



# 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: September 14, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located a 113 Hwy 22 Metro Plateau legally known as, Lot 16, Metro Plateau.  For questions, please call Brian Lenz at 307-733-0440, x1410 or email to the address shown to the left. Thank you.
Item #: P20-177	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> KOJAK, LLC PO Box 4356 Jackson, WY 83001  <b>Applicant:</b> Todd Williams, HOA PO Box 13783 Jackson, WY 83002	
<b>Please respond by:</b> N/A	

**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

#### *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: \_\_\_\_\_

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** (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  
\_\_\_\_\_ Intended development options or subdivision proposal (if applicable)  
\_\_\_\_\_ Proposed amendments to the LDRs (if applicable)

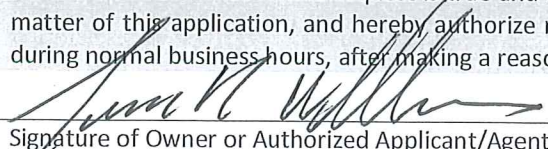
\_\_\_\_\_ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may 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

**Todd Williams**

Name Printed

9-8-20  
Date

**VP**

Title

## **Narrative: Metro Plateau Retaining Wall and Grading Project**

Lots 11-15 and 5-8 of the Metro Plateau are two story residential/commercial units inset into the east facing hillside of East Gros Ventre Butte. To the north of the units at the back grade is at second story elevation. A ten-foot wide strip of land is accessed doors in the second story rear of the units. Grade is retained by the structural wall if the buildings and by a concrete gravity retaining wall in the gap between units 5 and 15 (depicted on attached photos and exhibit). The 10-foot-wide “northern strip” consists of a relatively narrow flat area adjacent to the units and a manmade cut slope leading up to the grade of the unimproved parking area to the north. To the north of units 7 and 8, a concrete block wall was constructed on the adjoining property at the property line. The block wall breaks the grade upslope of these units and tapers into the manmade slope at unit 6.

As currently graded, the northern strip does not drain stormwater properly. Grading does not facilitate flow around the buildings and there are no subsurface drainage appurtenances. Snow buildup due to drifting and shedding from the roofs builds up in the winter, site grades prevent the used of mechanized snow removal. Drainage flows from the strip have compromised the backfill of the gravity retaining wall in the gap between the units 5 and 15. Ponding occurs in other areas behind the condos resulting in water seepage into the fills behind the structural wall of the units. Damage due to water infiltration and lateral loading of the structural walls may occur in the future to water infiltration.

The proposed project seeks to mitigate the current drainage problems by regrading and installing drainage appurtenances as appropriate. The concept is to obtain an easement (agreed in principle) from the property to the west to extend the existing retaining wall behind all of the units and improve the drainage and grading in the flatter grade to the west. The retaining wall proposed is necessary to create sufficient space to utilize mechanized equipment and to install proper drainage and grading away from the units. Exposed wall height will vary from about 4 to 6 feet.



South west view.





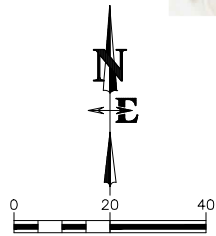
Rear of units looking east.



North east view showing termination of existing block wall.



S:\projects 2020\184-20 Metro Plateau Vail and Grading\PREAPP-EXHIBIT.dwg (SITE EXHIBIT) - Sep 08 2020 10:50:09 am PLOTTED BY: DYC DWG FIRMAT: c30

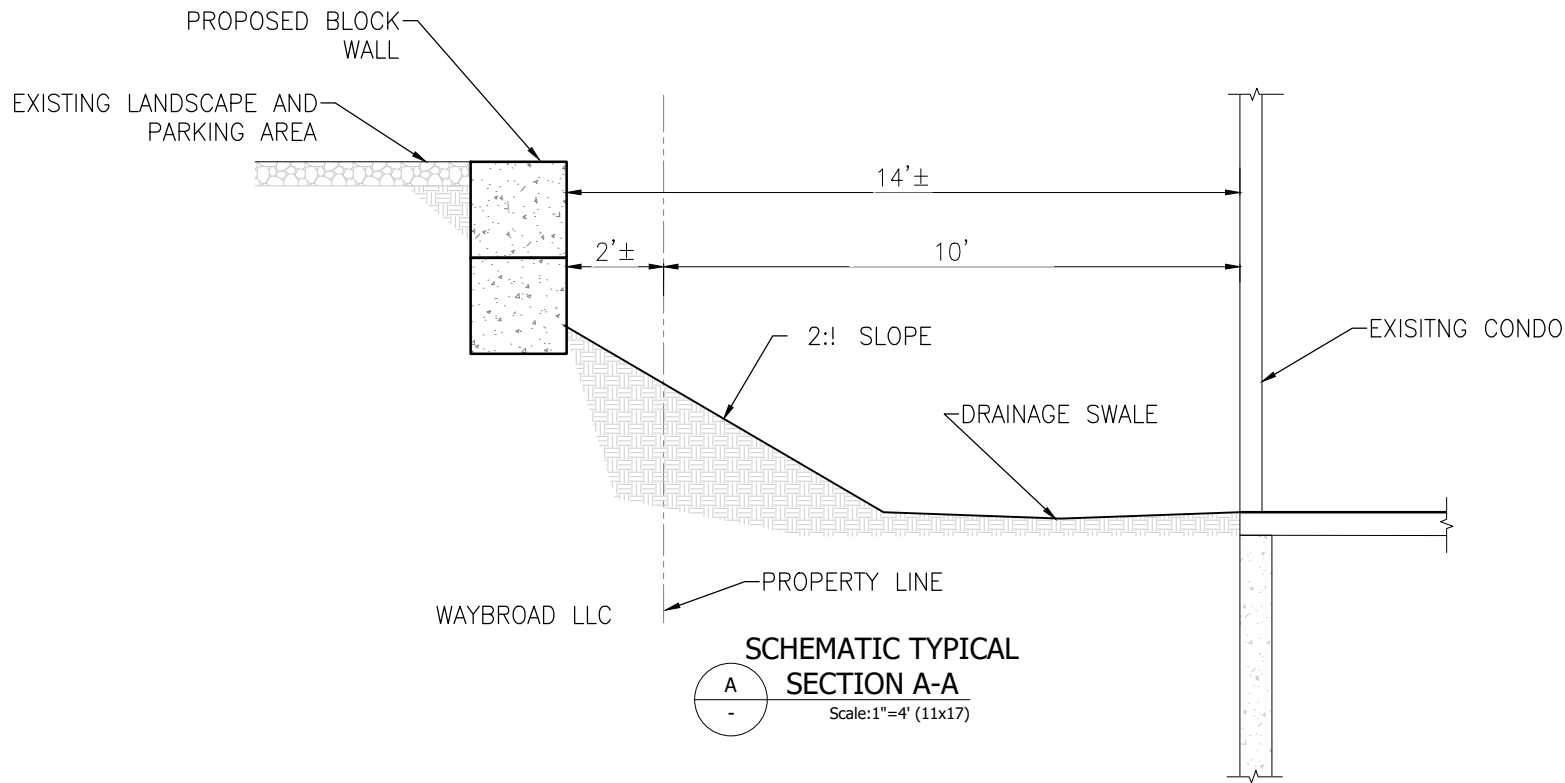
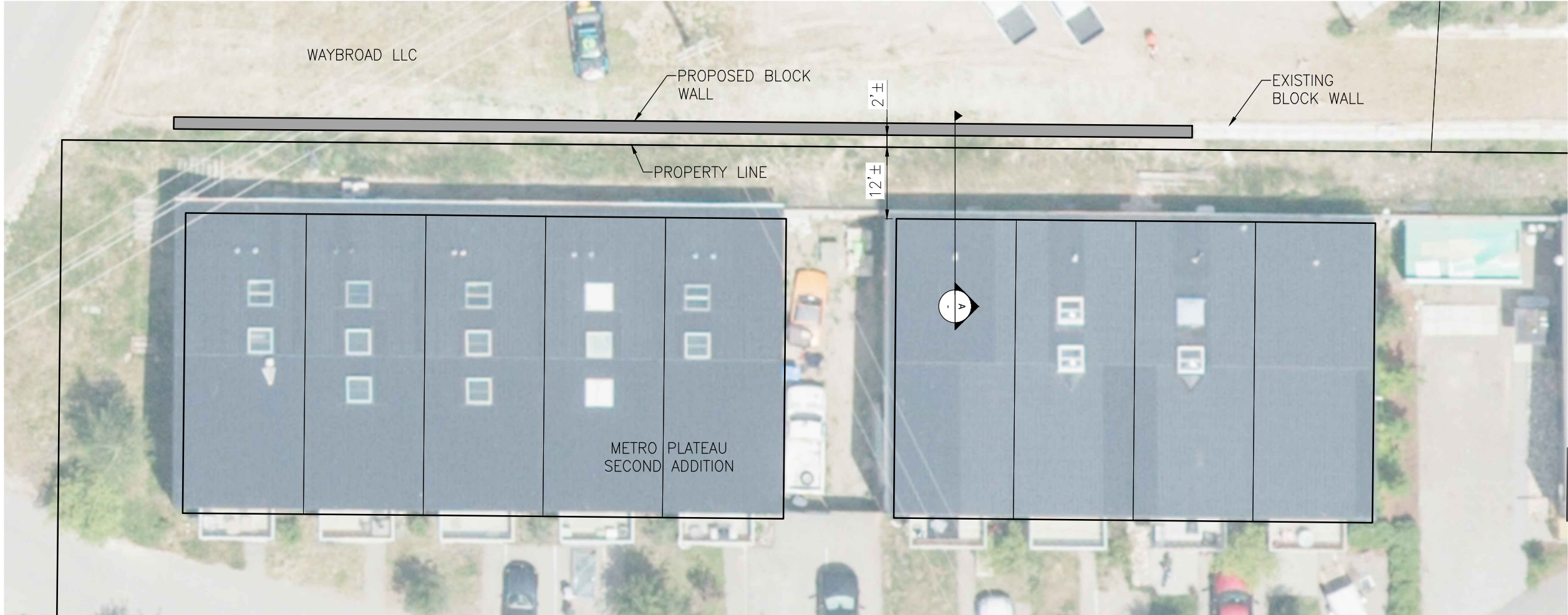
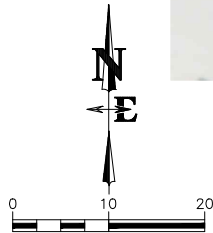


DRAWING NO		JOB TITLE METRO PLATEAU GRADING	DRAWING TITLE METRO PLATEAU SECOND ADDITION EXHIBIT FOR GRADING PREAPP	DATE	9/8/2020	REV.
SITE EXHIBIT						
JOB NO				SURVEYED	—	
				ENGINEERED	PG	
				DRAWN	BIG	
				CHECKED	PG	
				APPROVED		

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



S:\projects 2020\B4-20 Metro Plateau Wall and Grading\PREP-EXHIBIT.dwg (WALL EXHIBIT) - Sep 08 2020 10:50:10 am PLOTTED BY: gyt DWG FIRM: 233



**SECTION A-A**  
Scale: 1"=4' (11x17)

DRAWING NO	JOB TITLE	DRAWING TITLE	DATE					REV.
			SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED	
<b>WALL EXHIBIT 1</b>	<b>METRO PLATEAU GRADING</b>	<b>METRO PLATEAU NORTH STRIP GRADING SCHEMATIC DESIGN</b>	N/A	N/A	N/A	BIG	PG	9/8/2020
JOB NO	P-184-20							

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



# LETTER OF AUTHORIZATION

Kojak LLC, "Owner" whose address is: Po Box 4356, Jackson, WY 83001 (1085 W. Hwy 22)

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Stephen Dynia of Kojak LLC, as the owner of property more specifically legally described as: Lot 16, Metro Plateau Second (Common Area) Parcel 22-41-16-32-1-15-006

(If too lengthy, attach description)

HEREBY AUTHORIZES Metro Plateau HOA 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: President

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming )

)SS.

COUNTY OF Teton )

The foregoing instrument was acknowledged before me by Stephen Dynia this 14 day of September, 2020

WITNESS my hand and official seal.

Jean Marie Hobart

(Notary Public)

My commission expires:

January 8, 2022

(Seal)

JAN MARIE HOBART  
State of Wyoming-Notary Public  
County of Teton  
My Commission Expires  
January 08, 2022