



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: February 19, 2021	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 255 E. Pearl Ave., legally known as LOT 11, BLK. 3, CACHE 1. PIDN: 22-41-16-34-2-86-003 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-033	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Fax: 734-3563 Email: kpage@jacksonwy.gov	
Owner Pathfinder Holding Co., LLC 14950 S. McCoy Road Jackson, WY 83001 Applicant: Randy Luskey 14950 S. McCoy Road Jackson, WY 83001	
Please respond by:	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
btlenz@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
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** (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 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

Randolph K Luskey

Name Printed

02/18/2021

Date

Manager

Title

MB/21-042-02

February 18, 2021

Town of Jackson
Planning and Building Department
150 E. Pearl Ave.
PO Box 1687
Jackson, WY 83001

ATTN: Town of Jackson Planning and Building Department
RE: **Grading Pre-Application Conference Request for 255 E. Pearl Avenue.,
Jackson, Wyoming**

Dear Planning Personnel:

The attached Pre-Application Request Packet is for the proposed construction of a new accessory residential unit (ARU) at 255 E. Pearl Avenue, Jackson, Wyoming. In accordance with the existing site plan attached, the lot is occupied by an existing residence and is situated on a town lot with associated utilities. The project area is zoned NM-2 (Medium Density-3). Proposed development includes building an accessory residential unit and driveway located on the north side of the lot. The structure will consist of a two-car garage below a residence. Minor grading changes will be made to the existing site. The site is very flat with no areas exceeding 5% slope. Water service will be stemmed before existing curbstop. New metering will be installed with new curbstop. The sanitary sewer service for the structure is proposed to be connected to the existing sewer line stub coming off the alley sewer line located between Broadway and Pearl Avenue. Electrical, Natural Gas, and Communication connections will be replaced or adjusted as needed, this work will be coordinated with the utility companies.

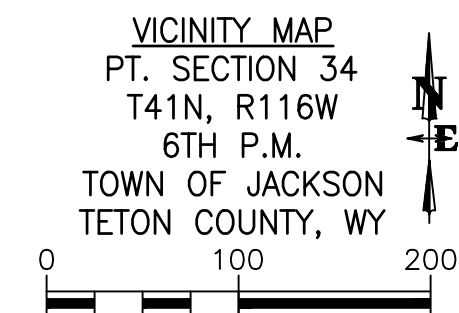
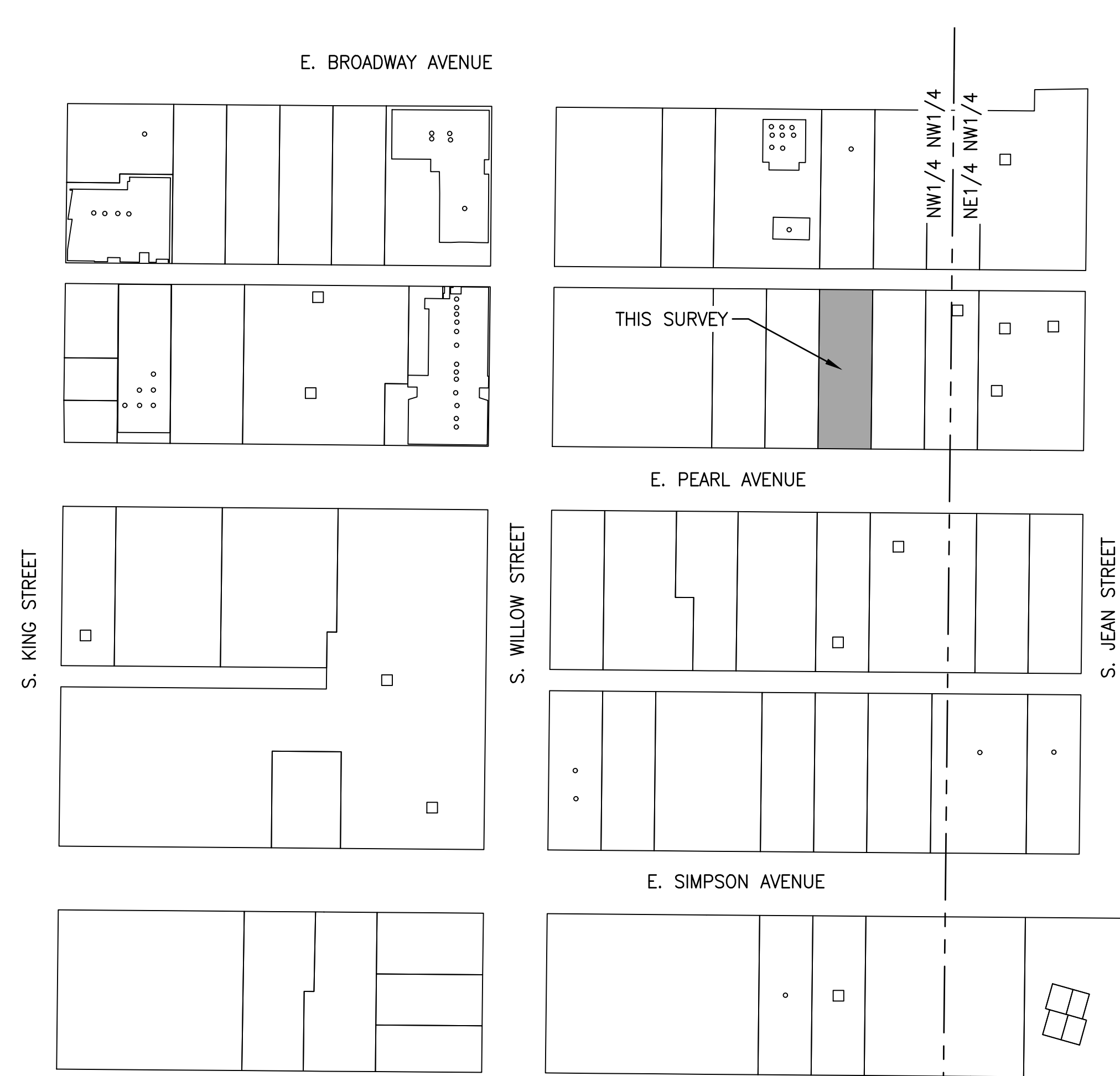
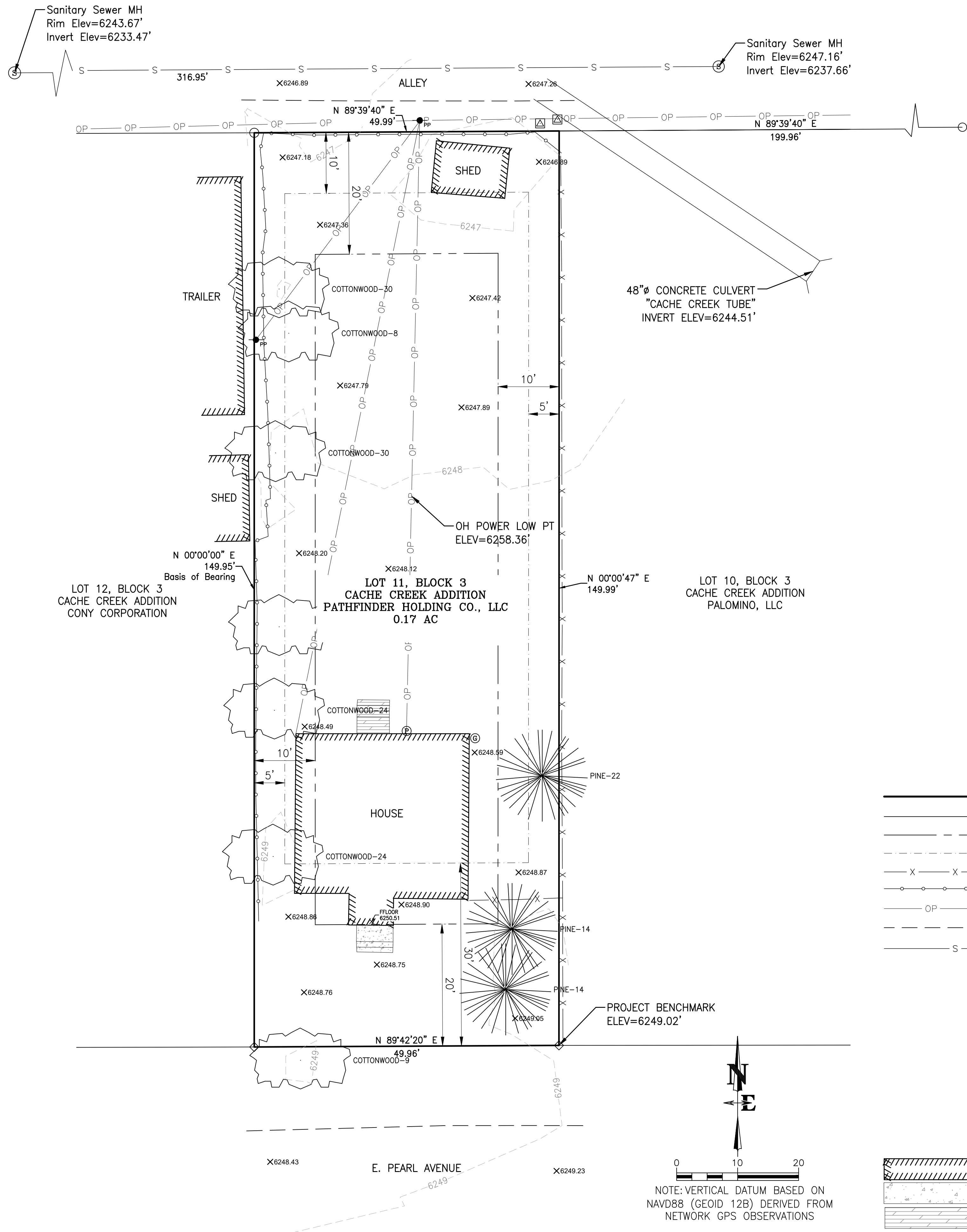
Please do not hesitate to contact me with project inquiries at (307) 733-2087 or mbowers@nelsonengineering.net.

Sincerely,



Matt Bowers
Project Manager

S:\Projects\2021-22\21-042-01\21-042-01.dwg - Surveying\4 Drawing\210421 EXISTING SITE - Feb 18 2021 04:05:15 pm PLOTTED BY: nead DWG FORMAT: 230



- LEGEND
- = PROPERTY LINE
 - = ADJOINING PROPERTY LINE (RECORD)
 - - - = PRIMARY STRUCTURE SETBACK LINE
 - - - = ACCESSORY STRUCTURE SETBACK LINE
 - X X X = WOOD FENCE
 - o o o = WIRE FENCE
 - OP OP = OVERHEAD POWER LINE
 - - - = EDGE OF PLOWED ROAD/ALLEY
 - S = SANITARY SEWER LINE (RECORD)
 - ◇ = FOUND REBAR W/CAP-#3831
 - = FOUND REBAR
 - ⊠ = ELECTRIC TRANSFORMER
 - _{OP} = POWER POLE
 - Ⓟ = ELECTRIC METER
 - Ⓢ = GAS METER
 - Ⓢ = SANITARY SEWER MANHOLE
 - ☼ = COTTONWOOD W/DIA. (in)
 - ☼ = PINE W/DIA. (in)
 - ▨ = BUILDING
 - ▨ = CONCRETE
 - ▨ = WOOD DECK

TOJ ZONING: NM-2 (NEIGHBORHOOD MEDIUM DENSITY 2)

PRIMARY STRUCTURE SETBACKS:

PRIMARY STREET-20'
SECONDARY STREET-10'
SIDE-10'
REAR-20'

ACCESSORY STRUCTURE SETBACKS:

PRIMARY STREET-30'
SECONDARY STREET-10'
SIDE-5'
REAR (ALLEY)-10'

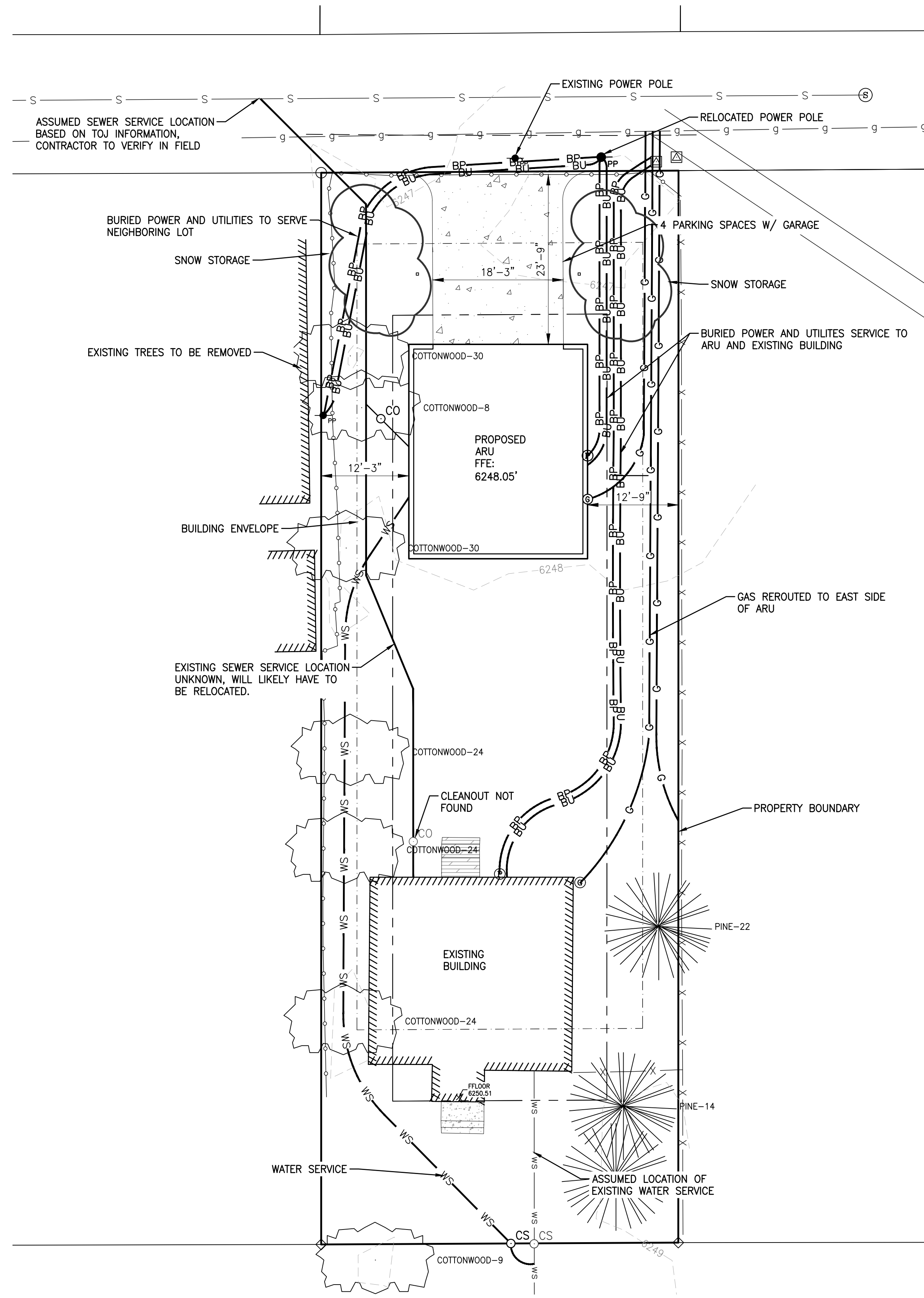
NOTES:

THIS MAP WAS PREPARED WITHOUT BENEFIT OF
A TITLE REPORT AND IS SUBJECT TO ANY
OTHER EASEMENTS, RESTRICTIONS,
RESERVATIONS, RIGHTS-OF-WAY, AND
CONDITIONS OF SIGHT AND/OR OF RECORD
INCLUDING, BUT NOT LIMITED, TO THOSE SHOWN
HEREON;

SITE SURVEY PERFORMED ON 2/1/21.
CURRENT EXISTING SITE CONDITIONS MAY VARY.
AT THE TIME OF SURVEY THERE WAS ±2' OF
SNOW COVER. FEATURES MAY EXIST THAT ARE
NOT SHOWN ON THIS MAP.

DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	REV.				
				DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED
C1.0		255 E. Pearl Avenue	Existing Site Plan	2/1/2021	WV	WV	WV	LR
	21-042-01	Randy Luskey						
		Surveying						

S:\Projects\2021\042-02 - 255 E Pearl Ave - Randy Luskey - Civil\4 Drawings\Civil\21-042-02 DSD\Draw GFINAL SITE PLAN - Feb 18 2021 09:42:41 am PLOTTED BY: mead DWG FORMAT: c30



SITE CONSTRUCTION NOTES & SPECIFICATIONS

1. ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
2. CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
3. IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, AND FOR GRADING WORK.
4. STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED. SEE SHEET C4.0 FOR LOCATIONS.
5. TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
6. DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
7. CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN ROAD OF SOILS WHEN NECESSARY.
8. REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
9. CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE NOTES THIS SHEET FOR WEED MANAGEMENT REQUIREMENTS.
10. LAND DISTURBING ACTIVITIES SHALL OCCUR FROM SUMMER 2021 THROUGH SUMMER 2022.
11. CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.
12. INSTALL ORANGE CONSTRUCTION FENCING ALONG LIMITS OF DISTURBANCE TO CONTAIN CONSTRUCTION ACTIVITIES PER SHEET C4.0.
13. CONSTRUCTION PARKING AND STAGING WILL OCCUR ALONG THE DRIVEWAY, WITHIN THE STAGING AREA, AND AT THE LOT FRONTAGE. GRAVEL SURFACING WILL BE PLACED TO MINIMIZE MUD ISSUES DURING CONSTRUCTION.

TETON COUNTY WEED AND PEST MANAGEMENT STRATEGIES

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

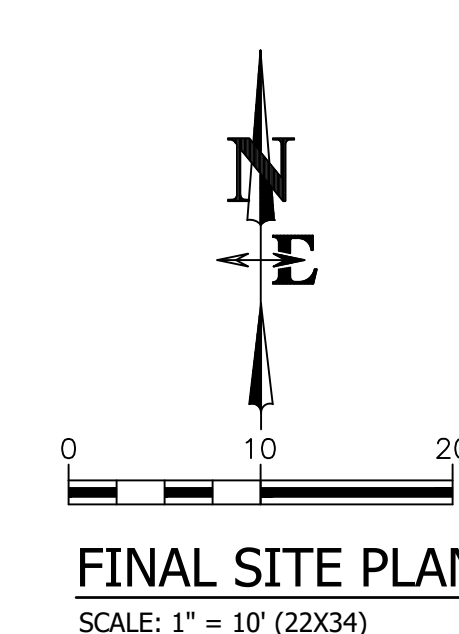
1. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

1. ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
2. SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
3. DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
4. ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

1. RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
2. NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID HEALTH CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101 - 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
3. CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE.
4. TCWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.



CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

LEGEND
(DESIGN)

- INDEX CONTOUR
- MINOR CONTOUR
- WS WS WATER SERVICE
- 2"W 2"W 2"Ø WATER SERVICE
- 4"W 4"W 4"Ø WATER SERVICE
- 6"S 6"S 6"Ø SEWER LINE
- 4"S 4"S 4"Ø SEWER LINE
- PS PS PRESSURE SEWER
- BU BU BURIED UTILITIES
- BP BP BURIED POWER
- G G BURIED GAS
- REPLACEMENT LEACHFIELD
- LD LD LIMITS OF DISTURBANCE
- FLOWLINE DITCH/SWALE
- SF SF SILT FENCE
- SW SW STRAW WATTLE
- SNOW STORAGE
- STAGING AREA
- DETENTION AREA
- CS CURB STOP
- WV WATER VALVE
- W WATER WELL
- M WATER METER
- CO SEWER CLEANOUT
- PT POWER TRANSFORMER
- P POWER/UTILITY METER
- G GAS METER
- PV POWER VAULT
- S SEWER MANHOLE

DRAWING NO C2.0	JOB TITLE 255 E. PEARL AVE. JACKSON, WY GARAGE/ARU	DRAWING TITLE FINAL SITE PLAN	P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	NELSON ENGINEERING					REV.
				DATE	2/17/2021				
JOB NO 21-042-02				SURVEYED	WV				
				ENGINEERED	TM				
				DRAWN	TM				
				CHECKED	MB				
				APPROVED	MB				