



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 23, 2020	REQUESTS: The applicant is submitting a request for a Construction Management Plan for the property located at 165 & 185 N. Glenwood Street legally known as, LOTS 5-6, BLK. 6, JACKSON & LOTS 1-4, BLK. 6, JACKSON. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P20-059	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Roseville Ventures II, LLC 4015 80 th St Kenosha, WI 53142 Applicant: Nick Orthmann 4011 80 th St Kenosha, WI 53142	
Please respond by: April 13, 2020 (with Comments)	

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



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

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

PROJECT.

Name/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title

March 18, 2020

Construction Management Plan: 185 N Glenwood Street, Jackson, WY 83001

Project Scope:

The Glenwood Gill project will finish development of the partially built parking structure at the intersection of Glenwood and Gill, occupying Lots 1-4 of Block 6 for Phase 1 and potential development of lots 5-6 for Phase 2. Phase 1 construction will consist of demolition of the cabin and one-story building on lots 5-6 and complete the existing underground parking structure while adding 20 condominium units on top of the parking structure. The potential Phase 2 will consist of demolishing the two two-story buildings on lots 5-6 and adding an underground parking structure there tied to the Phase 1 garage on lots 1-4, with an additional 9 condominium units. Demolition of the two two-story buildings may take place during Phase 1 construction, but is to be determined based on the owner's on-going effort to preserve these two buildings. The estimated start of construction activities is May 2020 with an anticipated project duration of 16 months, finishing up in September 2021. This construction management and staging plan will cover only Phase 1 of the project. A separate, updated plan will be submitted if Phase 2 comes to fruition.

Public Impact:

Shaw will coordinate with Town of Jackson (TOJ) to develop a distribution list of neighbors that may be affected by construction activities, including the TOJ Engineering Division. Shaw will work to minimize any effect on adjacent properties by maintaining proactive communication including giving a minimum 48-hour notice of any closures and after-hours work. Shaw acknowledges that the right-of-way (R.O.W.) is a shared public use area and will coordinate with TOJ and neighbors for special event planning and construction activities that will encroach on the R.O.W.. Along Glenwood and Gill Streets, pedestrian traffic will be rerouted to opposite side of street with temporary signage at intersections and property boundaries. The inconvenience to pedestrian traffic will be minimal as these areas already lack proper sidewalks.

Site Logistics & General Staging Plan:

Site logistics and the associated plans are separated into Phase 1 and Phase 2, only Phase 1 is included with this submission. Phase 1 covers modifications to existing foundation and new construction on the northern two thirds of the site (Lots 1-4, Block 6). Phase 1 will follow the abatement and demolition of the existing structures on Lots 5-6 and those lots will be used as a staging area during Phase 1. This Phase 1 staging area will house Shaw's job office trailer, material laydown, dumpsters, temporary toilets, and limited worker parking. The existing parking garage will house additional limited parking and material storage during Phase 1. Phase 2 will start with excavation of the new foundation on southern third of the site (Lots 5-6, Block 6) and continue through end of the project. Throughout the project an off-site laydown and worker parking area will be rented by Shaw. This laydown and parking area will be the lot at 345-375 N. Cache currently used for Shaw worker parking on Hidden Hollow. Construction work hours, unless by special exception, will be Monday-Friday 7AM-7PM and 8AM-5PM during weekends and holidays.

Shaw Wyoming
460 South Cache
Jackson, WY 83001
TEL: 303-733-8401



Site Fencing & Access:

The entire site will be surrounded by temporary metal construction fence with fabric screen. The fence will be placed at the curb on the north and east boundaries of the property, near the property line on the west side and just north of the remaining structures on lot 165 for the southern perimeter. Vehicle gates in the fence will be placed at existing parking garage ramp and southern end of east and west property boundaries to allow delivery trucks to pull-through Phase 1 laydown area. All vehicle gates will include vehicle tracking control pads and a skid steer with sweeper attachment will remain on site to maintain clean roads.

Parking, Street, & Alley Encroachments:

It is anticipated that site logistics will require portions of the adjacent street travel lanes, public alley, and parking spaces to be occupied by construction equipment or staging at different times during the project. The attached Staging Plan shows those areas that will be occupied on a continuous basis during each phase and those areas that will be occupied on an intermittent basis throughout the project. Shaw will coordinate with Town officials and adjacent property owners to minimize the impact of these encroachment activities and to assure all Town rules and permitting procedures are properly followed. The intermittent encroachments in the alley and travel lanes on Glenwood and Gill will only be necessary during certain single-day activities such as pumping concrete and placing roof trusses; most of which can be done from the pull-thru on lot 165. Shaw will not make picks that are adjacent to areas open to the general public and public safety will be held paramount during crane and concrete pumping activities. Shaw anticipates such closures will only be required for approximately 5-6 days throughout the project for mobile crane usage and concrete pumps. All necessary permits will be obtained prior to any closures, including a traffic control plan.

Stormwater Management:

All erosion control measures and BMPs will be implemented per plan as developed by the civil engineer, including inlet protection and perimeter controls. All stormwater will be contained to the site with no runoff or outfalls. Vehicle tracking control mats will be installed and maintained at all vehicle access points. Temporary toilets will be properly bedded and staked. Gas, diesel, and oils will be stored in proper containment vessels.

Shoring:

Shoring will not be required during Phase 1, but will be required for Phase 2 excavation. Details of shoring for Phase 2 will be included on a Phase 2 construction management and staging plan. Method of shoring will be determined following finalization of new foundation's structural design. If soil nails or any other method requiring encroachment into Town's right of way is proposed, then an encroachment agreement will be applied for well in advance of excavation.

C 1.1

NOT FOR CONSTRUCTION / FOR COORDINATION ONLY



Drawing Name

EXISTING CONDITIONS