



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
- ☐ Joint Housing Dept

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

<p>Date: June 28, 2022</p> <p>Item #: P22-165</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner TCSD#1 PO Box 568 Jackson, WY 83001</p> <p>Applicant TCSD#1 - Deanna Harger PO Box 568 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application Conference to relocate modular structures for employee housing for TCSD#1 at 255 N. Jean St., legally known as PT.S1/2SW1/4 SEC. 27, TWP. 41, RNG. 116 (T-23) PIDN: 22-41-16-27-3-00-016 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: July 19, 2022 (with Comments)</p>	

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
 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: Teton County School District No. 1 Employee Housing Phase 2Physical Address: 255 N Jean StreetLot, Subdivision: PT.S1/2SW1/4 SEC. 27, TWP. 41, RNG. 116 (T-23)PIDN: 22-41-16-27-3-00-016**PROPERTY OWNER.**Name: Teton County School Dist. #1Phone: 307-413-5570Mailing Address: PO Box 568ZIP: 83001-0568E-mail: dharger@tcsd.org**APPLICANT/AGENT.**Name, Agency: Deanna Harger, Teton County School Dist. #1Phone: 307-413-5570Mailing Address: PO Box 568ZIP: 83001-0568E-mail: dharger@tcsd.org**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 type="checkbox"/> Physical Development Permit	This pre-application conference is:
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input checked="" 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) 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.

Deanna Harger

6/27/2022

Signature of Owner or Authorized Applicant/Agent

Date

Deanna Harger

Facilities Director

Name Printed

Title



JORGENSEN

It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

28 June 2022

Town of Jackson Building & Planning Dept.
150 East Pearl Ave.
Jackson, WY 83001

Re: Teton County School District No. 1
Employee Housing Phase 2
255 North Jean St.
Pre-Application Conference Request (PAP)
Jorgensen Project Number 19076

To Whom it May Concern,

The purpose of this project is to construct two modular employee housing structures and associated infrastructure improvements to serve the Teton County School District No. 1 property located at 255 North Jean St. The modular units are currently being used by the Children's Museum at the north end of the property. These units will be relocated to this site and set on new foundations. It is the intent of the School District to permit this project through the State of Wyoming Fire Marshall's Office as a Commercial Building. However, water and wastewater services will be on Town of Jackson infrastructure and the parking access will be contained within the Town of Jackson Right of Way.

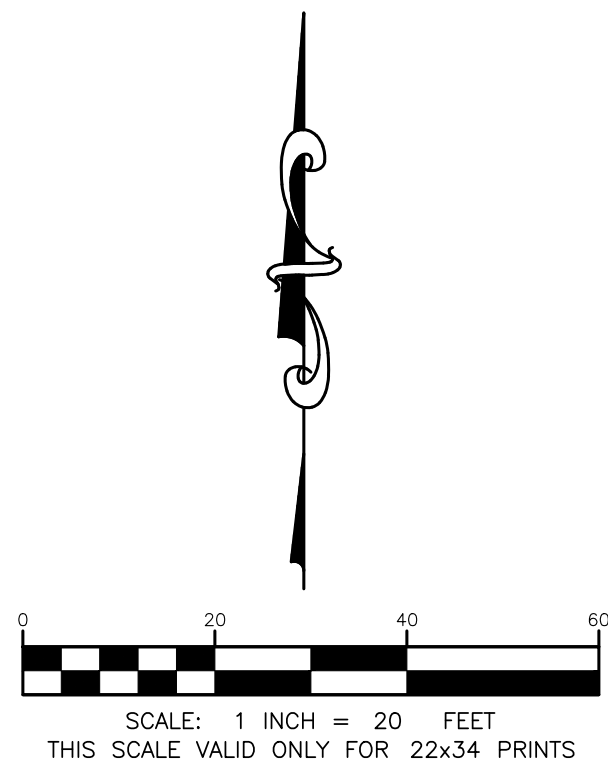
The existing site consists of an open field with no existing structures in the proposed project area, and an average slope of 5%.

This project will include the following:

1. Relocation and remodeling of two modular housing structures that include (2) two-bedroom residential units per structure. One of the four total units will have ADA access.
2. A parking area and entry way that will accommodate (8) passenger car parking stalls and (1) ADA parking stall.
3. Utility routing for a water service, sewer service, and cable utilities to serve each residential unit.
4. Grading for the new structures and parking area.
5. Removal and replacement of existing concrete sidewalk that is impacted from the parking entry construction.

Thank You,
Jorgensen Associates, Inc.

Brian Barney, PE
Chief Engineer, Senior Project Manager



*TETON COUNTY
SCHOOL DISTRICT #1
10.7 Acres*

PROPOSED EMPLOYEE
HOUSING PHASE 2
PROJECT SITE

— PHASE 1 EMPLOYEE
HOUSING BUILDINGS AND
SITE IMPROVEMENTS,
COMPLETED UNDER A
SEPARATE PERMIT

EAST DELONEY AVENUE

NORTH JEAN STREET

MAGIC CITY
TITLE, INC.

MACGREGOR
REALTY, LP

140 JEAN
BLAZ LLC

JULIE E.
SIMONDS TRUST

JUNE
NYSTROM



JORGENSEN
 PINEDALE, WYOMING
 307.367.6548
www.jorgeng.com

PROJECT TITLE:
TETON COUNTY SCHOOL DISTRICT NO. 1
EMPLOYEE HOUSING PHASE 2
255 NORTH JEAN STREET
SECTION 27, T41N, R116W
TETON COUNTY, WYOMING

SHEET TITLE:
EXISTING CONDITIONS MAP

DRAFTED BY:	KB
REVIEWED BY:	BB
PLAN VERSION	DATE
PRF APP EXHIBIT	06/27/2022

PROJECT NUMBER	19076
SHEET	C2.0

