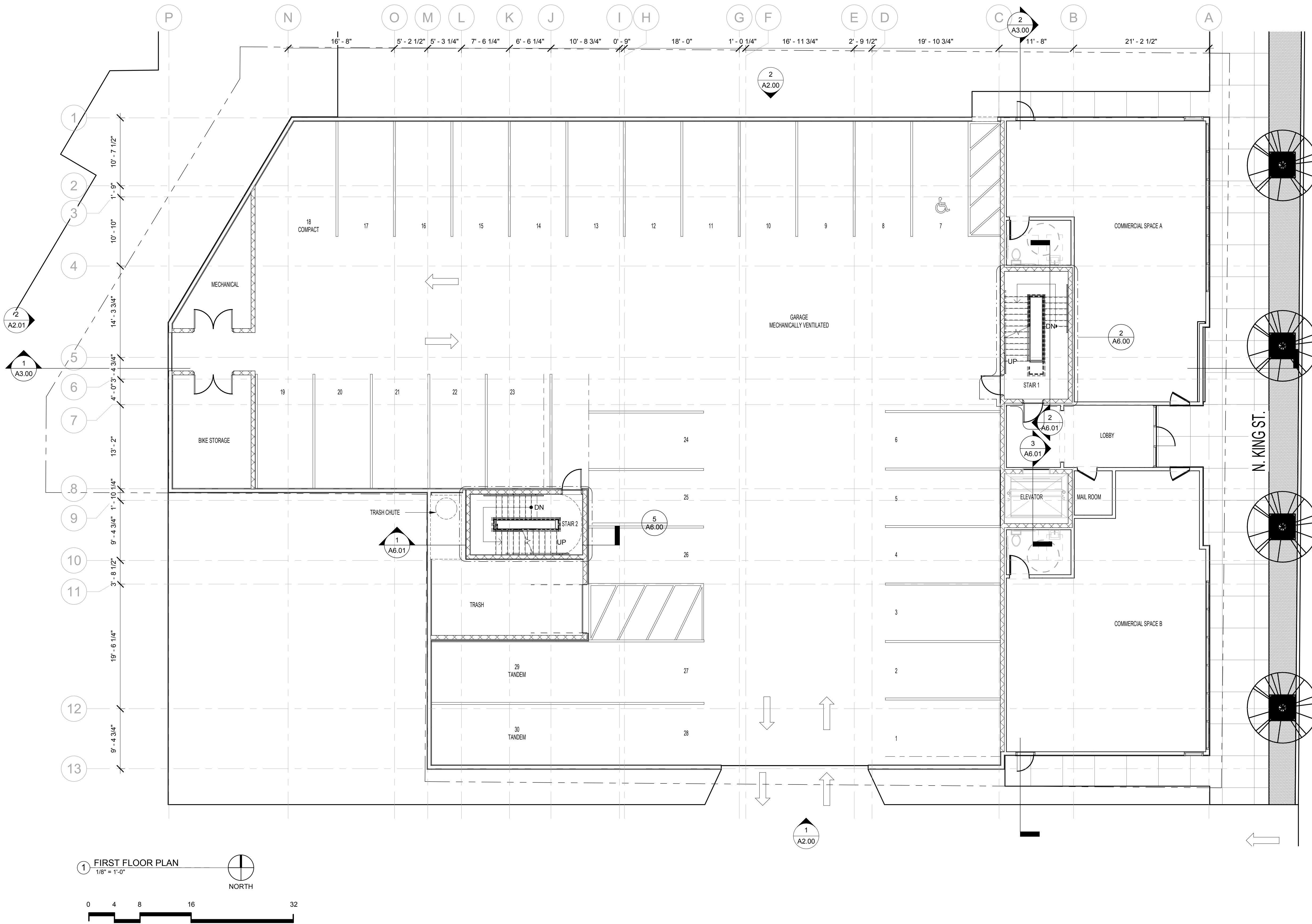
174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

A0.00

Drawing Name  
**ARCHITECTURAL SITE PLAN**





NO.	ISSUED DATE	ISSUED FOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		

Design Development

PROFESSIONAL SEAL

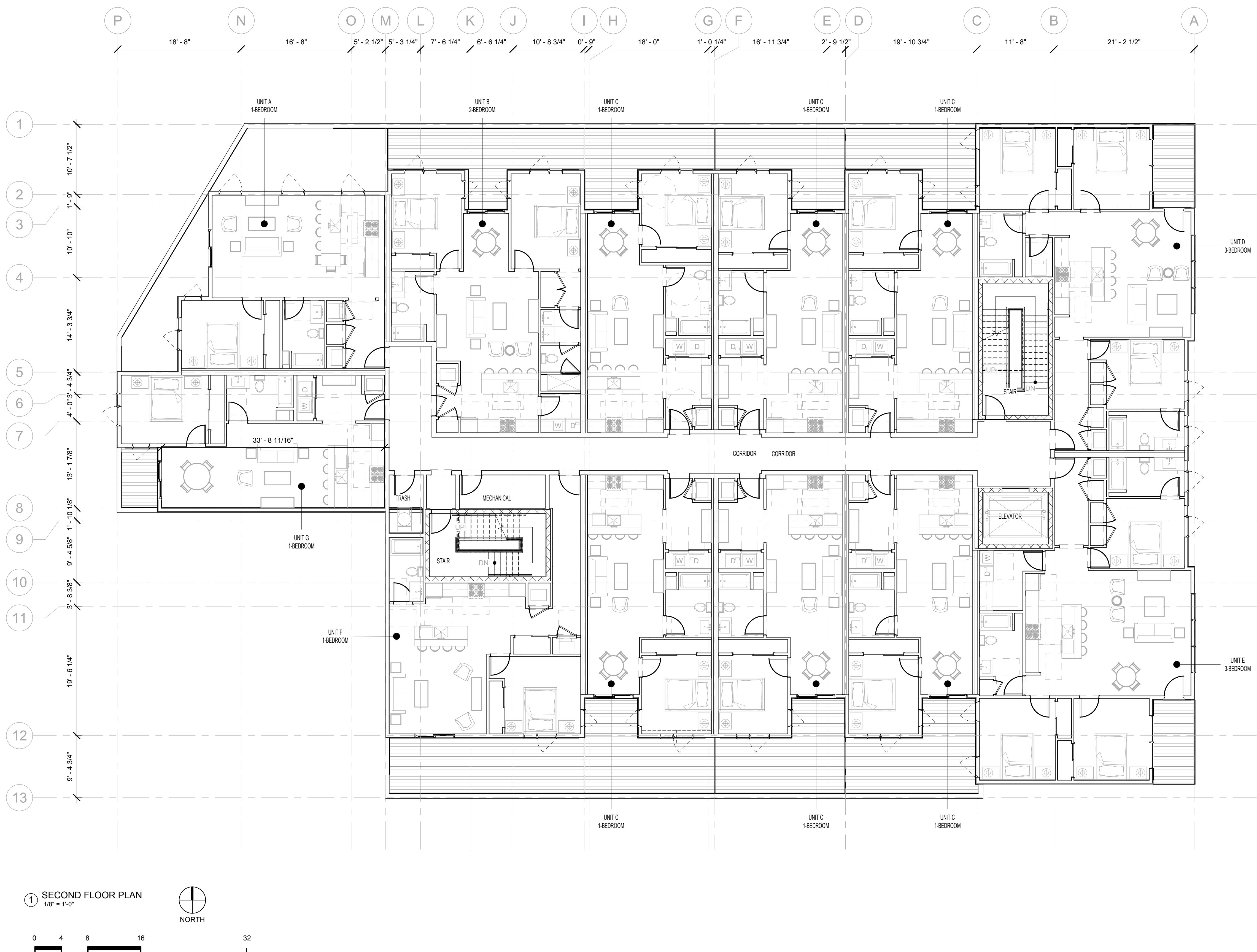
Project  
JHCHT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
AP, JB, EY	Drawn By
AJ, AD	Checked By
Discipline	Drawing No.

A1.01

Drawing Name  
FIRST FLOOR PLAN

Project  
JHCHT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

A1.02

Drawing Name  
SECOND FLOOR PLAN



① 05 Third Floor Plan - New



NORTH

0 4 8 16 32

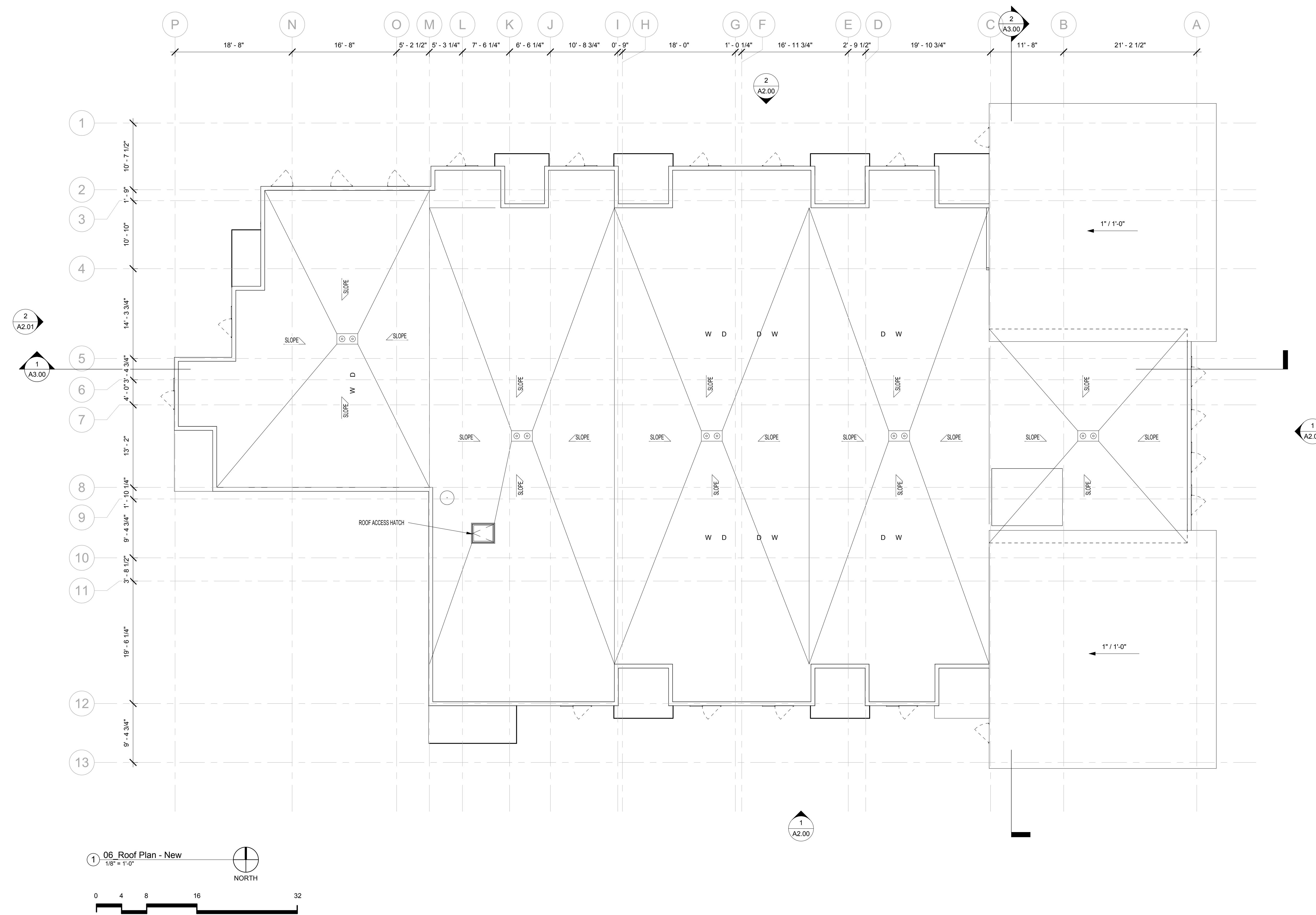
Project  
JHCHT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

A1.03

Drawing Name  
THIRD FLOOR PLAN



NO.	ISSUED DATE	ISSUED FOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Design Development

PROFESSIONAL SEAL

Project  
JHCHT KING STREET

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.
	A1.04
Drawing Name	ROOF PLAN



(2) BUILDING ELEVATION NORTH  
1/8" = 1'-0"

MATERIALS LEGEND

- VERTICAL WOOD SIDING
- HORIZONTAL WOOD SIDING
- GFRC PANEL

**NORTHWORKS**  
CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

1512 N. Throop Street Chicago, Illinois 60642  
T 312-440-9850 F 312-440-9851 www.nwks.com

© 2019 Northworks Architects & Planners - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning Work.



(1) SOUTH ELEVATION  
1/8" = 1'-0"

Project  
JHCHT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

A2.00

Drawing Name  
EXTERIOR ELEVATIONS

ELEVATION  
MATERIAL HA  
SURFACE HA  
MODELED MA  
OR  
ARCHITECTU  
(KEYNOTES -  
(NWKS COMM  
WHAT? HOW  
LIST? ELEVAT  
SECTION KEV

Design Development

## MATERIALS LEGEND

- VERTICAL WOOD SIDING
- HORIZONTAL WOOD SIDING
- GFRC PANEL



② WEST ELEVATION  
1/8" = 1'-0"

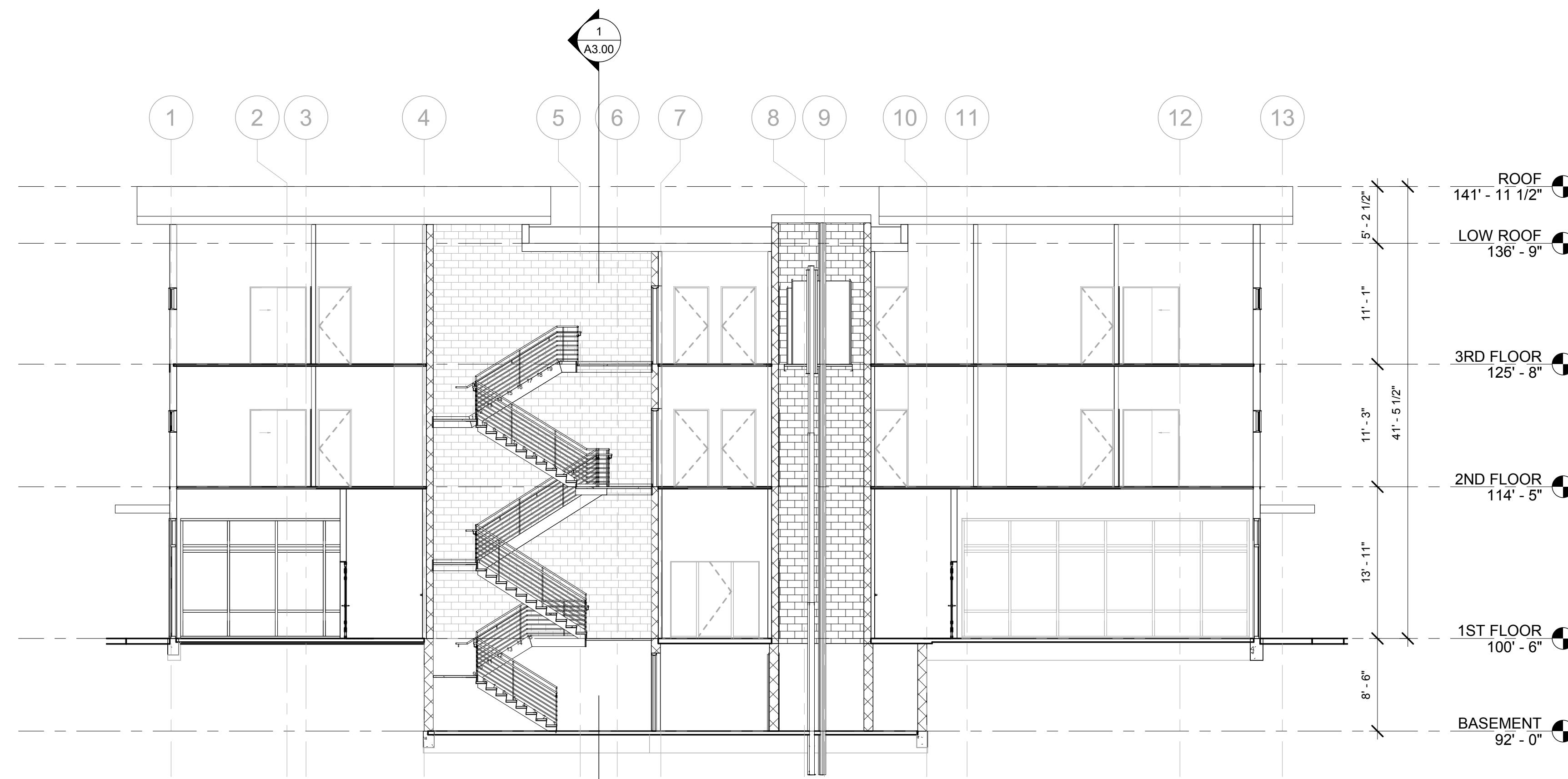
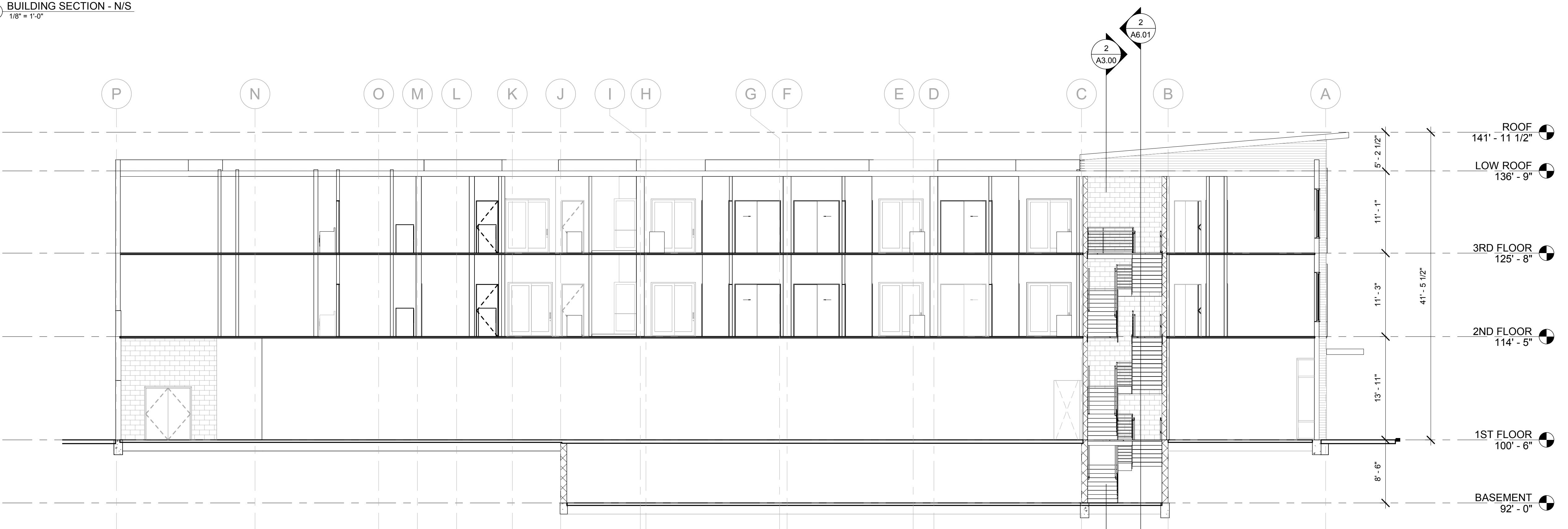


① EAST ELEVATION  
1/8" = 1'-0"

Project  
JHCHT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.
	A2.01
Drawing Name	EXTERIOR ELEVATIONS

(2) BUILDING SECTION - N/S  
1/8" = 1'-0"(1) BUILDING SECTION - E/W  
1/8" = 1'-0"

0 2 4 8 16

Drawing Name  
BUILDING SECTIONS

A3.00

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.