



# 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 10, 2022	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 175 E Broadway Ave., legally known as LOT 6, GENEVIEVE BLOCK ADDITION (PLAT 01412), PIDN: 22-41-16-27-3-35-006  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P22-022	
Planner: Paul Anthony	
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
<b>Owner:</b> JH History Society Museum PO Box 1005 Jackson, WY 83001  <b>Applicant:</b> Jason Berning 313 Mountainside Blvd. Victor, ID 83455	
<b>Please respond by: February 17, 2022 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
blenz@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: \_\_\_\_\_

#### **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.

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

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Signature of Owner or Authorized Applicant/Agent

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Date

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Name Printed

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Title

# LETTER OF AUTHORIZATION

Jackson Hole Historical Society and Museum, "Owner" whose address is: PO Box 1005  
Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property  
more specifically legally described as:

22-41-16-27-3-35-006 - Lot 6 Plat 001412 - Genevieve Block Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Jason Berning 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: Executive Director Jackson Hole Historical Society & Museum  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming )  
COUNTY OF Teton )SS.

The foregoing instrument was acknowledged before me by June this 22nd day of June, 2021.

WITNESS my hand and official seal.

(Notary Public)

My commission expires:



DD/20-458-01

February 8, 2022

Pre-application Narrative for Grading and Erosion Control Pre-app

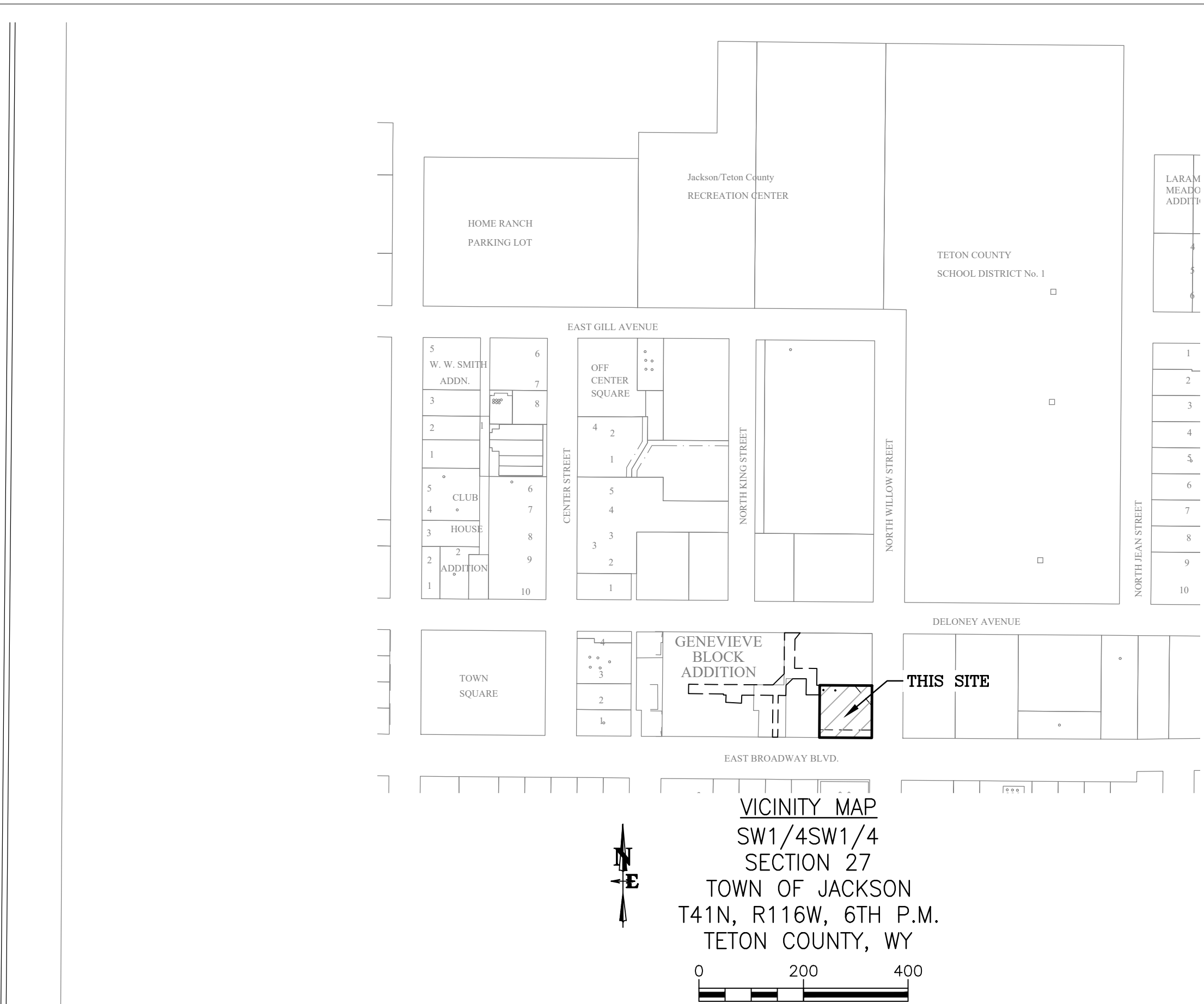
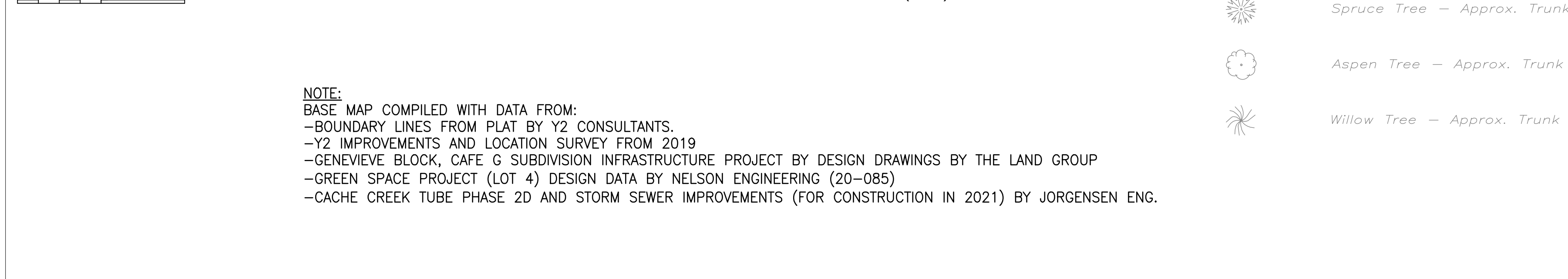
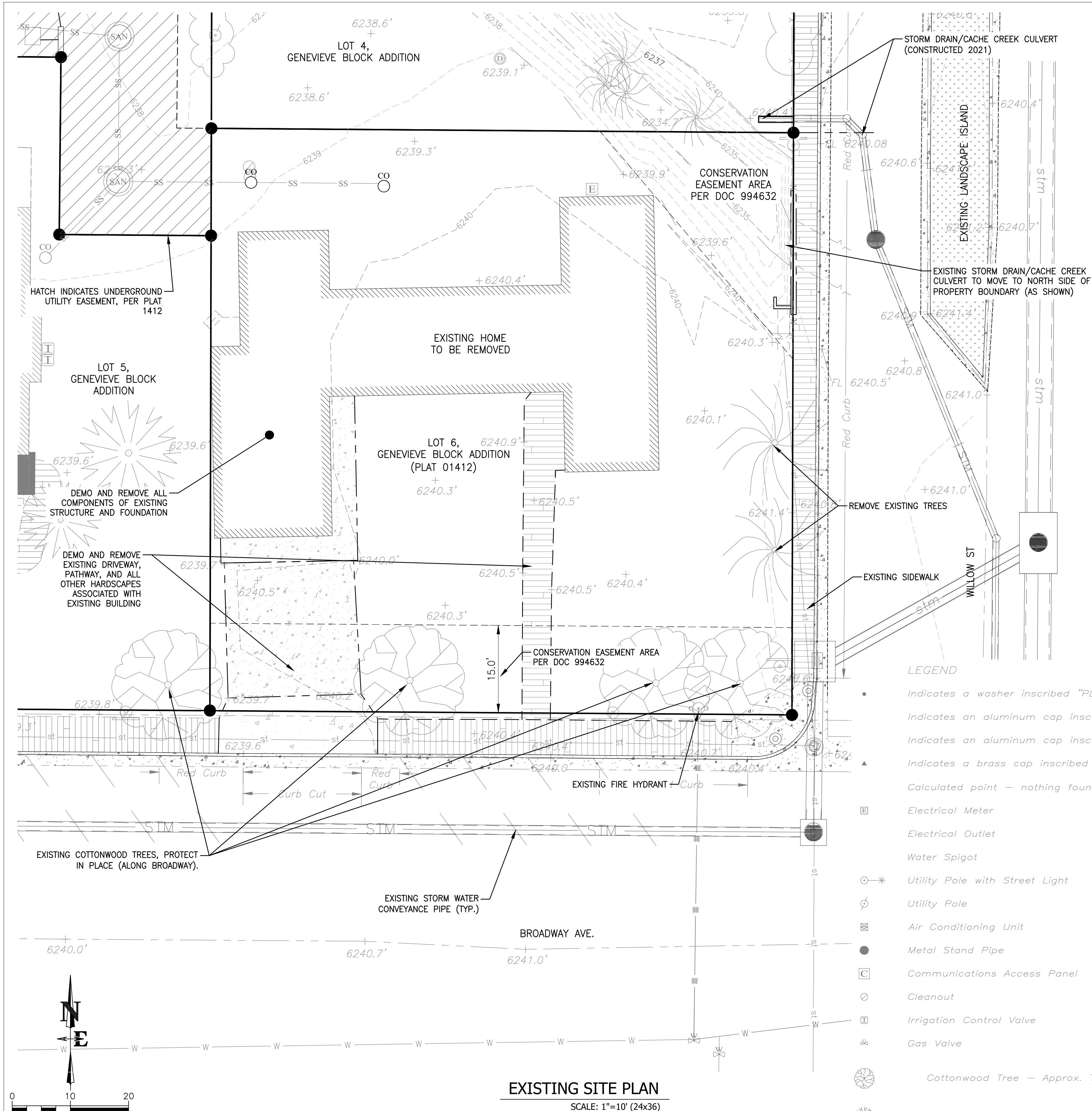
This application is being made for a required pre-application conference to discuss a project which includes the removal of an existing residential structure and construction of a new museum building and associated infrastructure. Submission of a planning-level GEC permit will follow. The location of the project is 175 East Broadway, Jackson, Wyoming 83001, Lot 6, Genevieve Block Addition (Plat 01412).

The existing house to be demolished or moved was built in 1949 and is 2412sf with a 480sf basement.

The proposed development includes a 4700 sf footprint museum building with a exterior patio space. Two historic cabins will be relocated to the property as well – the Shane Cabin and the Karns Cabin. Also, as discussed previously with the Town Planning and Public Works Departments, a vehicular turnout for use with deliveries and exhibit exchanges is proposed. Bike Lane improvements, as requested by the TOJ/Teton County Pathways Coordinator are also proposed.

Attached is an existing site plan and a preliminary grading and utility plan (includes two sheets).

S:\Projects\2020\168-01 Jackson Hole Historical Society and Museum - HGA - C:\Users\Brawley\OneDrive - HGA - C:\Users\Brawley\OneDrive - HGA\Drawings\168-01-JHLS-Base\168-01-JHLS-Base.dwg EXISTING SITE - Feb 07 2022 09:02:39 pm PLOTTED BY: dufaut Dwg Format: A4



**NELSON ENGINEERING** since 1974  
Professional Engineers & Land Surveyors  
www.nelsonengineering.net  
PO Box 1599 | 430 South Cache St. | Jackson, WY 83001  
Jackson 307.733.2087 | Buffalo 307.684.7025

**LOCAL ARCHITECT**  
PROSPECT STUDIO  
4030 W LAKE CREEK DRIVE  
SUITE 104  
P.O. BOX 1870  
WILSON, WY 83014  
307-264-2600

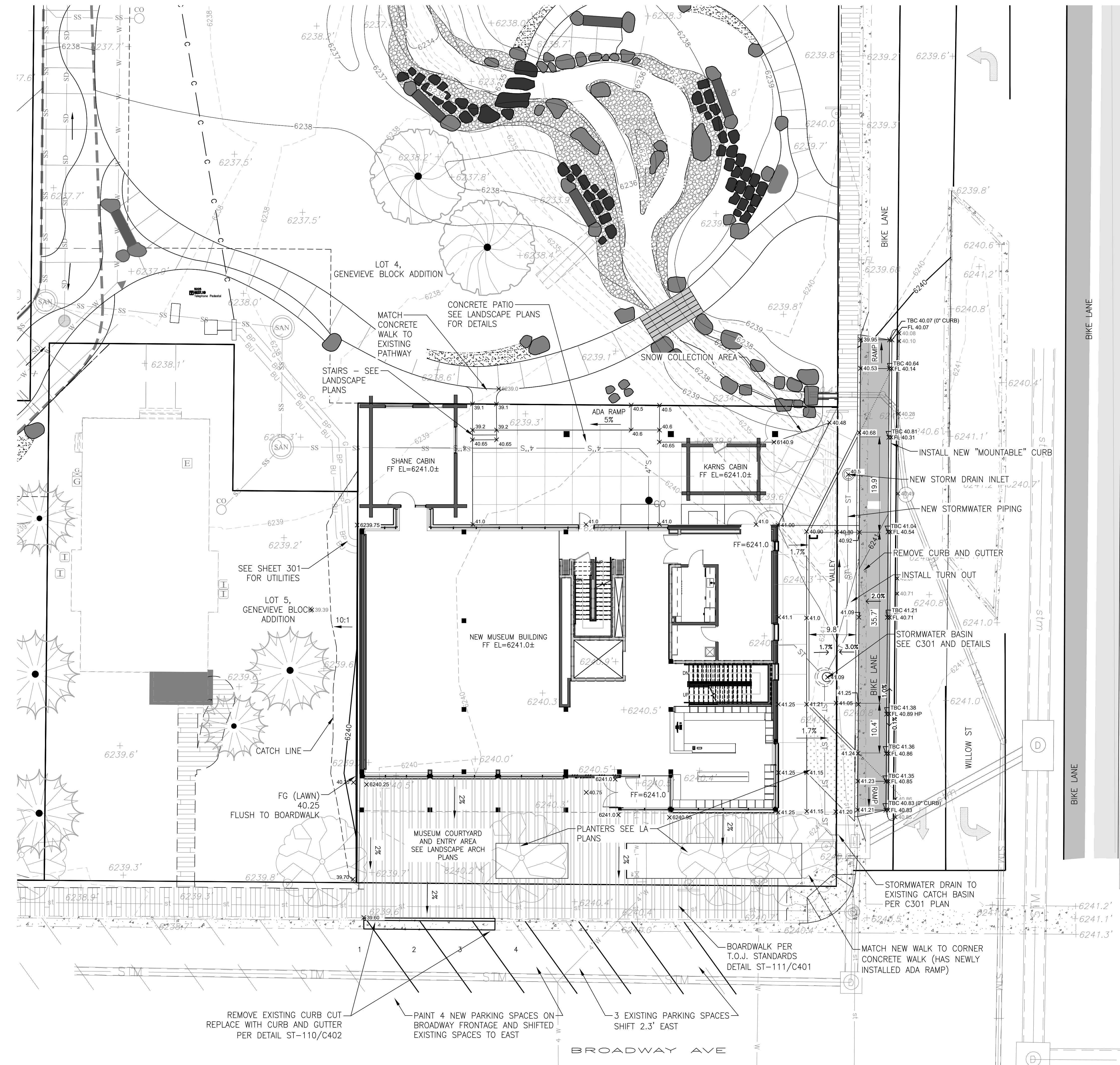
**CIVIL**  
NELSON ENGINEERING  
P.O. BOX 1599  
JACKSON, WY 83001  
307-733-2087

**DESIGN ARCHITECT /**  
**LANDSCAPE / STRUCTURAL /**  
**MECHANICAL / ELECTRICAL /**  
**PLUMBING / FIRE**  
**PROTECTION / LIGHTING**  
HGA

**JACKSON**  
**HOLE**  
**HISTORICAL**  
**SOCIETY**  
**& MUSEUM**

NO	DESCRIPTION	DATE
ISSUANCE HISTORY - THIS SHEET		
HGA NO:	4720-001-00	
<b>EXISTING SITE PLAN</b>		
DATE:	FEB 09, 2022	
<b>CONSTRUCTION DOCUMENTS</b>		
<b>C101</b>		

CONSTRUCTION DOCUMENTS

C201

The diagram illustrates the cross-section of a street featuring a turnout and an adjacent bike lane. Key dimensions and features include:

- Building:** Located on the left side of the section.
- Turnout:** A 6" wide buffer zone between the building and the main travel lane.
- Side Walk:** A 6' wide sidewalk with a 1.7% slope.
- Turnout:** A 6" wide buffer zone between the sidewalk and the main travel lane.
- Valley in Middle of Turnout:** A 5.7' wide depression with a 1.7% slope.
- Turnout:** A 4.1' wide section with a 3% slope.
- Bike Lane:** A 6' wide lane with a 2% slope.
- Curb and Gutter:** Located between the bike lane and the road.
- Road:** The main travel lane with a 2% slope.

