



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: March 7, 2022	REQUESTS: The applicant is submitting a request for a Grading Pre-Application for the property located at 445 E. Kelly Ave. and the parcel to the north, legally known as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116., PIDN: 22-41-16-34-2-00-027 and 028 For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P22-051	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Teton County PO Box 1727 Jackson, WY 83001 Applicant: Jackson/Teton County Housing Authority PO Box 714 Jackson WY 83001	
Please respond by: March 14, 2022 (with Comments)	

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
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: _____

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	This pre-application conference is:
_____ Use Permit	_____ Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ 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) 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 <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.

Kristi Malone

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

NARRATIVE PROJECT DESCRIPTION**Existing Property Conditions:**

The site, in its current configuration, is two adjacent metes and bounds lots totaling 1.08 acres, with three existing structures (2 log cabins and a metal shed). Cache Creek flows through the property from approximately the southeastern corner to the middle of the western property line. Adjacent to the east property line is Mike Yokel Park, to the west is Lower Valley Energy substation, Kelly Avenue is to the south, and single-family homes are to the north.

Character and magnitude of proposed physical development or use:

The Jackson/Teton County Housing Department is partnering with Habitat for Humanity to construct 18 affordable ownership townhomes. Teton County currently owns the site and is funding relocation of one of the structures on the site for historic preservation and future use, rough site preparation, relocation of the creek, and installation of utilities. Habitat is funding and managing vertical construction of the townhomes and future residential use of the site.

In July 2021, the Housing Department and Y2 (project consultant) attended a Grading Pre-application conference with Town of Jackson Engineering to review proposed rough grading, utility installation and creek realignment. At that time, Town Engineering informed the project team that the requested Grading and Erosion Control Permit application sequence is for a standalone GEC application to be submitted first for rough grading/site prep, creek relocation and utility installation prior to submission of any building permits. Next, as vertical construction on the site is phased via individual building permits, each Building Permit application should include relevant grading and erosion control information for review and approval of phased finished grading work on the site. This grading pre-app request is for the following purposes:

1. Confirm the overall permitting process described above
2. Discuss any outstanding questions on contents of the standalone GEC application, with submittal to occur ASAP.
3. Review the applicable standards, application contents, and phasing plan for subsequent submittal of grading plans to accompany each forthcoming Building Permit application.

Intended development options or subdivision proposal:

A Development Plan has been approved by the Jackson Town Council for a 6-lot subdivision with a triplex townhouse complex on each lot. A subdivision plat to legally create these 6 lots is in preparation for submittal this month. After construction of the units is complete, another subdivision will occur to separate each townhome as an individual lot.

PROJECT TIMELINE

This overall project will propose redevelopment of the entire 1.08 acre site but will be permitted and constructed in phases taking place over the next year.

PHASE 1: Site Preparation

- Demo Permit for extraneous structures and non-historic components of Brown cabin (issued)
- Administrative Adjustment to front and east side building setbacks for Brown cabin relocation (approved)
- Building Permit for relocation of the Brown cabin to preserve the existing historic structure but make room for redevelopment of the rest of the site. Immediate use of this cabin will be as storage/shed so the use classification for this application is listed as Utility. No residential use or human occupancy of the building is proposed at this time. Grading for this permit is limited to preparation for a new foundation and infill of the portion of Cache Creek between the current building site and the proposed building site (issued)
- Grading Permit for relocation of Cache Creek, rough grading/site prep, and utility installation (to be submitted ASAP)

PHASE 2: Site Redevelopment

- Building Permits for construction of six multi-unit residential buildings including grading. A phasing plan will be submitted with the first Building Permit to coordinate efficient construction.
- Building Permit for Brown cabin/shed. At this time, Parks & Rec has interest in future use of the relocated cabin. Prior to any change of use, human occupancy, or use other than a storage shed, a Building Permit will be obtained and finalized with issuance of a certificate of occupancy.

ATTACHMENTS

Warranty Deed

Electronic Copy

Conceptual Site Plan

Proposed Grading Plans

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 10th day of June, 2020.

John Riday
John Riday

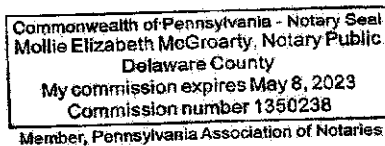
STATE OF Pennsylvania)
COUNTY OF Delaware) ss
)

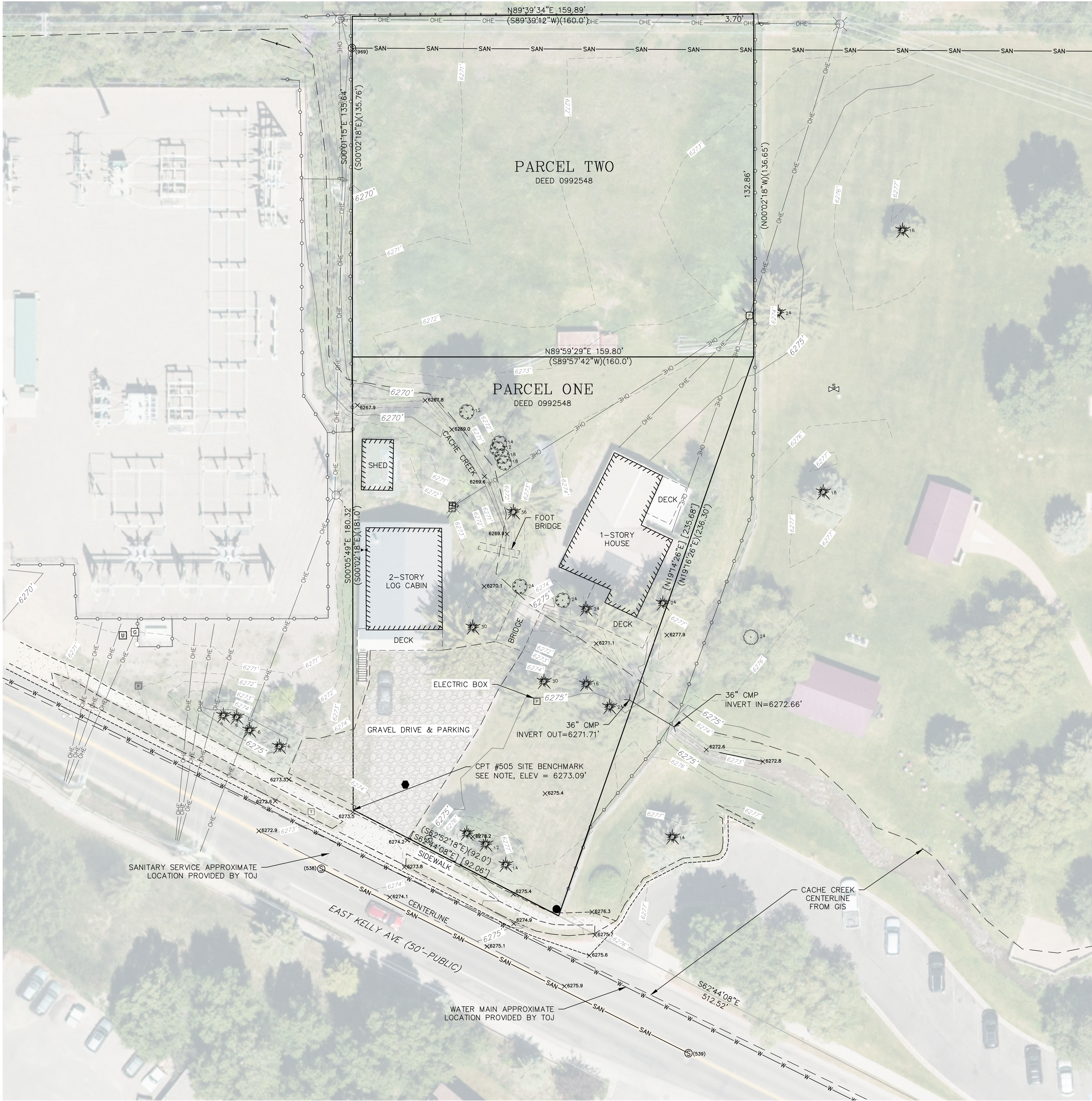
The foregoing instrument was acknowledged before me by John Riday this
10th day of June, 2020.

Witness my hand and official seal.

Mollie Elizabeth McGroarty
Notary Public

My Commission Expires: May 8th, 2023





LEGEND	
(E) - EXISTING	(P) - PROPOSED
	(E) MAJOR CONTOUR
	(E) MINOR CONTOUR
	PROPERTY BOUNDARY
	(E) BUILDING
	(E) CHAINLINK FENCE
	(E) WOOD FENCE
	(E) DITCH FLOWLINE
	(E) EDGE OF CONCRETE
	(E) EDGE OF GRAVEL
	(E) EDGE OF PAVEMENT
	(E) TOP BACK CURB
	(E) ROAD CENTERLINE
	(E) SANITARY MAIN
	(E) WATER MAIN LOCATION FROM TOJ
	(E) OVERHEAD ELECTRIC

SURVEY NOTES

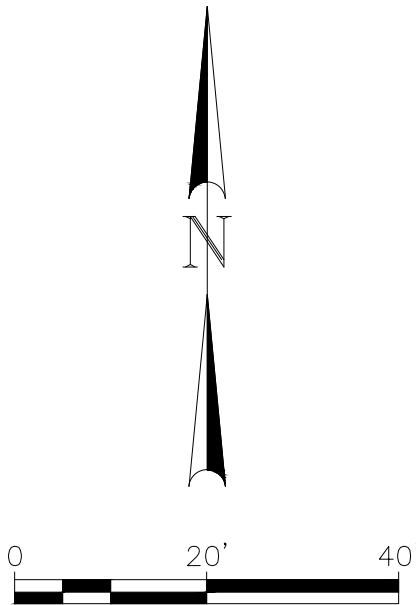
TOPO SURVEY BY:
JORGENSEN
1315 HWY 89 S SUITE #201
JACKSON, WY 83002
(307) 733-5150

JORGENSEN NOTES:

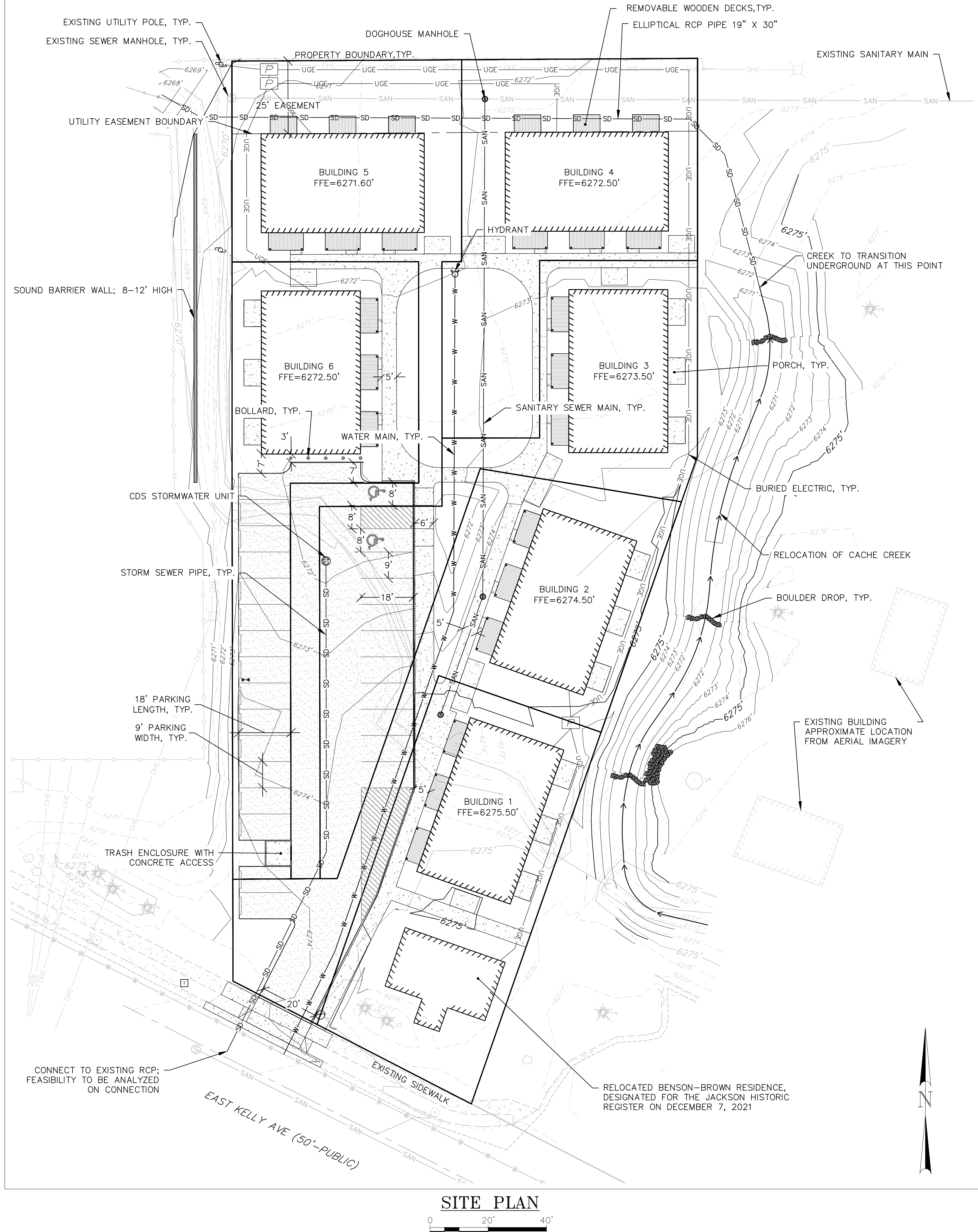
1. THIS SURVEY WAS CONDUCTED IN OCTOBER 2020 AND PREPARED UNDER THE DIRECTION OF MATTHEW GOTHAM, WYOMING PLS 13002, AND DOES NOT INCLUDE AN ENGINEERING REVIEW.
2. LOCATIONS OF UTILITIES DEPICTED HEREON ARE LIMITED TO VISIBLE STRUCTURES; UNDERGROUND LOCATIONS WERE NOT MARKED DURING THIS SURVEY AND MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION ACTIVITY.
3. ONLY MONUMENTS PERTINENT TO SUBJECT PROPERTIES (PARCELS ONE AND TWO, DEED 0992548) ARE DEPICTED.
4. ELEVATIONS WERE DERIVED USING GPS OBSERVATION METHODS AND REFERENCE NAVD29. SITE BENCHMARK ELEVATION IS 6273.09' AT THE SOUTHWEST PROPERTY CORNER.
5. RECORD DIMENSIONS SHOWN ARE FROM SAID DEED 0992548.
6. BASIS OF BEARING FOR THIS SURVEY IS A LOCALIZED GRID SYSTEM BASED ON JORGENSEN ASSOCIATES GPS NETWORK.

SANITARY SEWER MANHOLE
DETAILS FROM SURVEY

(538)		Rim Elevation=6273.46' Invert In Elevation=6262.66' Invert Out Elevation=6262.56' 8" PVC
(539)		Rim Elevation=6276.87' Invert (E) In Elevation=6269.87' Invert (S) In Elevation=6269.97' Invert Out Elevation=6269.77' 8" PVC
(968)		Rim Elevation=6277.22' Invert (E) In Elevation=6260.52' Invert Out Elevation=6260.47' 8" PVC
(969)		Rim Elevation=6270.10' Invert In Elevation=6258.10' Invert Out Elevation=6258.00' 8" PVC



LAST SAVED: 3/4/2022 11:51 AM BY: TYLER KLOTZ
F:\2020\2020_445-East-Kelly-CA-AD-Enhance\2020_445-CEC-PAP.dwg



SITE PLAN

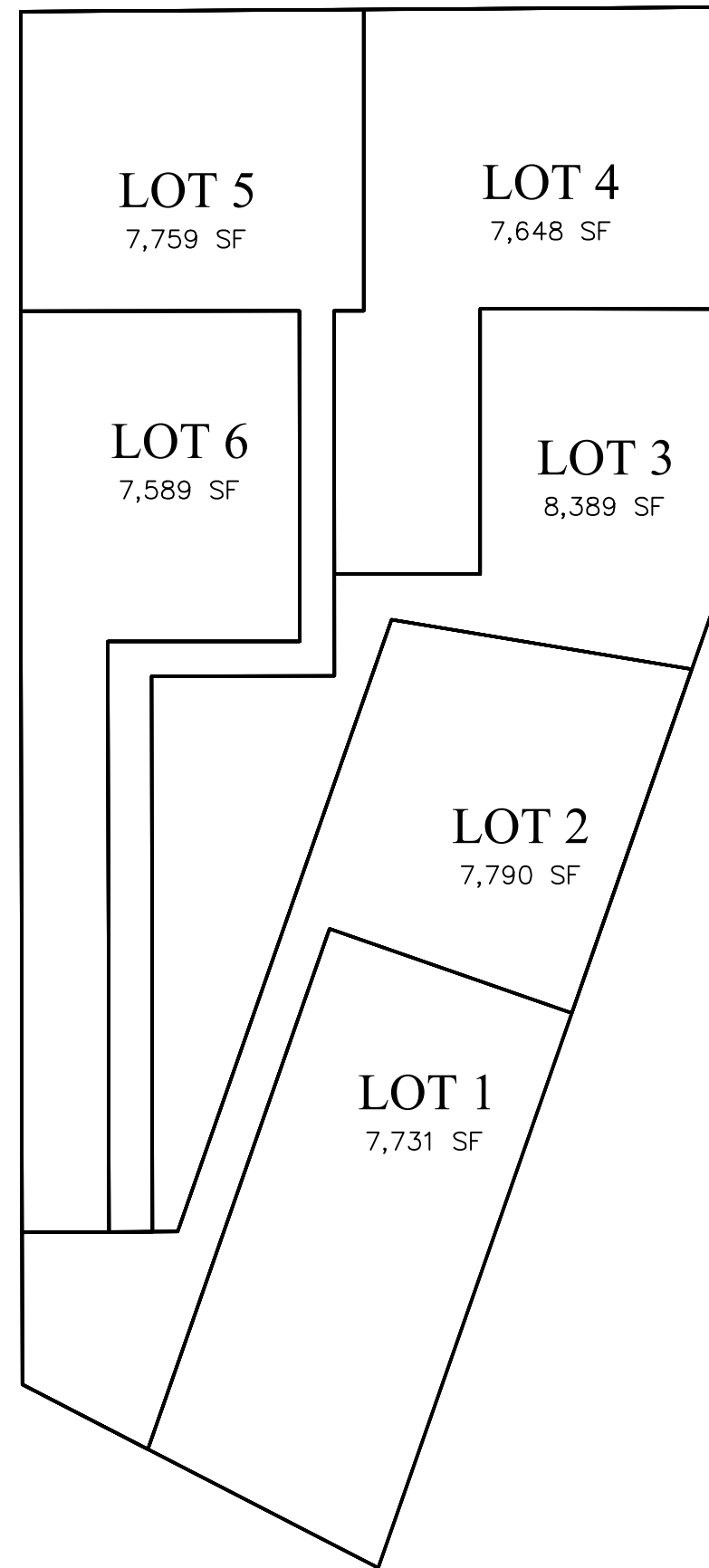


PLAN NOTES

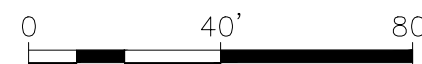
THIS PLAN WAS GENERATED TO FACILITATE A CEC PRE APPLICATION REGARDING THE BUILDING DEVELOPMENT PLAN. THIS IS A DRAFT PLAN ONLY. ALL DESIGN ITEMS ARE SUBJECT TO CHANGE INCLUDING BUT NOT LIMITED TO SITE PLAN LAYOUT, GRADING, AND UTILITY LOCATIONS.

PARKING COUNT

TOTAL PARKING SPACES: 27
ADA PARKING SPACES: 2
VAN ACCESSIBLE ADA PARKING SPACES: 1



LOT PLAN



LEGEND

(E) - EXISTING (P) - PROPOSED

	PROPERTY BOUNDARY
	EASEMENT
	(P) STRUCTURE
	(E) EDGE OF ASPHALT
	(P) EDGE OF ASPHALT
	(E) EDGE OF GRAVEL
	(E) FENCE
	(E) CURB FLOW LINE
	(P) CURB FLOW LINE
	(E) EDGE OF CONCRETE
	(P) EDGE OF CONCRETE
	(E) WATER MAIN
	(P) WATER MAIN
	(P) WATER SERVICE
	(E) SEWER MAIN
	(P) SEWER MAIN
	(P) SEWER SERVICE
	(P) STORM DRAIN
	(E) STORM DRAIN
	(E) OVERHEAD ELECTRICAL LINE
	(P) UNDERGROUND ELECTRICAL LINE
	(P) COMMUNICATIONS
	(E) CONCRETE
	(P) CONCRETE
	(E) ASPHALT
	(P) ASPHALT

BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY
445 EAST KELLY AVENUE
JACKSON, WY 83001

DRAFT SITE PLAN

C1.1

Y2

CONSULTANTS

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

Y2consultants.com
307.733.2889

Preliminary
03/04/2022 12:06:21 PM

DATE	DRAWING SET TITLE
3/4/2022	GEC PRE APP - BLDG
DRAWN BY: TK	JOB #: 20263
CHECKED BY: VR	