



# 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: March 18, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 1251 South Park Loop Road legally known as, LOTS 114-11, INDIAN TRAILS ADDITION.  For questions, please call Brain Lenz at 733-3079, x1410 or email to the address shown below. Thank you.
Item #: P20-055	
Planner: Brendan Conboy  Phone: 733-0440 ext. 1302  Email: bconboy@jacksonwy.gov	
<b>Owner:</b> Presbyterian Church PO Box 7530 Jackson, WY 83001  <b>Applicant:</b> Town of Jackson Pathways– Brian Schilling	
<b>Please respond by: April 8, 2020 (with Comments)</b>	

**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. | phone (307)733-0440  
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 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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Kids Bike Park - PCJH

Physical Address: 1251 South Park Loop Road Jackson, WY

Lot, Subdivision: PT. NE1/4NW1/4 SEC. 6, TWP. 40, RNG. 116 PARCEL 1

PIDN: 22-40-16-06-2-00-006

**PROPERTY OWNER.**

Name: Presbyterian Church of Jackson Hole

Phone: 307.734.0388

Mailing Address: P.O. Box 7530 Jackson, WY

ZIP: 83002

E-mail: office@pcjh.org

**APPLICANT/AGENT.**

Name, Agency: Town of Jackson - Jackson Hole Community Pathways

Phone: 307.732.8573

Mailing Address: P.O. Box 1687 Jackson, WY

ZIP: 83001

E-mail: bschilling@tetoncountywy.gov

**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.

<input checked="" type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input checked="" type="checkbox"/> For grading
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** ([tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)).

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

Brian Schilling

Name Printed

3-16-2020

Date

Pathways Coordinator

Title

# LETTER OF AUTHORIZATION

Presbyterian Church of Jackson Hole, "Owner" whose address is: \_\_\_\_\_

P.O. Box 7530 Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

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

more specifically legally described as: Parcel 1, 4 Lazy F Remnant Parcels bk 405 p 1199

PIDN 22-40-16-06-2-00-006 PT. NE1/4NW1/4 SEC. 6, TWP. 40, RNG. 116 PARCEL 1

Plat T-312C

(If too lengthy, attach description)

HEREBY AUTHORIZES Town of Jackson (Jackson Hole Community Pathways) 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:

Steven F. Tobst (Steven F. Tobst)

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Elder, Buildings & Grounds

(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 Teton

)  
)SS.  
)

Cynthia M Dahlin

The foregoing instrument was acknowledged before me by 12th @ this March day of 12th

March, 2020.

WITNESS my hand and official seal.

Cynthia M Dahlin (Seal)

(Notary Public)

My commission expires: 09-27-2020



# Presbyterian Church of Jackson Hole Kids Bike Loop – Project Narrative

## Project Description

This project is a partnership between the Town of Jackson, the Presbyterian Church of Jackson Hole, Friends of Pathways (FOP), and Mountain Bike the Tetons (MBT) to construct a bike park with small-scale dirt features on the open space parcel along the north side of South Park Loop Road just east of the Presbyterian Church of Jackson Hole. There will be a 92' by 60' "skills area" pump track consisting of a 3' wide compacted soil trail with rollers (2' high) and bermed turns as tall as 3' (replicating the design of the existing skills loop south of the Community Garden). There will also be a 156' by 40' "jump line" consisting of a compacted soil trail varying between 3' and 8' in width with table top jumps, bermed turns, and rollers a maximum of 4' tall.

Project design and construction will be managed and performed by professional trail building crews from MBT and FOP. The construction will involve using a mini-excavator and skid steer (operated by qualified trail personnel) to clear the trail area and place gravel and dirt. MBT and FOP will oversee additional manual labor, including volunteers, which will consist of hauling and placing material, hand work to sculpt trail features, and compacting the dirt trail. Impacted areas that are not part of the final trail will be reseeded with native grasses as specified by Teton County Weed and Pest to match existing conditions.

- Existing property conditions
  - The Presbyterian Church of Jackson Hole parcel (PIDN 22-40-16-06-2-00-006) is located on the northwest corner of the intersection of South Park Loop and Hi Country Dr. and is bounded by Montana Rd. to the north and South Park Loop to the south. The eastern two-thirds of the parcel is open space and the western corner includes a portion of the PCJH main parking lot.
  - Generally the topography is flat and is vegetated with native grasses, small shrubs, and several trees in the middle of the parcel.
  - An irrigation ditch roughly bisects the open space portion of the parcel.
  - There is a small community garden on the western edge of the open space.
  - A 10' wide paved pathway runs along the east and north edges of the parcel.
- Character and Magnitude of Proposed Development
  - See the attached project brief for additional description.
  - The park is intended for use by kids with but will be open to all users. The skills loop is generally aimed at a younger/beginner user (ages 3-10) and the jump line is geared towards older/experienced riders (ages 10+).
  - Based on experience from the existing bike park near the Community Gardens, there is expected to be a light demand for parking (up to 5 vehicles at any one time). The PCJH has agreed to allow parking in their main lot adjacent to the open space.
  - Use is expected to be relatively light at most times but the park could see periods of higher activity (up to a dozen users at a time). The existing bike park sees peaks of use in the late morning for preschool-aged kids (accompanied by parents), and in the hours after school gets out. Groups of younger children from the PCJH School would use the park during the day in summer, and the PE classes from Colter elementary school would likely also use during the day while school is in session.

- Construction is expected to take up to two weeks and will involve 2-3 days of clearing and excavation followed by 5-8 days of dirt placement and compaction. Trail construction machinery will involve use of a mini-excavator and a skid steer.
- Dirt delivery and hauling away of excavated materials will be done using dump trucks (10 yard). The trucks will access the project area from Montana Rd. and South Park Loop. The design indicates that up to 20 loads of dirt are needed. Dirt will be stockpiled on the portion of the PCJH property near the corner of Montana Rd. where it makes a 90 degree turn to the north.
- Property Boundaries
  - Shown in the attached site plan
  - Property boundaries available on the 2019 County GIS aerial photography are quite accurate. It will be simple to keep the proposed project grading within the bounds of the parcel. A Teton County Right of Way application will be filed to allow minor grading on the County-owned parcel that includes Montana Rd.
- Existing and proposed physical development
  - Existing: PCJH parking lot on western 1/3<sup>rd</sup> of parcel. Community garden plots on western edge of open space portion of the lot.
  - Proposed (all surfaces will be dirt):
    - Skills loop pump track area (92' by 60' footprint with 3' wide track, 2' high rollers, and 3' tall bermed curves).
    - Jump line area (156' by 40' footprint with a 3-8' wide track, table top jumps, 4' rollers, and bermed curves).
    - Connector trails to the PCJH parking lot and the pathway along Montana Rd.
    - Waiting/resting areas adjacent to the jump line and skills loop.
    - Benches (up to 2) and bike racks.
    - Trash can if the existing trash can along Montana Rd. is deemed insufficient
    - No Parking signs along Montana Rd.
    - Informational sign at park entry.
    - Timbers/railroad ties as needed to direct bike traffic to official start points on each trail.
- Natural resources
  - The existing vegetation consists of native grasses, small shrubs, and several trees. The parcels are not included in either the scenic resources overlay or the natural resources overlay.
  - Disturbed areas will be reseeded following construction and treated for noxious weeds. Teton County Weed and Pest will be consulted on seed mix and reseeding timing.
- Access
  - Dirt will be delivered by dump trucks using Montana Rd. and will be stockpiled at designated locations in the area between Montana Rd. and the project site, at least 5' from the edge of the road/pathway. Material may also be stockpiled in the project area itself.
  - The roadway and pathway will be swept daily as needed during construction.
  - Any changes to the construction plan and/or stockpile and staging areas will be communicated to the Town Public Works Department in advance.

- Schedule
  - Construction is scheduled for Spring 2020 when conditions allow (May or June)
- Erosion Control
  - Straw wattle and/or silt fence will be placed in any areas requiring erosion control. The need for erosion control is expected to be minimal since there are no significant cross slopes or change in grade.
  - The Skills Area and Jump Line will be constructed with compacted soils that are not prone to erosion.
  - The site will be monitored post construction for any erosion.
- Utilities
  - There do not appear to be any Town utilities on the parcel.
  - Excavation is limited to clearing vegetation and the top 2-4 inches of soil and will not approach the depth of any existing utilities.
  - Utility locates can be performed prior to starting work.
- Grading Information
  - Given the flat topography and the light nature of the proposed grading work, staff recommends using the existing 2-foot contours layer.





# Kid's Bike Skills Area Proposal

Prepared for: Presbyterian Church of Jackson Hole Proposal

Prepared by: Mountain Bike the Tetons

March 2019

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# EXECUTIVE SUMMARY

### Proposal

Construct a kids' bike skills loop to supplement the current skills loop located near the Community Garden by the Middle School.

### Background

In 2018, Mountain Bike the Tetons and Friends of Pathways partnered with the Town of Jackson to construct a beginner level dirt trail and pump track skills loop along the Blair Drive Pathway near the Community Garden. The current pump track skills loop consists of strategically arranged small dirt rollers and banked turns that allow for progression, but safe for all levels of ability. The Blair Drive Kids Bike Loop project was intended for younger riders (ages 3-12) to learn basic bike handling skills in a safe, accessible, family-friendly environment conveniently located near pathways, schools, and neighborhoods.

### Challenge

The project has been an overwhelming success in terms of popularity and fun, and has highlighted a significant latent demand for a recreational bike park in Jackson. As this is the first facility of its kind in Jackson, there are a broad range of ages and skill levels using a fairly small area. Some children are on push-bikes while others are riding small mountain bikes, so the skills loop can be crowded at times with riders of different speeds and abilities. As well, one of the closest neighbors to the area feels impacted by the skills park when it is at high capacity. This home sits approximately 40' from the bike park and does not have any physical or vegetative barriers to buffer it from the skills loop.

### Solution

The town is exploring additional locations for skills loops to help distribute the demand at the current location. Ideally there will be at least a 100' buffer to the nearest residence. This distance is sufficient that even if the skills loop is as popular as the current location, the impacts to any neighbors would be minimal. A new site would be designed more specifically for ages 8-12 and would still need to be centrally located, accessible via the pathway system, and a safe distance from adjacent roadways. In regards to the heavy use of varying abilities, adding a separate small, beginner jump line located away from the skills loop would be a valid option to lighten the impact.

### Dimensions and Layout

The current skills loop is a 3ft wide compacted soil loop built with 1ft tall rollers, banked turns as tall as 2½ft, and an overall footprint of 84' x 54'. Space permitting, the new loop could be built longer with a couple added features. The new footprint would be approximately 150' x 130'. The aforementioned small jump line would allow the more ambitious riders to work on a different set of skills in a controlled environment with a different starting zone separate from the pump track. The overall plan likely would still be geared towards beginner and intermediate riders under 12 years old. This means each feature built would be under 3ft tall, rollable and spaced appropriately for the assumed smaller wheelbase. The site plan

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## **MOUNTAIN BIKE THE TETONS**

would also include a staging area near the edge of the skills loop and a connecting trail to the nearest pathway, parking zone and small jump track. There should be a minimum of 20' between a skills loop and the nearest roadway.

### **Location**

The project partners have looked a number of sites near the existing skills loop to evaluate their potential for meeting the key criteria—flat terrain, central location near neighborhoods, accessible from pathways, separation from motor vehicles, and sufficient distance from residences. Thus far, the leading candidate is located on the Presbyterian Church of JH open space parcel along South Park Loop. The attached exhibit shows an area which provides flat terrain, is not currently used for other purposes, has a 150' buffer to the nearest residences and safe access from an adjacent pathway.

### **Construction and Funding**

A detailed construction plan would be developed based on specific site conditions. Mountain Bike the Tetons and Friends of Pathways provide professional trail design and construction crews and were able to complete construction of the Blair Kids Bike Loop in under a week. The project would be 100% privately funded through donations and grants.

### **Key Issues and Concerns**

There are a number of items that would need to be addressed during the preliminary planning, including:

- Liability – lease or other agreement to protect property owner
- Other needs/uses for parcel (current and future)
- Impacts to property owner and to neighbors – parking, noise, people
- Benefit for property owner
- Site maintenance and operation
- Project duration and parcel reclamation

### **Process**

With approval from Presbyterian Church of JH, the Town would work with the project partners to design the park, obtain planning approval from the Town, and put together a construction plan, project schedule, maintenance and operations plan, and a funding package. The project would be reviewed by all partners at each step of the process.

We greatly appreciate your consideration!

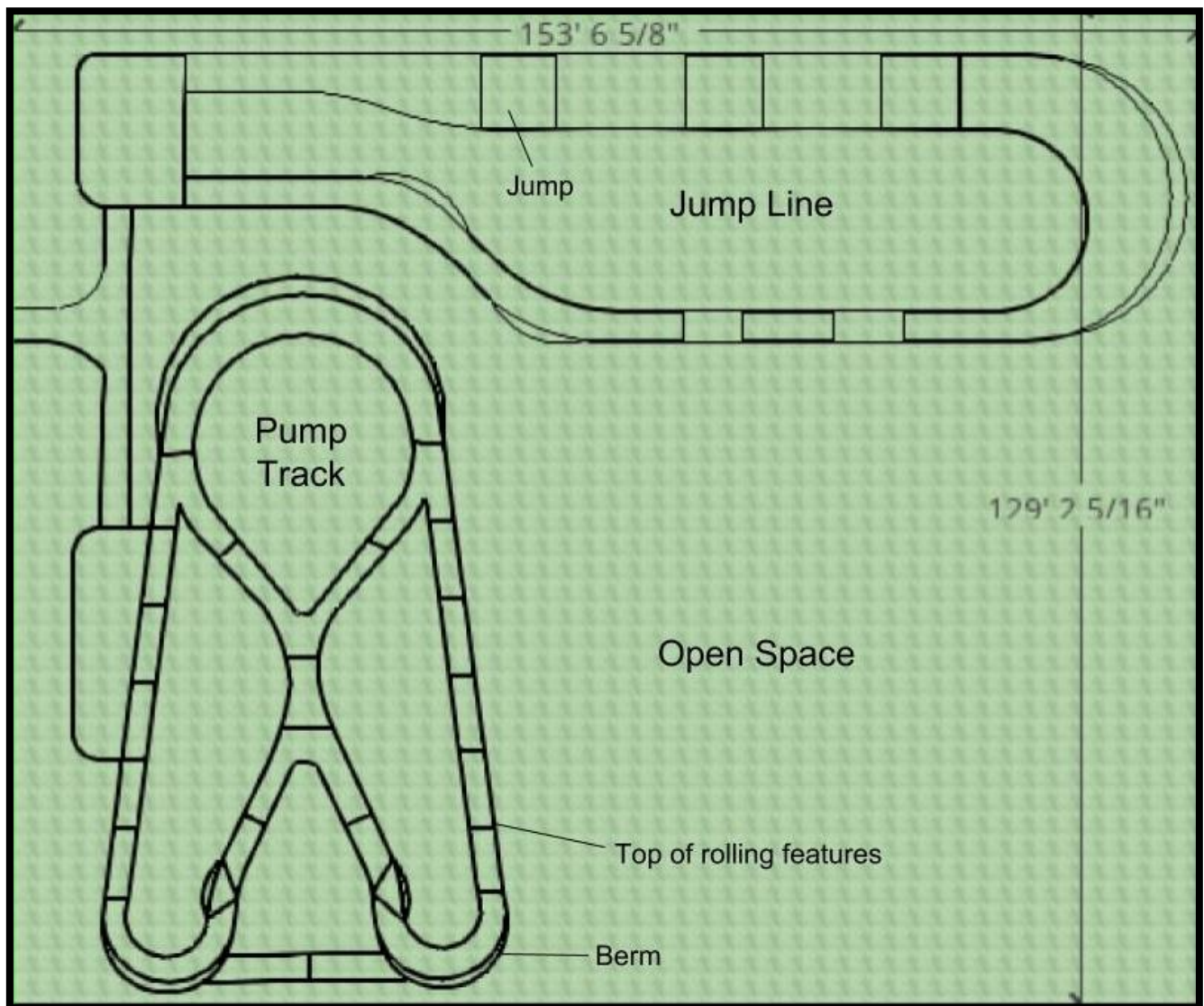
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## Presbyterian Church of Jackson Hole Proposed Location





### Presbyterian Church of Jackson Hole Proposed Skills Track Layout

\*Design and final layout is subject to change.