



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: June 17, 2020	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 175 E. Broadway , legally known as, PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 (T-MAP T-20K). For questions, please call Brendan Conboy at 307-733-0440, x1302 or email to the address shown to the left. Thank you.
Item #: P20-114	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Café G, LLC PO Box 7372 Jackson, WY 83002 Applicant: Hershberber Design – Matt Kissel PO Box 1648 Jackson, WY 83001	
Please respond by: N/A	

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

TRANSMITTAL

To: Town of Jackson Engineering
From: Matt Kissel, Hershberger Design
CC: Bonny Hershberger, Hershberger Design
Dave Dufault, Nelson Engineering
Liz Long, Jackson Hole Land Trust
Date: 06/15/2020
Project: Lot 4 Genevieve Block (Greenspace Plan)
Re: GEC Pre-Application Conference Request

Hershberger Design, on behalf of current property owner Café G, LLC and future property owner Rendezvous Lands Conservancy (RLC) c/o JHLT, is pleased to submit a GEC Pre-Application Conference Request for the greenspace development at Lot 4 of the Genevieve Block within the Town of Jackson, WY.

EXISTING CONDITIONS

The Lot 4 Greenspace boundary is approximately 0.52 acres in size. It's generally divided into two areas: the southern area is currently mown lawn with mature Cottonwood trees between Persephone and Healthy Being Juicery, while the northeastern portion of Lot 4 consists of a mix of mown lawn, shrubs and mature trees. The Cache Creek channel currently exists on the northeastern portion of Lot 4, however water no longer flows within the channel with the work currently being done with the Cache Creek Tube project. Two existing gravel parking areas will be reclaimed as part of the work currently proposed by Café G, LLC under a separate GEC application, as well as the construction of a service drive and other utility improvements within Lot 4 and The Genevieve Block based on the approved development plan.

PROPOSED GREENSPACE PLAN

The historic Cache Creek Drainage existing on the site will be naturalized, to reflect the natural forms of the Creek as it once passed through the Town. Paths and circulation throughout the Greenspace will be organic in form and character and flow throughout the

June 15, 2020

site, providing pedestrian connections to Broadway, Deloney and Bruun Blvd. Materials emphasizing sand, various aggregates and washed rock of different sizes will be incorporated into the plan, as if from the stream bed and embankments of Cache Creek. Places of refuge will be provided for users including mown lawn with sun and shade; wood benches for sitting and relaxation; and boulders placed within the Creek and site for play.

The proposed plan maintains the existing entrance and exit of water on the site, although we are looking to raise the water elevation as it enters Lot 4 by 2.5-3' in order to create a more attractive Creek that ties into the surrounding site grading and topography. We are proposing that the exit elevation of the Creek at Deloney remain the same as existing, which will allow for a series of small riffles and drops as the Creek passes through Lot 4. Our team is currently working with Jorgensen Associates to coordinate how water will be provided to The Block in the future, and at this time it is anticipated to be part of the next phase of the Cache Creek tube project. Our team would like to discuss this in more detail at the Pre-Application Conference.

The team for this project includes the following members:

Landscape Architect - Bonny Hershberger and Matt Kissel, Hershberger Design

Civil Engineering – Dave Dufault, Nelson Engineering

Owner's Representative – Liz Long, Jackson Hole Land Trust

Attached please find the following submittal requirements for your review:

1. Town of Jackson Pre-Application Conference Request Form
2. Letter of Authorization Form
3. Existing Conditions and Topographic Survey
4. Proposed Site Plan
5. Payment of \$150 will be coordinated with the TOJ following the digital submission of Pre-Application Conference request.

Thank you for reviewing the attached pre-application conference materials. We look forward to scheduling a GEC Pre-App with you and discussing the project further at your earliest convenience.

Regards,



Matt Kissel
Project Manager / Landscape Architect



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: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

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@jacksonwy.gov).

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

Matthew T Kissel

Name Printed

06/15/2020

Date

Project Manager

Title

Cafe G, LLC, "Owner" whose address is: PO Box 7372
Jackson, WY 83002
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

(If too lengthy, attach description)

OWNER:

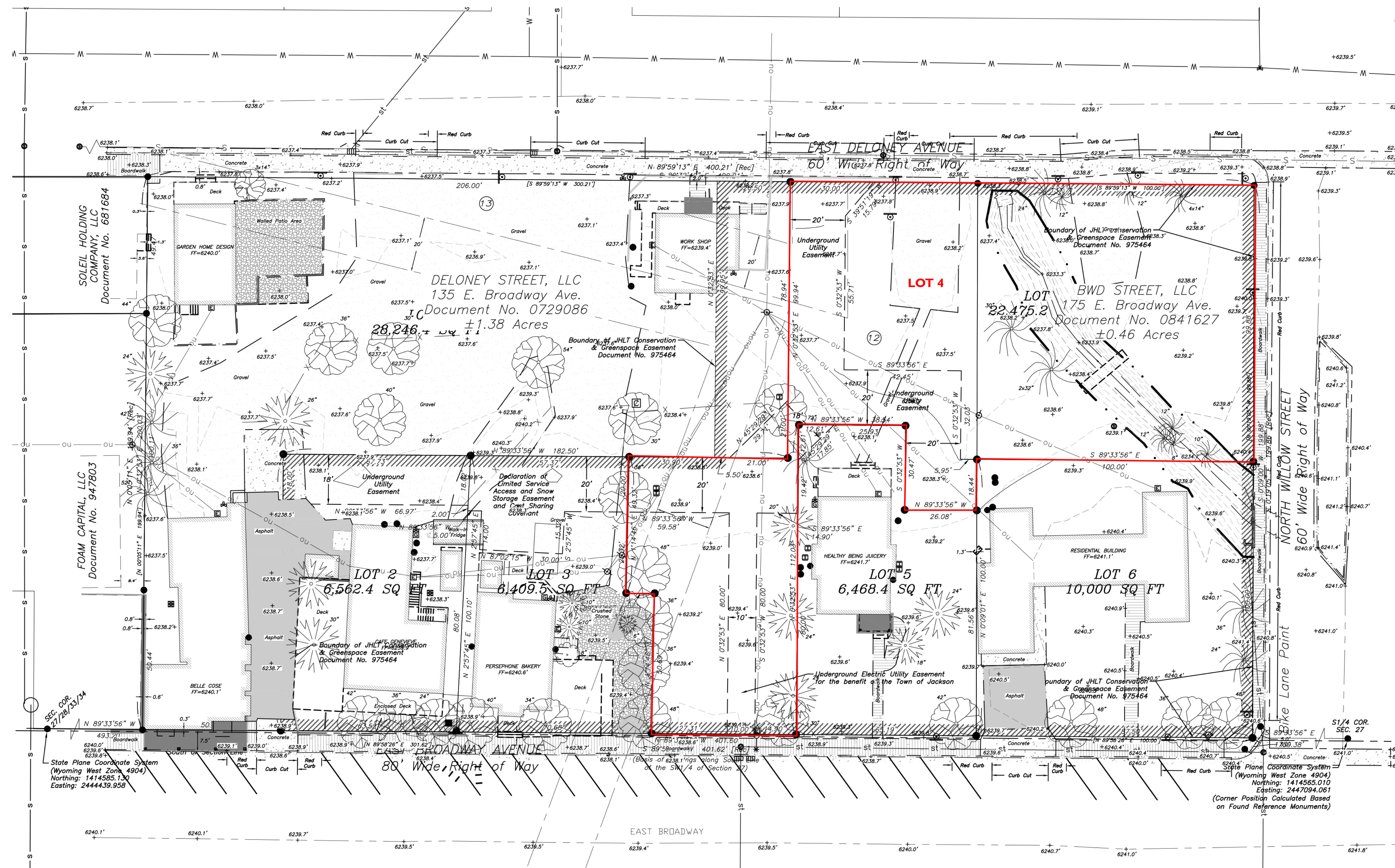
Title: Manager

STATE OF Wyoming)
)SS.
COUNTY OF Teton)

WITNESS my hand and official seal.

Holly Gruss
(Notary Public)

HOLLY SHUSS
Notary Public
State of Wyoming
County of Teton
My Commission Expires
February 13, 2023



DATE	—	REV.
SURVEYED	Y2	
ENGINEERED	DD	
DRAWN	—	
CHECKED	DD	
APPROVED	DD	

DRAWING TITLE
#####

DRAWING NO
1

JOB NO
20-085-01



THE BLOCK GREENSPACE

JACKSON, WY
MAY 18, 2020

LEGEND

- A. BROADWAY ENTRY & SIGN
- B. CREEK FLOW PATTERN FENCE
- C. DELONEY AVE. ENTRY SIGN
- D. BRUUN BLVD. ENTRY & SIGN
- E. MULTI-PURPOSE LAWN
- F. BENCHES
- G. SERVICE DRIVE
- H. NATURALIZED CACHE CREEK
- I. BRIDGE BOARDWALK
- J. SAND & GRAVEL DEPOSITION
- K. ART OPPORTUNITY

