



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: October 14, 2020

Item #: P20-195

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: tvalentine@jacksonwy.gov

Owner:

Town of Jackson / TC Housing Authority

Applicant:

Habitat for Humanity – Peter Wood
PO Box 4194
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Zoning Compliance Verification for Habitat for Humanity of the Greater Teton Area located at 825 West Snow King Ave legally known as, PT. NW1/4SW1/4, SEC. 33, TWP. 41, RNG. 116 PARCEL B.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

Please respond by: **October 28, 2020 (Sufficiency)**
November 4, 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.com/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. "There is no application fee being that it's Habitat and they have a previous approval to waive all future fees." Tyler Valentine, email 6/16/2020

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

Peter Wood

Name Printed

October 8th, 2020

Date

Construction Manager

Title

LETTER OF AUTHORIZATION

Jackson/Teton County Housing Authority, "Owner" whose address is: P.O. Box 714,
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Jackson/Teton County Housing Authority, as the owner of property
more specifically legally described as: PT. NW1/4SW1/4, SEC. 33, TWP. 41, RNG. 116 Parcel B

(If too lengthy, attach description)

HEREBY AUTHORIZES Habitat for Humanity _____ 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: *Board Chair*

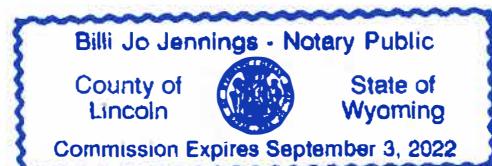
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

The foregoing instrument was acknowledged before me by Amy ROBINSON this 3 day of September 2024

WITNESS my hand and official seal.

Bill Jeamay
(Notary Public)
My commission expires:

(Seal)



THE GROVE

825 W. Snow King Avenue

Narrative to Accompany Request for ZONING COMPLIANCE VERIFICATION

Regarding a proposal to install Community Gardens in the Grove Phase III
2020-10-07

Introduction. The Applicant, Habitat for Humanity of the Greater Teton Area (Habitat), is working to complete the final phase of The Grove housing development in May 2021, in accordance with Town of Jackson Building Permit B17-0151.

With this Zoning Compliance Verification (ZCV), the Applicant requests a modification of the approved site and landscape plans to substitute a Community Garden (a series of raised planters) for certain of the landscape elements (barefoot grass, trees and planting areas) indicated in the original building plans. This concept has been developed in consultation with Slow Food in the Tetons (Slow Food), was drafted by Y2 Consultants (Y2), and reviewed by Jorgensen Associates (JA).

The proposed Community Garden is dedicated to home-use food production by residents of The Grove. A poll of residents in Phases II and III at The Grove demonstrated a high demand for this idea.

Slow Food have committed to operate and manage the garden, similar to the May Garden in east Jackson and the Blair garden in Cottonwood. The organization has broad experience operating these types of gardens and are confident that they can meet the needs of the residents of The Grove satisfactorily. Garden plots will be available only to residents of Phases II and III of The Grove, who will pay an annual fee to cover operating expenses. Water will be metered separately to remove impact to non-participating members of the HOA.

The scale of the garden is designed to maintain a steady demand for the 24 plots. Slow Food operates under a set of rules and regulations proven to assure smooth operation from year to year. The current Standard Garden Guidelines poster (18"x24") is attached as **Exhibit A**.

The Community Garden will include:

- ✓ 24 raised garden plots, available in two different sizes to meet the needs of various households;

- ✓ A tool storage shed, and a service area for a composting station and supplies are proposed in an under-utilized area behind the trash enclosure;
- ✓ Access to the garden via two gates in the east fence and one at the south end of the shed;
- ✓ 3 ft. paths between the garden beds to ensure access for all;
- ✓ Four watering points dispersed around the perimeter of the garden;
- ✓ A part-time representative of Slow Food (recruited at The Grove) to handle day-to-day operations.

The original Landscape Plan provided a “barefoot lawn”, cobble-lined stormwater retention swales, and planting beds within the subject area. Refer to the attached **Exhibit B**: sheet L.3 PLANTING PLAN B, CD/Permit Set (30 May 2017), for an overview of Parcel B and an enlargement of the subject area (detail “Inset Play Area A”).

The proposed Community Garden Plan is attached as **Exhibit C** (see INSET PLAY AREA A). The proposed plan addresses the competing demands for this piece of the property. The eastern half of the total area has been retained to fulfill the original purpose of the property, as a “barefoot lawn” and recreation/socializing area for residents. Enhancements to this area will include three benches for seating and 28 much needed bicycle parking spaces. A gravel path will connect the existing concrete sidewalk to the seating area and the Community Garden. An additional gate is provided midway along the lawn should residents choose to access the Garden while enjoying the lawn.

The Community Garden is separated from the lawn area with a 4' fence running in a straight line from mid-point on the existing trash enclosure, northward to intersect the corner of the existing Phase II fencing.

West of the fence are proposed 24 raised garden beds, six beds of 42 sq.ft. each and 18 beds of 52 sq.ft. each. Mulched paths between the beds open to a gravel-paved service yard behind the trash enclosure and a service access gate for wheelbarrow delivery of supplies such as mulch.

This proposal maintains the LSR and plant units (see tables below) of the original application. Therefore this ZCV does not propose to reduce any LSR area, nor omit without compensation any plant units. Instead, the plants displaced by the elevated planting beds are proposed to be either

- a) replaced with permanent planters, benches, or bike racks per LDR 5.5.3.E.4 ‘Substitutions for Standard Plant Units;’
- b) relocated elsewhere within ‘Play Area South’;
- c) substituted with plants of equal value but more appropriate species where appropriate (i.e., shade-tolerant or columnar).

Specific before-and-after plant counts and any substitutions are described in the tables below:

ORIGINAL PLANTING PLAN - Exhibit B

Quantity	Type	Value per plant	Total
16	3" caliper Canopy tree	\$375.00	\$6,000.00
7	2" caliper Canopy tree	\$250.00	\$1,750.00
5	1" caliper Canopy tree	\$175.00	\$875.00
71	#5 container shrubs	\$55.00	\$3,905.00
0	6'-8' shrubs or multi-stemmed tree	\$300.00	\$0.00
3	14' high Evergreen tree	\$400.00	\$1,200.00
6	12' high Evergreen tree	\$300.00	\$1,800.00
0	Bike parking	\$375.00	\$0.00
0	Bench	\$375.00	\$0.00
0	Planting Beds	\$55.00	\$0.00
TOTAL			\$15,530.00

PROPOSED COMMUNITY GARDEN PLAN - Exhibit C

Quantity	Type	Value per plant	Total
0	3" caliper Canopy tree	\$375.00	\$0.00
10	2" caliper Canopy tree (columnar)	\$250.00	\$2,500.00
4	2" caliper Canopy tree	\$250.00	\$1,000.00
3	1" caliper Canopy tree	\$175.00	\$525.00
34	#5 container shrubs	\$55.00	\$1,870.00
0	6'-8' shrubs or multi-stemmed tree	\$300.00	\$0.00
0	14' high Evergreen tree	\$400.00	\$0.00
1	12' high Evergreen tree	\$300.00	\$300.00
	Bike parking (6 bikes = 1 canopy tree)		
4.6	28 bike parking spaces provided	\$375.00	\$1,725.00
	Bench (bench = 1 canopy tree)		
3	3 benches provided	\$375.00	\$1,125.00
	Planting Beds (10 sq.ft. beds = four #5 shrubs)		
	13'x4'=52 sq.ft. x 18 = 936 sq.ft.		
	10.5'x4'= 42 sq.ft. x 6 = 252 sq.ft.		
	936 + 252=1,188 sq.ft.		
118	1,188 sq.ft. \ 10 = 118.8 #5 shrubs	\$55.00	\$6,490.00
TOTAL			\$15,535.00

Screening is desired by the Town along the west property line. Currently the west property line is screened with The Grove's solid wood 6' fence. The lot next door to the west (855 W. Snow King Avenue) presents the blank masonry façade of the non-conforming Teton Distributing, with spruce trees to screen the building from the Grove residential lot to its east (see photo, Exhibit D). The town has requested that screening trees also be placed on The Grove property

for redundant screening of the NH-1 property from the mixed NH-1 / CR-3 section of The Grove property.

Given that the adjacent lot may eventually be redeveloped for high-density residential and workforce housing per current Town zoning, any discordance may resolve itself. In the meantime, the proposed landscape plan includes a row of screening trees to provide separation between the two building components, while leaving the Community Gardens in as much sun as possible.

The screening trees are, therefore, located east of the play lawn. East-West views to and from the upper levels of the residential units will be screened by the proposed trees' canopies; lower level views to and from the Community Garden will be screened by the 6' fence.

In summary, columnar aspen (*Populus tremuloides* 'Erecta') canopies will screen views from building to building, while leaving the gardens in full sun throughout much of the day.

Irrigation will be provided by the existing Town water supply, where irrigation to the lawns and ornamental plantings will be supplied by the approved Irrigation infrastructure (CD/Permit Set sheet L.5 IRRIGATION PLAN B, Inset Play Area A, Exhibit E).

Upon the Town's approval of this ZCV, the Applicant will provide a revised and updated Irrigation Plan. The new plan will indicate irrigation to the revised lawn area and tree and shrub plantings.

The revised Irrigation Plan will also include a detail for installation of a new "tee" to a separate water meter and backflow prevention as necessary, intended to provide water dedicated solely to the hose bibs within the Community Garden, in accordance with the Applicant's arrangement with The Grove HOA.

Snow Storage will be expanded somewhat. Under the proposed plans, a narrow planting bed which previously blocked part of the play lawn has been removed. The HOA's snow storage and removal plans are not anticipated to be affected by this proposed change.

Storm Water retention is reallocated but adequate. The approved LAYOUT PLAN's (CD/Permit Set sheet L.1, Exhibit F) three retention swale areas within the Play Area South have been revised. The north-most basin has been shifted slightly to the west in its original size and capacity; the central basin has been eliminated in favor of an expanded south basin.

The south basin has been expanded to meet the stormwater requirements set forth by JA, where 550 cubic feet of stormwater runoff shall be retained on-site. Refer to Exhibit C, Proposed Landscape Plan, for the proposed enlarged stormwater basin. The infrastructure transporting stormwater to the updated basin configuration shall be revised as necessary by JA.

The basin shall be cobble-lined as detailed elsewhere on site. Large boulders shall be placed within the basin, and plantings as appropriate in order to soften the look of the basin and take advantage of its moisture to encourage plant growth.

In summary, the Applicant and Slow Food are together proposing a highly desirable amenity to the residents of The Grove, which also will provide the screening and landscaping that the Town desires.

The Applicant would be pleased to provide any additional information for the Town's consideration.

Attachments:

Planning Permit Application – Zoning Compliance Verification

Letter of Authorization

Narrative to Accompany Request for ZONING COMPLIANCE VERIFICATION

Exhibit A - Slow Food In The Tetons, Standard Garden Guidelines

Exhibit B - Sheet L.3 PLANTING PLAN B, CD/Permit Set (30 May 2017)

Exhibit C - Proposed Community Garden Plan: Revised Sheet L.3 (10-07-2020)

Exhibit D - Photo, Screening at West Property Line

Exhibit E - Sheet L.5 IRRIGATION PLAN B, CD/Permit Set (30 May 2017)

Exhibit F - Sheet L.1 LAYOUT PLAN, CD/Permit Set (30 May 2017)

JACKSON HOLE COMMUNITY GARDEN PROJECT

A program of Slow Food in the Tetons

COVID-19 PRECAUTIONS

- Wash/sanitize hands upon entering the garden.
- A face mask or buff is REQUIRED while at the garden.
- Practice Social Distancing:
 - Limit of 10 people in the garden at any one time.
 - Limit of 2 people per plot at a time (2 adults or 1 adult & 1 child). Please supervise children and maintain 6 feet of social distance from others.
- Gardeners only please. Gardens are closed to the public for the 2020 season.
- Do not share gloves. Bring your own and wash them in between garden trips.
- Sanitize shared tools according to posted instructions (or bring your own tools).
- Use garden time for garden tasks. Be efficient and limit socializing to give everyone access to the garden with minimal delay.
- Wash and clean produce at home to limit time spent in the garden.
- Feeling sick? Please stay home. Do not send a family member to care for your garden. Contact your garden coordinator to arrange a substitute gardener.

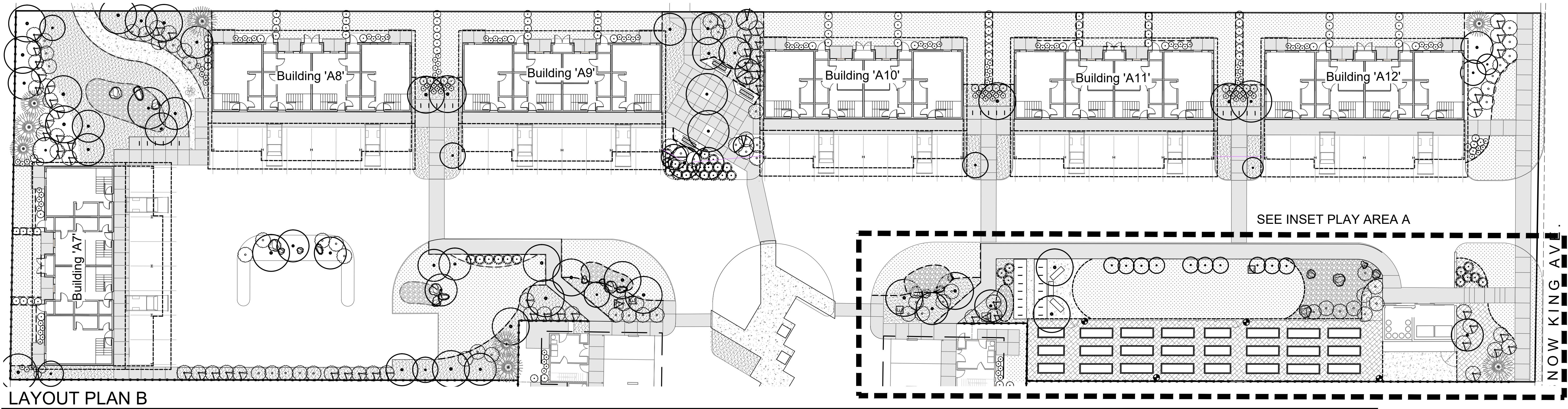
STANDARD GARDEN GUIDELINES

- Community gardens are open April 22 through October 31, 2020.
- Hours of Operation: dawn until 9:00 p.m.
- Plots must be planted by June 15 and cleared by October 31.
- Plant only in your plot.
- Weed your plot and surrounding walkways regularly.
- Place weeds in weed bins only. Other organic material can be composted.
- Turn off water spigots completely.
- Keep structures in your garden under 5' tall.
- Community gardens are maintained organically. The use of insecticides, fertilizers, soil and compost made from synthetic chemical materials are prohibited.
- Pack it in, pack it out! All personal garbage goes home.
- Wear headphones if listening to music.
- **No smoking.**
- **No dogs.**



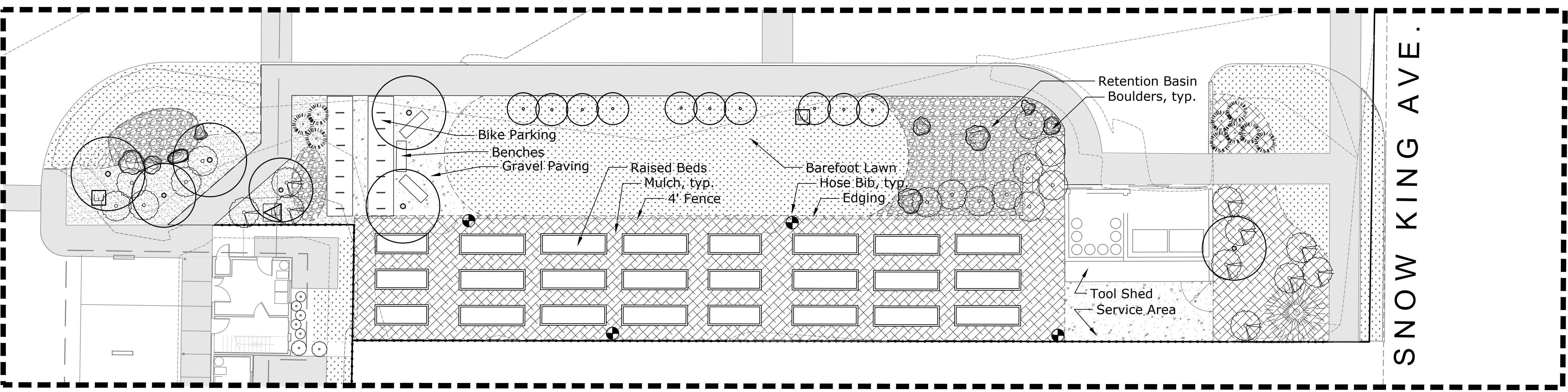
Narrative to Accompany
ZONING COMPLIANCE VERIFICATION REQUEST
2020-10-07

EXHIBIT A
Slow Food in the Tetons
Standard Garden Guidelines + Covid Precautions



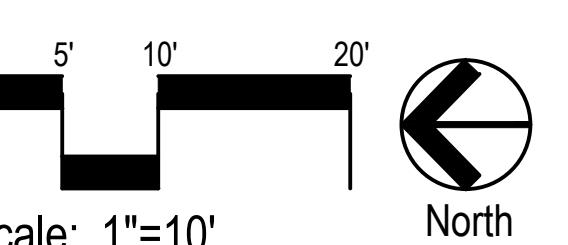
LAYOUT PLAN B

Scale: 1"= 20'



INSET PLAY AREA A

Scale: 1"= 10'



Narrative to Accompany
ZONING COMPLIANCE
VERIFICATION REQUEST
2020-10-07

Regarding a proposal to
install Community Gardens in
the Grove Phase III

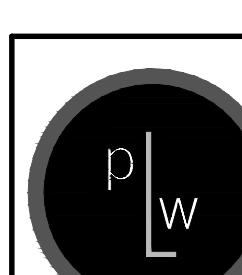
EXHIBIT C
Proposed Community Garden Plan

HABITAT for HUMANITY
of the GREATER TETON AREA
P.O. Box 4194 Jackson, Wyoming 83001
T: 307.734.0828

L.3

PLANTING
PLANB

Pierson Land Works, LLC
P.O. Box 1143
Jackson, Wyoming 83001
T: 307.733.5429
F: 307.733.9669
piersonlandworks.com



CD/ PERMIT SET
30 MAY 2017

THE GROVE

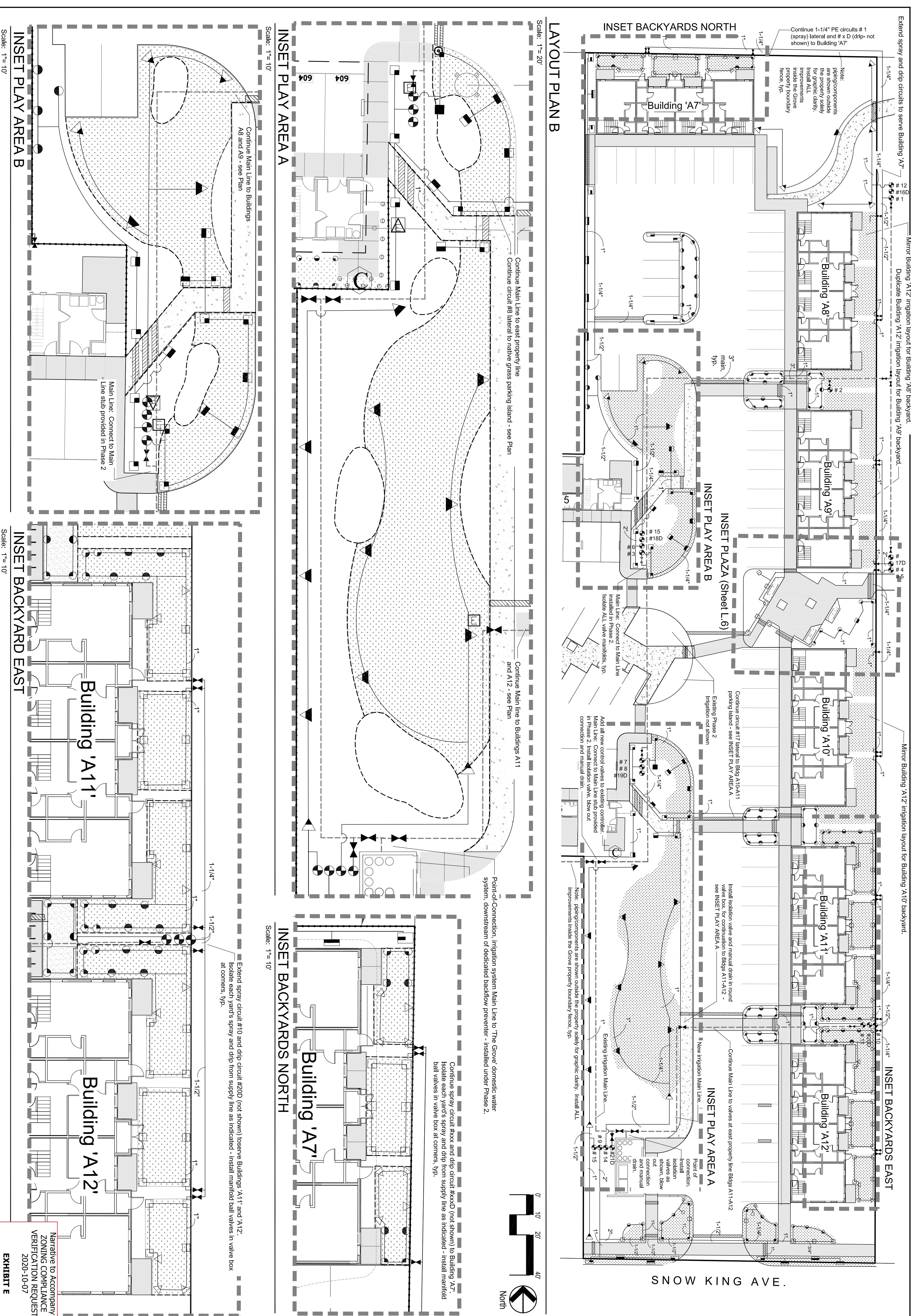
825 W. Snow King Avenue

Narrative to Accompany ZONING COMPLIANCE VERIFICATION REQUEST



Narrative to Accompany
ZONING COMPLIANCE
VERIFICATION REQUEST
2020-10-07

EXHIBIT D
Existing West PL Screening



**Narrative to Accompany
ZONING COMPLIANCE
VERIFICATION REQUEST**

2020-10-07

EXHIBIT E

HABITAT for HUMANITY
of the GREATER TETON AREA
PO Box 4194 Jackson, Wyoming 83001
T: 307 734 0828

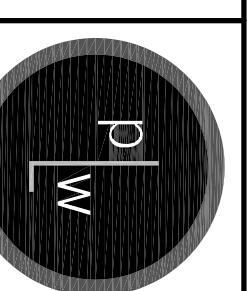
THE GROVE

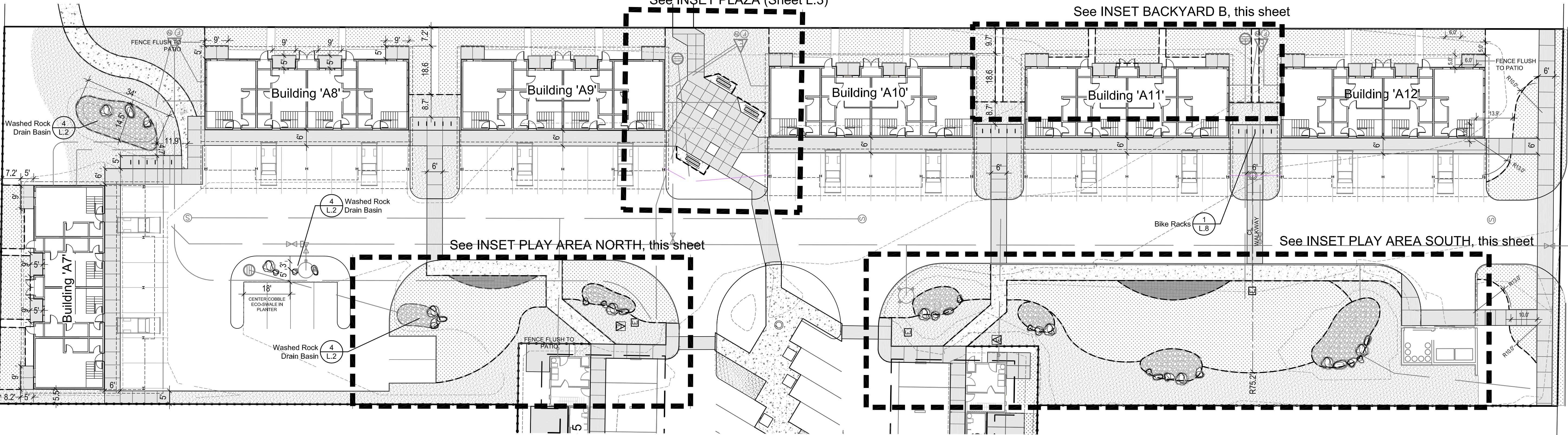
Phase 3 Building Permit

Scott Lane - Snow King Avenue
Jackson, Wyoming

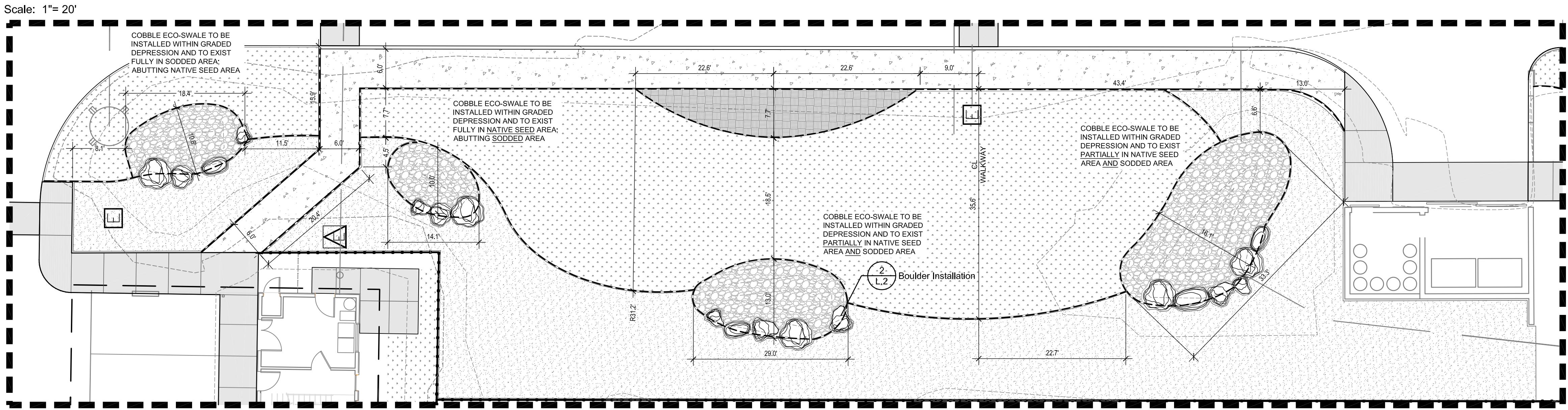
Pierson Land Works, LLC

P.O. Box 1143
Jackson, Wyoming 83001
T: 307.733.5429
F: 307.733.9669
piersonlandworks.com

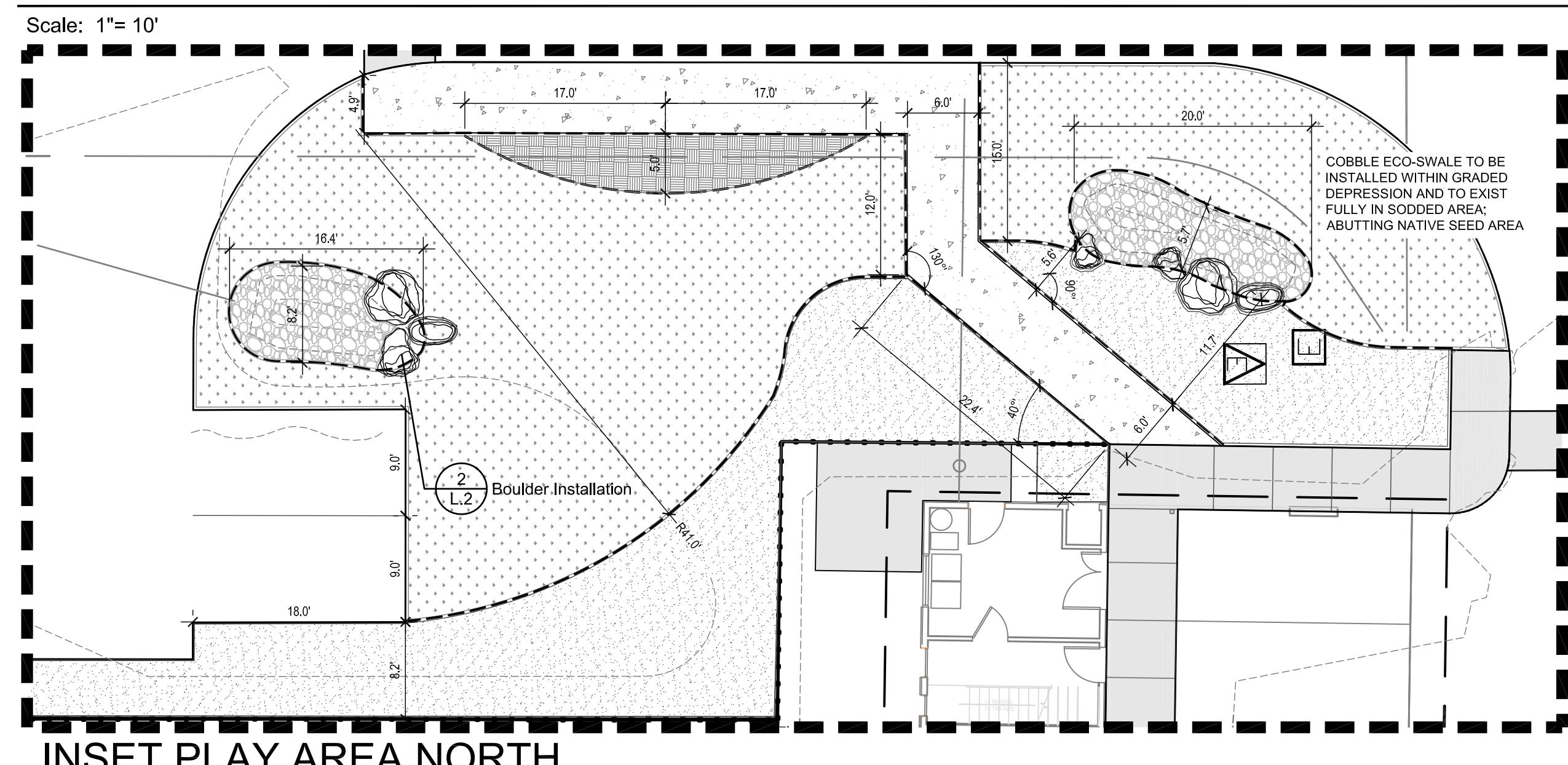




LAYOUT PLAN - PHASE 3

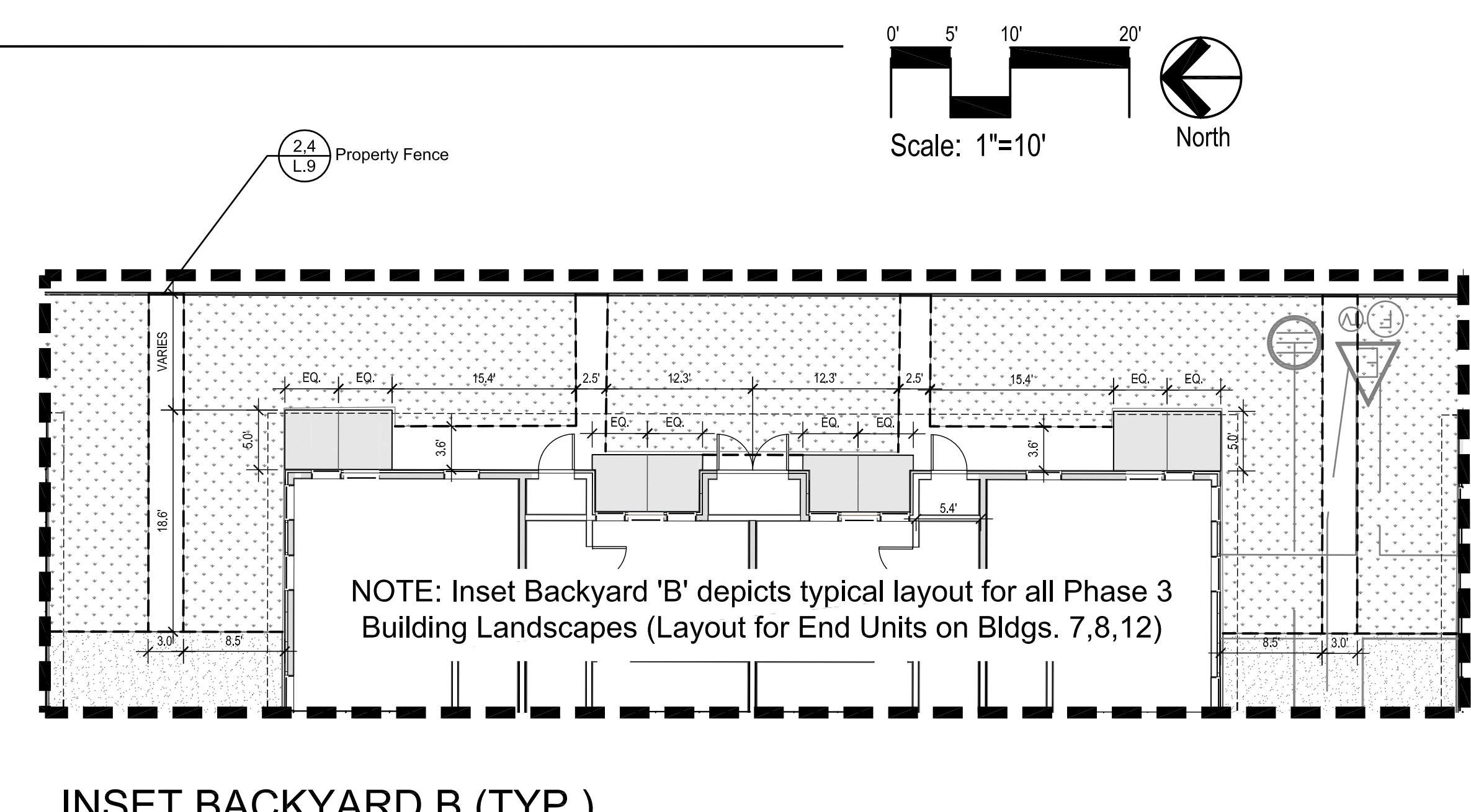


INSET PLAY AREA SOUTH



INSET PLAY AREA NORTH

Scale: 1"= 10'



Scale: 1"= 10'

LEGEND:

- Property Line
- Adjacent Properties
- Roof Line
- Edge of Asphalt
- Property Fencing (See L.9)
- Steel Edging (See L.2)
- Sod (See Plant Schedule)
- No Mow Seed Mix (see Notes Sheet L.4 and Plant Schedule L.10)
- Planting Bed (Planting medium to 18" deep consisting of 3 parts clean topsoil to 1 part organic soil amendment, plus Plants and Mulch)
- Index Contour (See Eng. Plans)
- Intermediate Contour (See Eng. Plans)
- Concrete Sidewalk/ Patio
- Contraction/ Control Joints
- FirmaPave Walkway (See Schedule)
- Washed Rock (2" - 3") (See L.2)
- Bike Racks (See L.7-L.8)
- Boulders (18" - 36" Diam.)

SEE LAYOUT NOTES, SHEET L.2

Narrative to Accompany
ZONING COMPLIANCE
VERIFICATION REQUEST
2020-10-07

EXHIBIT F
Approved Layout Plan