



# 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: January 21, 2022	<b>REQUESTS:</b>  The applicant is submitting a request for a Development Option Plan for expansion of the skateboard park at the property located at 1855 High School Rd., legally known as PT. S1/2NE1/4 SEC. 6, TWP. 40, RNG. 116, PIDN: 22-40-16-06-2-00-103  For questions, please call Tyler Valentine at 307-733-0440 x11305, or email to the address shown to the left. Thank you.
Item #: P22-011	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> State of Wyoming - TCSD PO Box 568 Jackson, WY 83001  <b>Applicant:</b> Teton County Parks & Recreation PO Box 811 Jackson, WY 83001	
<b>Please respond by: February 11, 2022 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
alangley@jacksonwy.gov



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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/200/Planning](http://www.townofjackson/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](http://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 #: N/A Environmental Analysis #: N/A  
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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

X **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>.

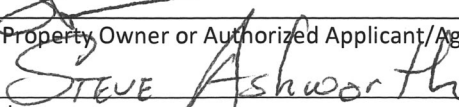
X **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) 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

Name Printed

  
STEVE Ashworth

Date

Title

1/21/22  
DIRECTOR



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
www.jacksonwy.gov

Date: 01/19/2022

## LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Teton County School District is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 1855 High School Rd.

Legal Description: PT S1/2NE1/4, Sec. 6, Twp. 40N, Rg. 116W

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jackson/Teton County Parks & Recreation

Mailing address of Applicant/agent: P.O. Box 811, Jackson, WY 83001-1727

Email address of Applicant/agent: rrudd@tetoncountywy.gov

Phone Number of Applicant/agent: 307-733-5056

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application      ☐ Building Permit Application
- ☐ Public Right of Way Permit    ☒ Grading and Erosion Control Permit    ☐ Business License Application
- ☐ Demolition Permit                      ☒ Other (describe) Development Option Plan

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.

Gillian Chapman  
Property Owner Signature

Title 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 Gillian Chapman this 19th  
day of January, 2022. WITNESS my hand and official seal.

Andrea Dombroski  
Notary Public

My commission expires:

February 23, 2025



## Skate Park Phase 3 Narrative

1/21/2022

The Jackson Hole Skate Park is located between two softball fields at 1374 Gregory Ln, Jackson, WY 83001. The park is very popular with beginner through advanced skateboarders. Due to the park's popularity, there is a need for an expansion to provide more room and obstacles for skaters. This narrative will discuss the existing conditions of the park, and the intended development option, including character and magnitude of the physical development.

The existing Skateboard Park was built in two phases, the first in 2001, and the second in 2006. The first phase provided a lot of terrain for intermediate to expert skaters but was lacking in beginner skating options. The phase two expansion addressed this problem by adding flatter sections and "street" obstacles. The total area of the park is now 14,075 square feet. It is very popular, with there being over 40 skaters in the park at peak times, according to the Jackson Hole Skateboard Coalition. This makes the park very crowded at times, leading to safety concerns.

The intended Development Option will include a skating area expansion of 13,500 square feet around the outside of the existing skate park. The total area will be 27,575 square feet, with the new sections including more flat skate surface, a miniramp, rails, stairs, and boxes. The outer edge of the skate park will be landscaped and there will be new seating options for spectators. There will be modifications to existing irrigation system surrounding the site to accommodate new landscaping and address turf coverage impacted by the finished project. There will be a total of five trees removed for the project: two non-mature deciduous trees, one mature deciduous tree and two non-mature conifer trees. Replacement of these trees will occur with the most site appropriate species and an additional two trees will be planted. The character and use of the skate park will not change with this expansion. The rules and hours of operation of the park will also be unchanged. There currently is no stated limit on capacity, but the expansion will allow more skateboarders to safely use the park at peak times.



GRAPHIC SCALE

0 FT 20 FT 40 FT 60 FT



1 INCH = 20 FEET  
1' CONTOUR INTERVAL

NOTE: ELEVATIONS ARE NAVD88 BASED ON THE  
TETON COUNTY CONTROL NETWORK

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LEGEND

□ INDICATES A T-SHAPED STEEL STAKE WITH A CHROMED CAP INSCRIBED  
"PE&LS 2612" FOUND THIS SURVEY

● INDICATES A 5/8 INCH DIAMETER STEEL REBAR FOUND THIS SURVEY

— SUBJECT PROPERTY LINE

— ADJACENT PROPERTY LINE

- - - - - EDGE OF PAVEMENT

- - - - - EDGE OF CONCRETE

- - - - - EDGE OF NET SYSTEM FOR BALLFIELDS

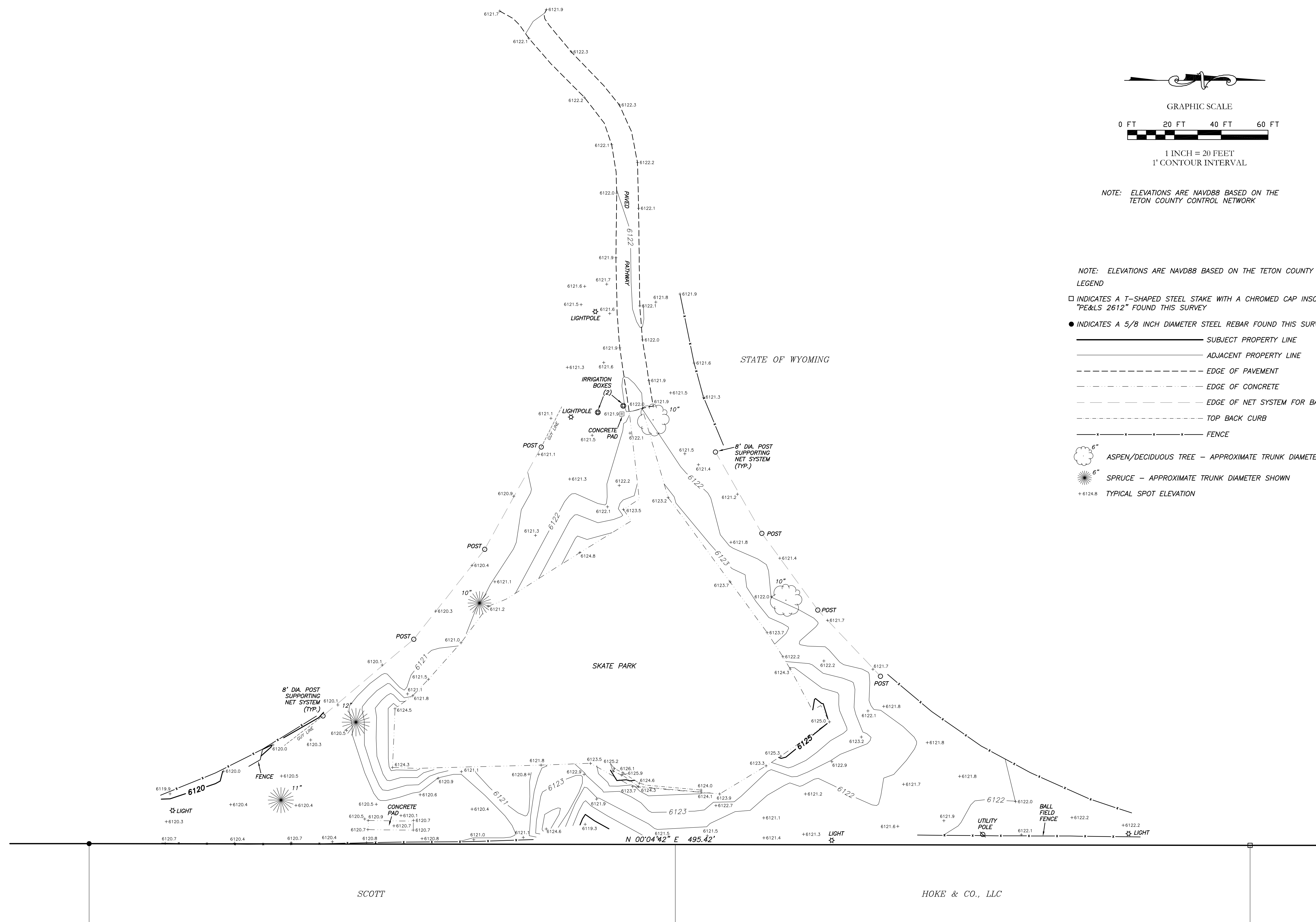
- - - - - TOP BACK CURB

- - - - - FENCE

6" ASPEN/DECIDUOUS TREE - APPROXIMATE TRUNK DIAMETER SHOWN

6" SPRUCE - APPROXIMATE TRUNK DIAMETER SHOWN

+ 6124.8 TYPICAL SPOT ELEVATION



**On Sight**  
LAND SURVEYORS, INC.

155 West Gill Ave.  
P.O. Box 12290  
Jackson, WY 83002  
(307) 734-6131

Project No. 22-SkatePark 22-SkatePark\_exp.dwg 11/04/2019 05/06/2020

TOPOGRAPHIC MAP  
PREPARED FOR  
**SKATE PARK**  
LOCATED WITHIN  
S1/2NE1/4 SECTION 6  
T40N, R116W, 6TH P.M.  
TETON COUNTY, WYOMING

