



# 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 25, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 445 E. Kelly Ave., legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116., PIDN: 22-41-16-34-2-00-027  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-161	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Fax: 734-3563  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Teton County PO Box 1727 Jackson, WY 83001  <b>Applicant:</b> Jackson/Teton County Housing Authority PO Box 714 Jackson WY 83001	
<b>Please respond by: July 2, 2021 (with Comments)</b>	

**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](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: \_\_\_\_\_

22-41-16-34-2-00-028

#### **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.

*April Norton*

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

## 445 E KELLY AVE

June 22, 2021

PIDs: 22-41-16-34-2-00-027, 22-41-16-34-2-00-028

### PROJECT DESCRIPTION

#### 1. Existing Property Conditions

The site, in the East Jackson subarea, currently contains two lots totaling approximately 1.08 acres. Three structures exist on the property, and Cache Creek Ditch flows through from the southeastern property line to the middle of the western property line. The site abuts Mike Yokel public park on the east, Lower Valley Energy's power substation to the west, and three single-family homes to the north.

Three structures existing on the property. Of the three the Benson-Brown Home is considered the most significant, not only as the generation site for the town's first electrical service, but also as the home of the individual who made that electrification possible. The period of significance for the property corresponds to the year in which the cabin was constructed (1920).

#### 2. Character of Project

Following approval of the Development Plan and subsequent subdivision and platting of the parcels in accordance with Town regulations, Housing will partner with Habitat for Humanity of the Greater Teton Area ("Habitat"), who will assume the role of Builder. County and Habitat intend to build three units attached as triplexes on each lot. The project also consists of an asphalt parking lot and drive sufficient to provide adequate access and parking for the triplex developments. Pedestrian access will also be provided throughout the site. Site utilities will be connected to each of the triplex units.

#### 3. Intended Development

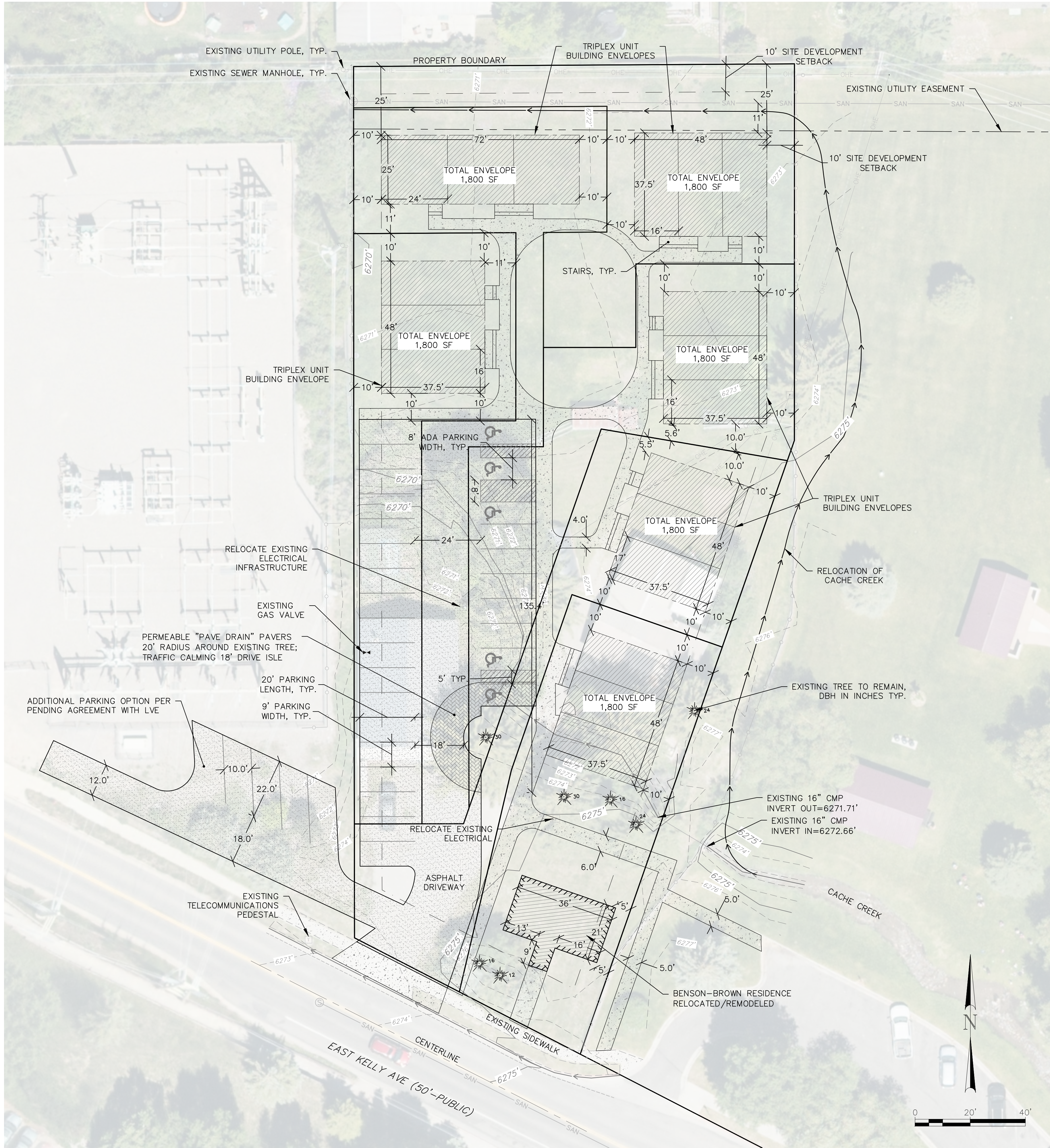
N/A

#### 4. Proposed Amendments to the LDR's

N/A



LAST SAVED: 3/22/2021 12:37 PM BY: TYLER KLOS  
F:\2020\20263\_445 East Kelly Ave\DWG\CAD\20263\_CONCEPT.AWG



SITE PLAN

NOT FOR CONSTRUCTION NOTE

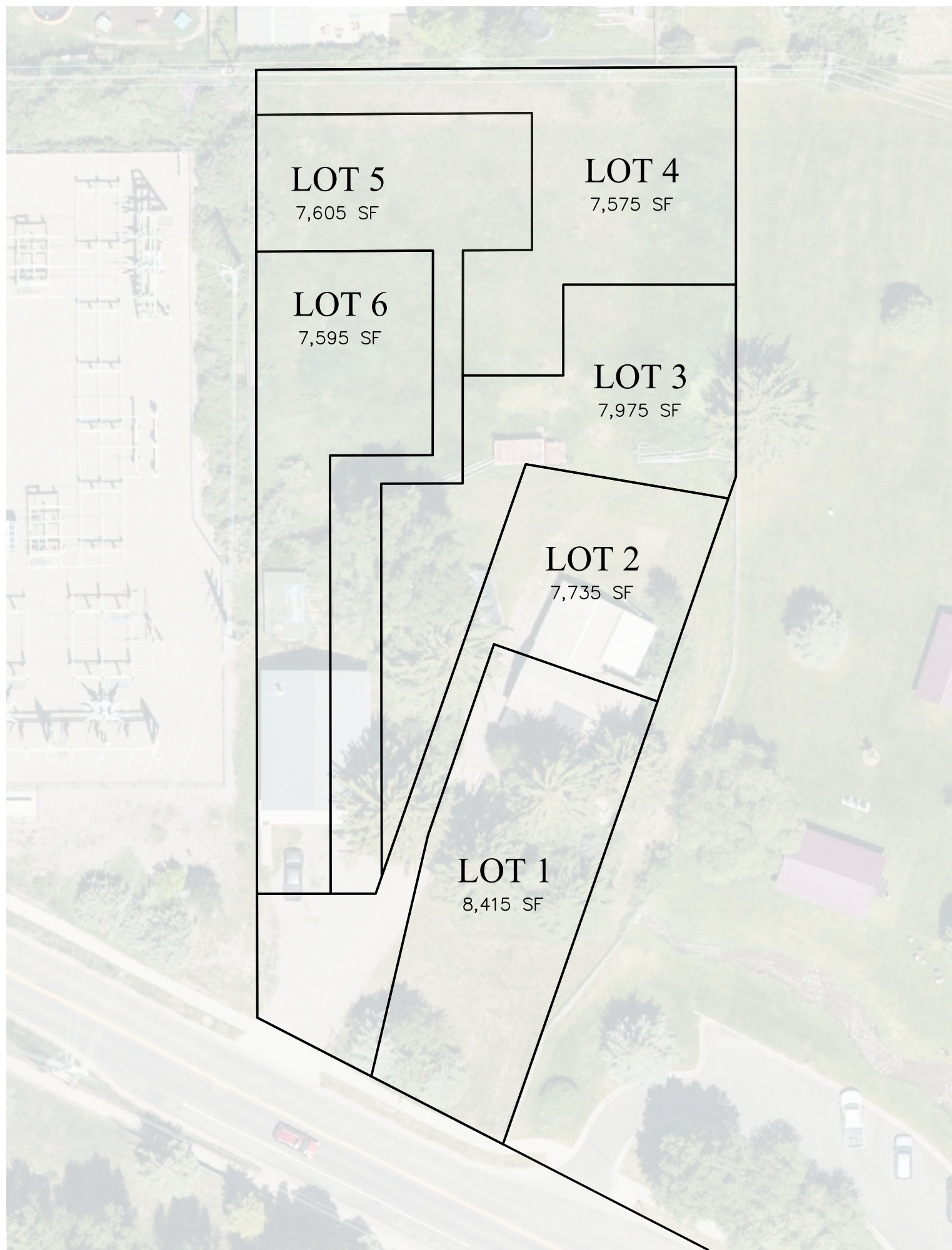
CAUTION: THIS IS A CONCEPT SITE PLAN AND IS NOT FOR CONSTRUCTION

LEGEND	
(E) - EXISTING	(P) - PROPOSED
	(E) MAJOR CONTOUR
	(E) MINOR CONTOUR
	PROPERTY BOUNDARY
	(E) BUILDING, REMODELED
	(P) BUILDING ENVELOPE
	(E) WOOD FENCE
	(E) DITCH FLOWLINE
	(P) DITCH FLOWLINE
	(E) EDGE OF CONCRETE
	(P) EDGE OF CONCRETE
	(E) EDGE OF PAVEMENT
	(P) EDGE OF PAVEMENT
	(E) TOP BACK CURB
	(E) ROAD CENTERLINE
	(E) SANITARY MAIN
	(E) OVERHEAD ELECTRIC
	(P) SNOW STORAGE

PARKING NOTES

PARKING COUNT

TOTAL PARKING SPACES: 28  
ADA PARKING SPACES: 5  
VAN ACCESSIBLE ADA PARKING SPACES: 2  
ADDITIONAL PARKING SPACES ON LVE PROPERTY: 5



LOT PLAN

445 EAST KELLY AVE CONCEPT PLAN

TETON COUNTY

445 EAST KELLY AVE  
JACKSON, WY

SITE PLAN TO  
ACCOMPANY  
PRE-APPLICATION  
CONFERENCE  
REQUEST

C1.1



Y2consultants.com  
307.733.2989

**CONSULTANTS**

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

DRAWING SET TITLE	DATE	
CONCEPT	3/5/21	
SITE PLAN REVIEW	3/15/21	
DRAWN BY: TK		CHECKED BY: KC
		JOB #: 20263



Wyoming Title & Escrow - Jackson  
211 E Broadway  
Jackson, Wyoming 83001

GRANTOR: RIDAY, JOHN  
GRANTEE: TETON COUNTY  
Doc 0992548 Filed At 11:25 ON 06/18/20  
Maureen Murphy Teton County Clerk fees: 18.00  
By Vicki Carpenter Deputy Clerk

## WARRANTY DEED

John Riday, a single man, whose address is 53 Morgan Road, Aston, Pennsylvania 19014, GRANTOR, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to Teton County, a duly organized county of the State of Wyoming, whose address is P.O. Box 1727, Jackson, Wyoming 83001, GRANTEE, all right, title and interest now owned or hereafter acquired in and to the following described real estate, situated in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Parcel One:

A tract of land lying wholly within the SE1/4NW1/4, Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming, and being more particularly described as follows:

Beginning at a point S0°02'18" E, 1465.0 feet, and S89°57'42"W, 456 feet from the N1/4 corner of said Section 34;

Thence S0°02'18"E, 181.0 feet to a point;

Thence S62°52'18"E, 92.0 feet to a point;

Thence N19°16'26"E, 236.30 feet to a point;

Thence S 89°57'42"W, 160 feet to the Point of Beginning;

The Basis of Bearing being N0°02'18"W, along the north-south centerline of said Section 34.

PIN: 22-41-16-34-2-00-027.

Including and together with all and singular the tenements, hereditaments, and appurtenances, and improvements thereon or thereunto belonging, but subject to taxes,

reservations, covenants, conditions, restrictions, rights-of-way and easements, of sight and record.

Parcel Two:

A tract of land lying wholly within the SE1/4NW1/4, Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming, and being more particularly described as follows:

Beginning at a point S89°57'42"W, 295.83 feet from a 5/8 inch diameter rebar which is S0°02'18"E, 1465.30 feet from the N1/4 corner of said Section 34;

Thence N0°02'18"W, 136.65 feet to a point;

Thence S89°39'12"W, 160.00 feet to a point;

Thence S0°02'18"E, 135.76 feet to a point;

Thence N89°57'42"E, 160.00 feet to the Point of Beginning, said points being marked by a 5/8 inch diameter by 16 inch long steel reinforcing bar with aluminum Surv-Kap inscribed "NELSON ENGR PE & LS 578";

The Basis of Bearing being N0°02'18"W, along the north-south centerline of said Section 34.

PIN: 22-41-16-34-2-00-028.

Including and together with all and singular the tenements, hereditaments, and appurtenances, and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, conditions, restrictions, rights-of-way and easements, of sight and record.

Dated this 10<sup>th</sup> day of June, 2020.

John Riday  
John Riday



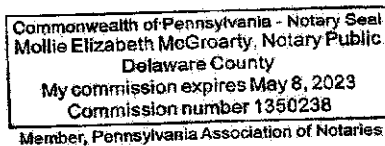
STATE OF Pennsylvania )  
COUNTY OF Delaware ) ss  
)

The foregoing instrument was acknowledged before me by John Riday this  
10<sup>th</sup> day of June, 2020.

Witness my hand and official seal.

Mollie Elizabeth McGroarty  
Notary Public

My Commission Expires: May 8<sup>th</sup>, 2023



Wyoming Title & Escrow - Jackson  
211 E Broadway  
Jackson, Wyoming 83001

GRANTOR: RIDAY, JOHN  
GRANTEE: TETON COUNTY  
Doc 0992548 Filed At 11:25 ON 06/18/20  
Maureen Murphy Teton County Clerk fees: 18.00  
By Vicki Carpenter Deputy Clerk

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Dated this 10<sup>th</sup> day of June, 2020.

John Riday  
John Riday

STATE OF Pennsylvania )  
COUNTY OF Delaware ) ss  
)

The foregoing instrument was acknowledged before me by John Riday this  
10<sup>th</sup> day of June, 2020.

Witness my hand and official seal.

Mollie Elizabeth McGroarty  
Notary Public

My Commission Expires: May 8<sup>th</sup>, 2023

Commonwealth of Pennsylvania - Notary Seal  
Mollie Elizabeth McGroarty, Notary Public  
Delaware County  
My commission expires May 8, 2023  
Commission number 1350238  
Member, Pennsylvania Association of Notaries