



# 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: May 25, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Pre-Application Conference for a remodel of the property located at 270 Moose St., legally known as LOTS 16,17, BLK. 4, L.G. GILL SUBDIVISION. PIDN: 22-41-16-27-3-07-011  For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.
Item #: P21-132	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: kpage@jacksonwy.gov	
<b>Owner:</b> Azone LLC PO Box 9370 Jackson, WY 83002  <b>Applicant:</b> Ken Mahood – Workshop Collaborative 755 Hi Country Dr. Jackson, WY 83001	
<b>Please respond by:</b> <b>June 15, 2021 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
alangley@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: 270 Moose Street - Renovations and Additions

Physical Address: 270 Moose Street Jackson, WY 83001

Lot, Subdivision: LOTS 16,17, BLK. 4, L.G. GILL SUBDIVISION

PIDN: 22-41-16-27-3-07-011

**PROPERTY OWNER.**

Name: AZONE LLC

Phone: 307-690-0730

Mailing Address: PO BOX 9370 JACKSON, WY

ZIP: 83002

E-mail: kenmahood@workshopc.com

**APPLICANT/AGENT.**

Name, Agency: Ken Mahood - Workshop Collaborative

Phone: 307-690-9031

Mailing Address: 755 Hi Country Drive, Jackson, WY

ZIP: 83001

E-mail: kenmahood@workshopc.com

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner      x \_\_\_\_\_ 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: n/a 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.

<input checked="" type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional <input type="checkbox"/> For an Environmental Analysis <input type="checkbox"/> For grading
<input type="checkbox"/> Use Permit	
<input type="checkbox"/> Development Option or Subdivision Permit	
<input type="checkbox"/> Interpretations of the LDRs	
<input type="checkbox"/> Amendments to the LDRs	
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> Environmental Analysis	

**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 to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)) 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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.
- ☒ **Narrative Project Description.** Please attach a short narrative description of the project that addresses: (See L0.1)
- ☒ 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.

05-24-21

Signature of Owner or Authorized Applicant/Agent

Date

Ken Mahood

Agent

Name Printed

Title

**LETTER OF AUTHORIZATION**

Azone LLC

, "Owner" whose address is: \_\_\_\_\_

PO Box 9370 Jackson, WY 83002

as owner of property more specifically described as: 270 Moose Street, Jackson, WY 83001

Lots 16,17, BLK. 4, L.G. Gill Subdivision PIN: 22-41-16-27-3-07-011

hereby authorizes Ken Mahood - Workshop Collaborative Architecture & Planning as agent to represent and act for Owner in making application for and receiving and accepting on Owner's behalf, any permits or other action by the Teton County Commissioners, the Teton County Planning and Development, Building, and/or Engineering Departments relating to the modification, development, planning, platting, replatting, improvements, use or occupancy of land in Teton County. 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 of 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 Teton County, 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.

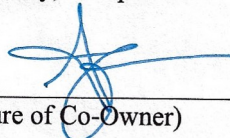
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.



(Signature of Owner)

Member

Title: \_\_\_\_\_



(Signature of Co-Owner)

Member

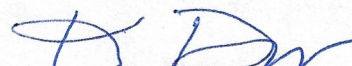
(Secretary or Corporate Owner)

**ACKNOWLEDGMENT**

State of Wyoming  
County of Teton

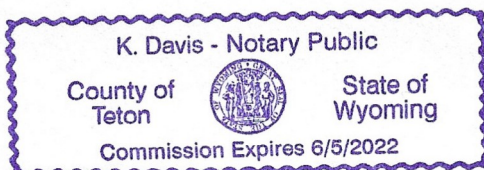
The foregoing instrument was acknowledged before me this 20 day of May, 2021,  
by Ken Mahood (name of acknowledging agent), on behalf  
of \_\_\_\_\_ (Owner).

WITNESS my hand and official seal.



Notary Public Signature

My Commission Expires: 6/5/22



(This form may be faxed)

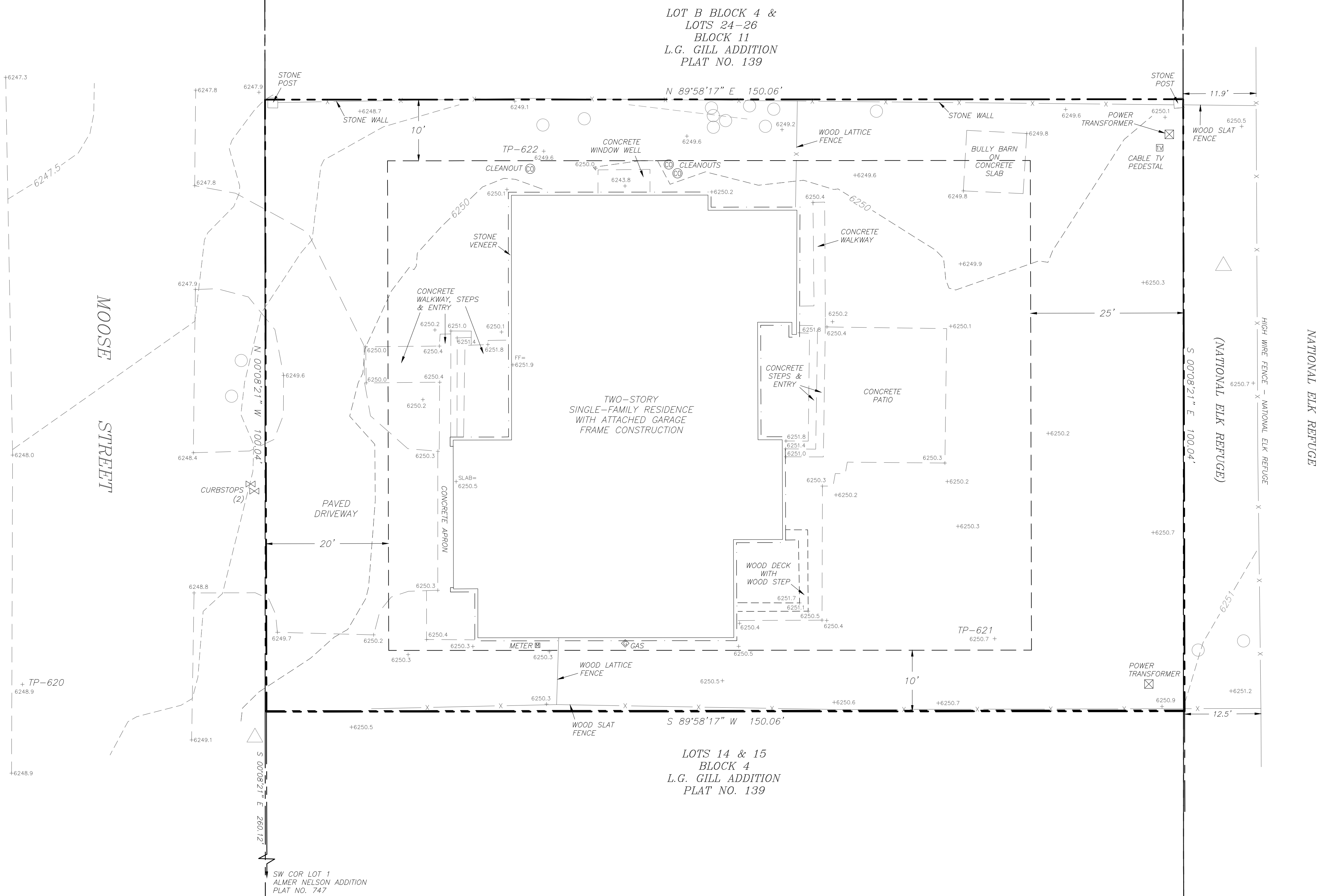


Project Description: Remodel and addition to an existing residence. The addition consists of minor additions to the existing home along with a new hallway to a new attached studio in the southeast corner of the property. The project also includes a new driveway, pathway and new rear terraces. The property has limited access and will require the removal and replacement of existing vegetation for construction. The total area of disturbance exceeds 3,000sf.

270 MOOSE STREET  
JACKSON, WY

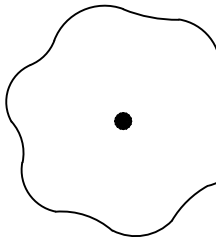
LEGEND

	PROPERTY BOUNDARY
	BUILDING ENVELOPE
	DRIVEWAY
	CONCRETE AUTOCOURT
	MORTAR-SET STONE WALKWAYS AND TERRACES
	EXISTING ASPEN TO REMAIN
	EXISTING SPRUCE TO REMAIN
	LIMITS OF DISTURBANCE
	MAJOR CONTOUR
	MINOR CONTOUR
	FINISHED GRADE
	TOP OF STAIR
	BOTTOM OF STAIR



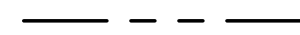












PLANT SCHEDULE

TREES	BOTANICAL / COMMON NAME	CONT	SIZE	QTY
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	Populus tremuloides / Quaking Aspen	B & B	3" Cal.	5
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270 MOOSE STREET  
JACKSON, WY

LEGEND

	PROPERTY BOUNDARY
	BUILDING ENVELOPE
	DRIVEWAY
	CONCRETE AUTOCOURT
	MORTAR-SET STONE WALKWAYS AND TERRACES
	EXISTING ASPEN TO REMAIN
	EXISTING SPRUCE TO REMAIN
	LIMITS OF DISTURBANCE
	MAJOR CONTOUR
	MINOR CONTOUR
	FINISHED GRADE
	TOP OF STAIR
	BOTTOM OF STAIR

PROGRESS SET  
NOT FOR CONSTRUCTION



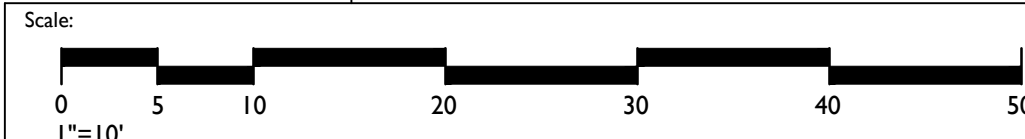
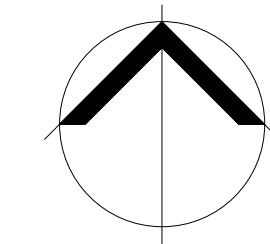
LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL PLANNING  
URBAN DESIGN

560 South Glenwood  
P.O. Box 1648  
Jackson, WY  
83001  
307.739.1001

Issue Date:	24 MAY 2021	PRE-APPLICATION SUBMITTAL

Drawing Title:  
**CONCEPTUAL  
SITE PLAN**

Drawing Number:  
**L0.2**



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270 MOOSE STREET  
JACKSON, WY

LEGEND

- PROPERTY BOUNDARY
- BUILDING ENVELOPE
- DRIVEWAY
- CONCRETE AUTOCOURT
- MORTAR-SET STONE WALKWAYS AND TERRACES
- EXISTING ASPEN TO REMAIN
- EXISTING SPRUCE TO REMAIN
- LIMITS OF DISTURBANCE
- MAJOR CONTOUR
- MINOR CONTOUR
- FINISHED GRADE
- TOP OF STAIR
- BOTTOM OF STAIR
- EXISTING TREES TO BE REMOVED
- CONSTRUCTION STAGING AREA

PROGRESS SET  
NOT FOR CONSTRUCTION

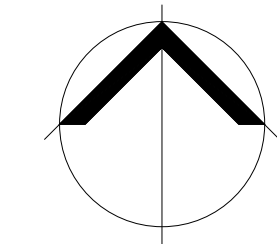
HD  
LA

LANDSCAPE ARCHITECTURE  
ENVIRONMENTAL PLANNING  
URBAN DESIGN  
560 South Glenwood  
P.O. Box 1648  
Jackson, WY  
83001  
307.739.1001

Issue Date:	
24 MAY 2021	PRE-APPLICATION SUBMITTAL

Drawing Title:  
**CONSTRUCTION  
PLAN**

Drawing Number:  
**L0.3**



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