



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

Date: July 26, 2022	REQUESTS:
Item #: P22-191	
Planner: Tyler Valentine	The applicant is submitting a request for a Grading Pre-Application Conference for 1050,1060,1080 South Park Loop Rd., legally known as PT NE1/4 NE1/4, SEC. 6, TWP. 40, RNG. 116., PT LOT 1 & PT. LOT 2, SEC. 6 TWP. 40, RNG. 116, PT LOT 2, SEC. 6, TWP. 40, RNG. 116 (T-312A)
Phone: 733-0440 ext. 1305	For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.
Email: tvalentine@jacksonwy.gov	
Owner Mogul Hospitality Partners, Midway Hosp. Partners LLC, Christensen Brothers LLC PO Box 998 Midway, UT 84049	
Applicant Summit Consulting Group PO Box 6482 Jackson, WY 83002	
Please respond by: August 2, 2022 (with Comments)	

Owner

Mogul Hospitality Partners, Midway
Hosp. Partners LLC, Christensen
Brothers LLC
PO Box 998
Midway, UT 84049

Applicant

Summit Consulting Group
PO Box 6482
Jackson, WY 83002

The applicant is submitting a request for a Grading Pre-Application Conference for 1050,1060,1080 South Park Loop Rd., legally known as PT NE1/4 NE1/4, SEC. 6, TWP. 40, RNG. 116., PT LOT 1 & PT. LOT 2, SEC. 6 TWP. 40, RNG. 116, PT LOT 2, SEC. 6, TWP. 40, RNG. 116 (T-312A)

For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.

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



GRADING PRE-APPLICATION CONFERENCE REQUEST

THE LOOP HOUSING PROJECT

Location:

PIDN: 22-40-16-06-1-00-010 & 011 & 112
1050, 1060 & 1080 SOUTH PARK LOOP ROAD
Town of Jackson, Wyoming

Prepared For:

MOGUL HOSPITALITY PARTNERS - JACKSON AND/OR MIDWAY HOSPITALITY
PARTNERS & CHRISTENSEN BROTHERS
c/o Rachel Lambert, VP of Construction
PO Box 998
Midway, UT 84049-0998
rachell@mogulcapital.com
(602) 885-2342

SCG Project No. 164211

Delivered: July 26, 2022



July 26, 2022

Town of Jackson Planning and Building
 PO Box 1687
 150 E Pearl Street
 Jackson, WY 83001
 (Ph) [307-733-0440](tel:307-733-0440)
planning@jacksonwy.gov

**RE: GRADING PRE-APPLICATION CONFERENCE REQUEST
 1050, 1060 & 1080 South Park Loop Road
 Town of Jackson, Wyoming**

Hello,

Please accept this pre-application conference request package on behalf of the property owner, Mogul Hospitality Partners - Jackson, LLC and/or Midway Hospitality Partners, LLC and Christensen Brothers, LLC. Summit Consulting Group is the property owner's authorized agent. Rachel Lambert, VP of Construction for Mogul Hospitality Partners, is the owner's designated contact. Please copy Rachel (rachell@mogulcapital.com, 602.885.2342) on all correspondences regarding this application.

The subject properties encompass 1050, 1060 and 1080 South Park Loop Road. The properties are currently developed with very old single-family homes and a couple of shop buildings. To our knowledge, the properties have individual groundwater wells and septic systems and are not connected to TOJ utilities.

The Loop Housing Project intends to build out the properties with apartments at workforce and market rates. The apartments will be split between two separate buildings. An overall project pre-application conference was held with Town of Jackson (TOJ). Refer to P22-241 for the final conference summary notes. The project is currently working through the Design Review Committee process. Once completed, it will enter the Development Permit entitlement process to contemplate planning issues and overall physical development.

This grading pre-application conference is requested due to the proposed level of development, which will require a plan-level grading and erosion control permit, public right-of-way permits, encroachment permits and perhaps other agreements. The development requires modifications and/or the relocation of utility mains. There are complex easement and right-of-way issues to address. The owner is requesting the attention of the Town Engineering Department to review these documents and attend the pre-application conference. The focus for this pre-application conference will be on site demolition work, installation and relocation of utilities and initial site grading within the limits of the properties.



This submittal includes the following files:

1. The pre-application conference request (PAP) form
2. Notarized letter of authorization naming Summit Consulting Group the owner's agent
3. Preliminary civil engineering plans

The key details and items pertaining to the properties and the project are as follows:

1. Properties:

- PIDN: 22-40-16-06-1-00-010
 - 1050 South Park Loop Road
 - PT NE1/4 NE1/4, SEC. 6, TWP. 40, RNG. 116
 - 0.34 acre
 - Developed with two (2) existing single-family homes to be removed
- PIDN: 22-40-16-06-1-00-011
 - 1060 South Park Loop Road
 - PT LOT 1 & PT. LOT 2, SEC. 6 TWP. 40, RNG. 116
 - 0.59 acre
 - Developed with two (2) existing single-family homes to be removed
- PIDN: 22-40-16-06-1-00-012
 - 1080 South Park Loop Road
 - PT LOT 2, SEC. 6, TWP. 40, RNG. 116 (T-312A)
 - 1.15 acre
 - Developed with a single-family home and two (2) shop buildings, all to be removed

2. **Land:** The project encompasses 3-lots with a gross site area of approximately 2.08-acres. The area slopes very mildly from north to south with approximately 15-feet of elevation change over 180-feet. A Zoning Compliance Verification (ZCV) to address the existing slope conditions has been approved. Refer to Item P22-130 for reference. The three properties will be combined into one single lot.
3. **Zoning:** CR-3 – Commercial Residential - 3. There are no proposed changes to the current zoning designation. There are no zoning overlays on these properties.
4. **Existing Development:** The buildings and other structures currently on the properties will be removed. The existing utility services will be abandoned during demolition. The properties are surrounded by public utilities – water, sewer, storm, gas, power and communications.
5. **Proposed Development:** The Loop Housing Project will include apartments to fulfill market and workforce housing needs. The intent is to develop by-right and to comply with all relevant LDR standards and resolutions without the need for variances or deviations. The development is proposed within two (2) separate multi-story structures with full level below existing grade parking. Parking will include typical stalls. Primary access will continue to be off of South Park Loop Road. The project will require TOJ water and sewer services.



The purpose for this grading pre-application conference is to discuss the site demolition work, the proposed overlot grading, and utility installation. For example, the team would like to discuss the following:

1. Utilities:

- **Storm Sewer:**
 - The TOJ storm sewer pipe network currently bi-sects the development area from north to south. It is proposed to re-route a portion of the piping to fit the proposed development plan.
 - Post-development stormwater detention will be addressed on-site and will not tie into the TOJ system.
 - Refer to the civil engineering plans for details.
- **Sanitary Sewer:**
 - The existing sanitary sewer network, located in the SE corner of the project area, will be rerouted to accommodate space for the proposed eastern building and the existing irrigation ditch.
 - The project will tie-into the existing sanitary sewer system. The service entry locations will be determined at a later time.
 - Refer to the civil engineering plans for details.
- **Water:**
 - The properties have existing water stubs, but the development team does not have record of actual connections. These stubs can be abandoned at the main if requested.
 - The location of the proposed fire hydrants has been approved by the Fire Department.
 - New water services will be extended to each building for culinary, fire and irrigation uses. The service entry locations will be determined at a later time.
- **Power and Gas:** The developer will work with LVE and other utility providers to relocate or extend the utilities to each building for use.

2. Access Points:

- There are multiple curb cuts that exist along the property frontages. The definitive plan is to maintain the western most access point (for access to 1100, 1106 and 1110 South Park Loop Road). A middle access point will serve as the main access to the lower level (south side) parking for both buildings.

3. Off-site Improvements:

- **Street:** There is existing curb and gutter and an attached sidewalk along the South Park Loop roadway frontage. The proposed streetscape improvements are still being discussed with TOJ departments. Regardless, the streetscape will be improved with a 6-feet wide detached sidewalk with room for future bike pathway.
- **Water:** The existing fire hydrant will be removed. Three (3) new ones will be added as requested by the Fire Department. Existing water service stubs can be removed and abandoned at the main within South Park Loop Road.
- **Storm Sewer:** A portion of the existing TOJ storm sewer will be relocated to fit within the proposed access road that bi-sects the two apartment buildings. The



storm sewer will be placed within a 30-feet wide utility easement and dedicated to TOJ.

4. Earthwork:

- The phase 1 earthwork, scheduled for fall 2022, will include:
 - Tree/vegetation removal
 - Demolition of all structures
 - Removal of existing utilities (power/comms)
 - Partial removal and re-routing the sanitary sewer main in the SE corner
 - Partial removal and re-routing the storm sewer system
 - Installation of the irrigation ditch box culvert
 - Constructing the main access driveway between the buildings
 - Overlot grading in preparation for building foundation and shoring
- Phase 2 earthwork, scheduled for early winter 2022 continuing into 2023, will include:
 - Excavation for building foundations
 - Installation of foundation wall shoring
 - Installation of water & sewer service lines and fire hydrants
 - Abandonment of existing TOJ service stubs with road right-of-way
 - Installation of site storm sewer systems (design pending)
 - Installation of street scape improvements
 - Final site grading and vegetation

The team looks forward to working with the Town's Engineering Departments to proceed with the projects' grading and utility work.

Please reach out to us at your convenience to schedule the pre-application conference. We appreciated the opportunity to work with you on this project.

Sincerely,

Summit Consulting Group, LLC

A handwritten signature in black ink, appearing to read 'Randy Schrauder, P.E.'.

Randy Schrauder, P.E.

Attachments:



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: 04/29/2022

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 : Mogul Hospitality Partners - Jackson, LLC and/or Midway Hospitality Partners, LLC and/or Christensen Brothers, LLC

Being duly sworn, deposes and says that _____ is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 1080, 1060 & 1050 S Park Loop Road, Jackson, WY

Legal Description: PT NE1/4 NE1/4, SEC.6, TWP.40, RNG. 116

PIDN: 22-40-16-06-1-00-010/

Please attach additional sheet for additional addresses and legal descriptions

22-40-16-06-1-00-011/ 22-40-16-06-1-00-012

And, that the person named as follows: Name of Applicant/agent: Randy Schrauder/ Summit Consulting Group

Mailing address of Applicant/agent: PO Box 6482, Jackson WY 83002

Email address of Applicant/agent: randy@scgengineering.com

Phone Number of Applicant/agent: 307-413-4399

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 in 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) N/A

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.

Bradley Wagstaff
Property Owner Signature

Managing Partner

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Utah)

COUNTY OF Wasatch) SS.

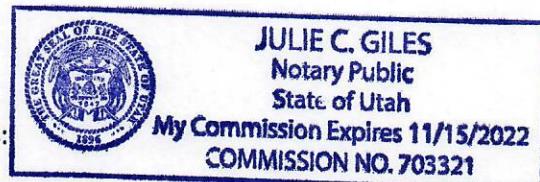
)

The foregoing instrument was acknowledged before me by Bradley Wagstaff this 9 day of May, 2022. WITNESS my hand and official seal.

Julie C. Giles
Notary Public

My commission expires:

11/15/2022





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 processed 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: _____

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 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.

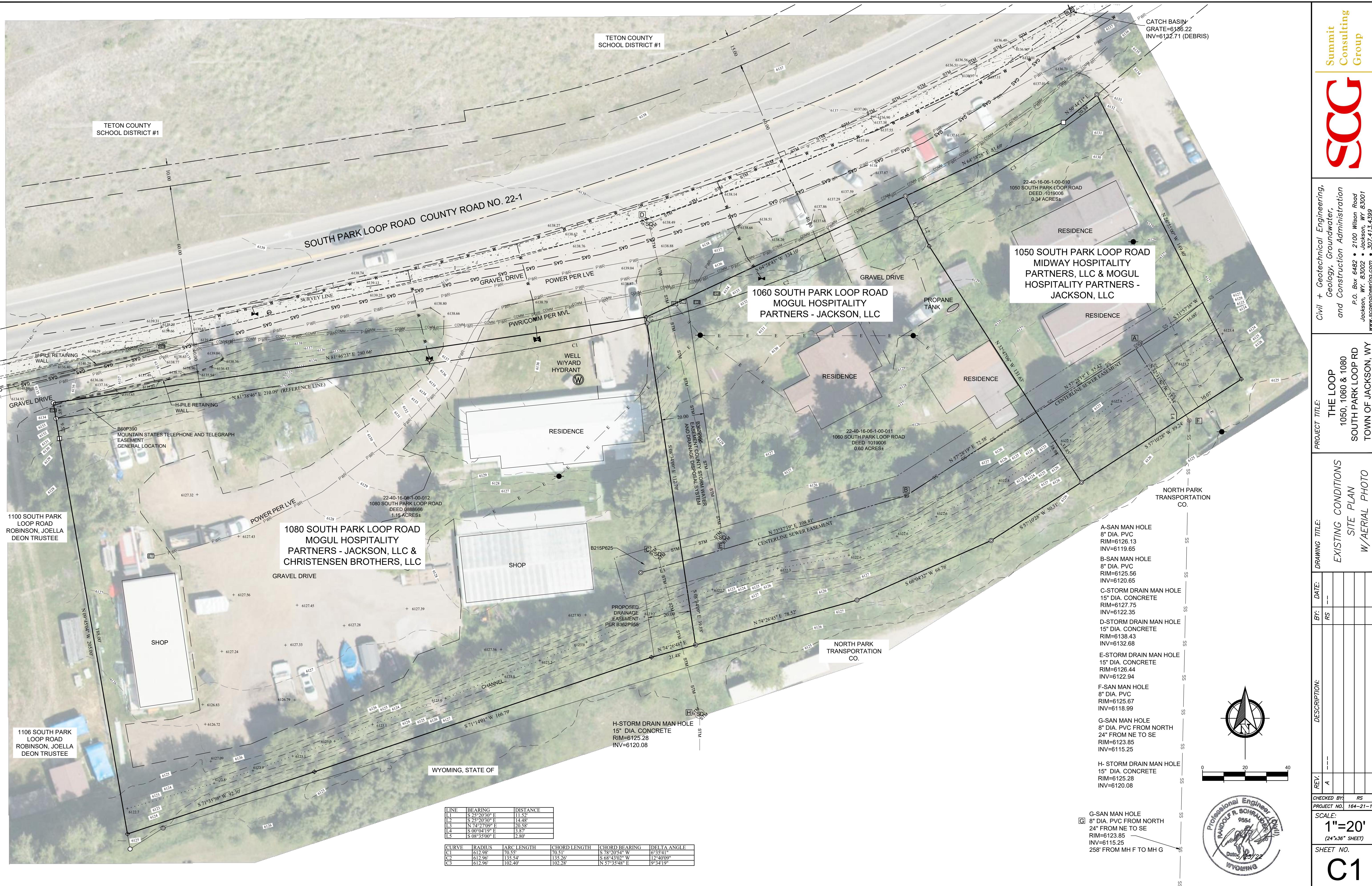
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject. I hereby authorize representatives of Teton County to enter upon the above-mentioned property after making a reasonable effort to contact the owner/applicant prior to entering.

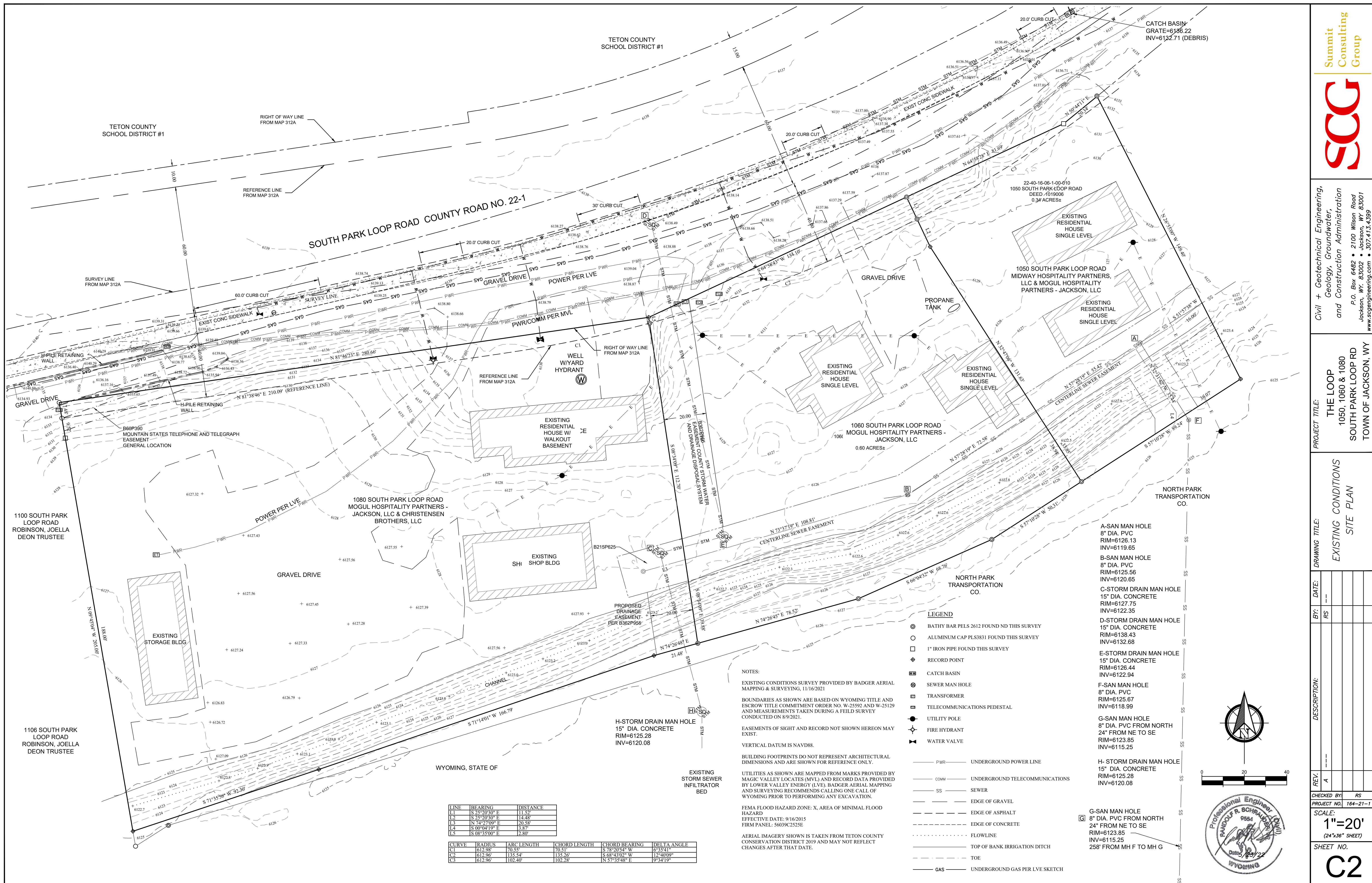
Signature of Owner or Authorized Applicant/Agent

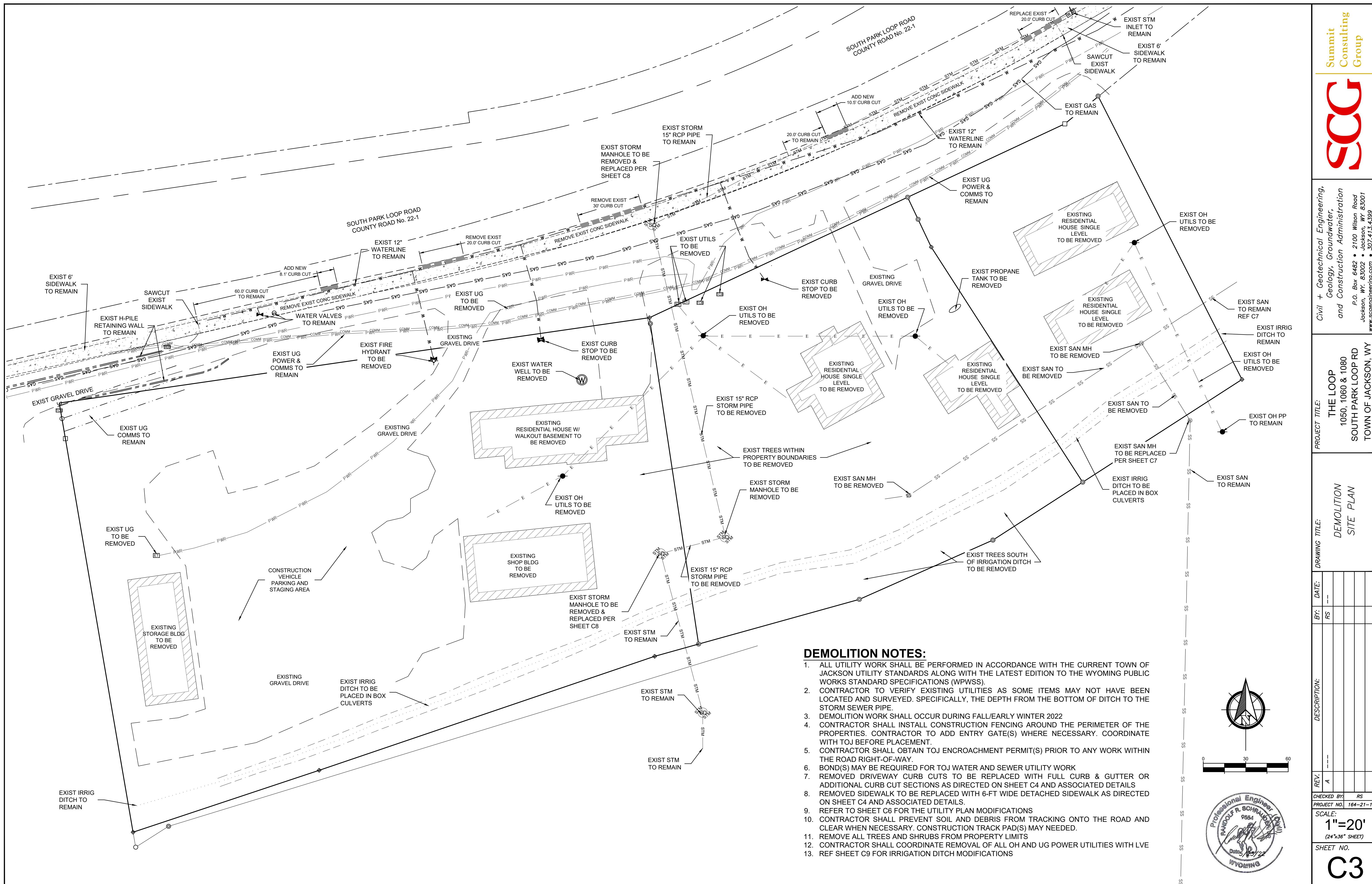
Name Printed

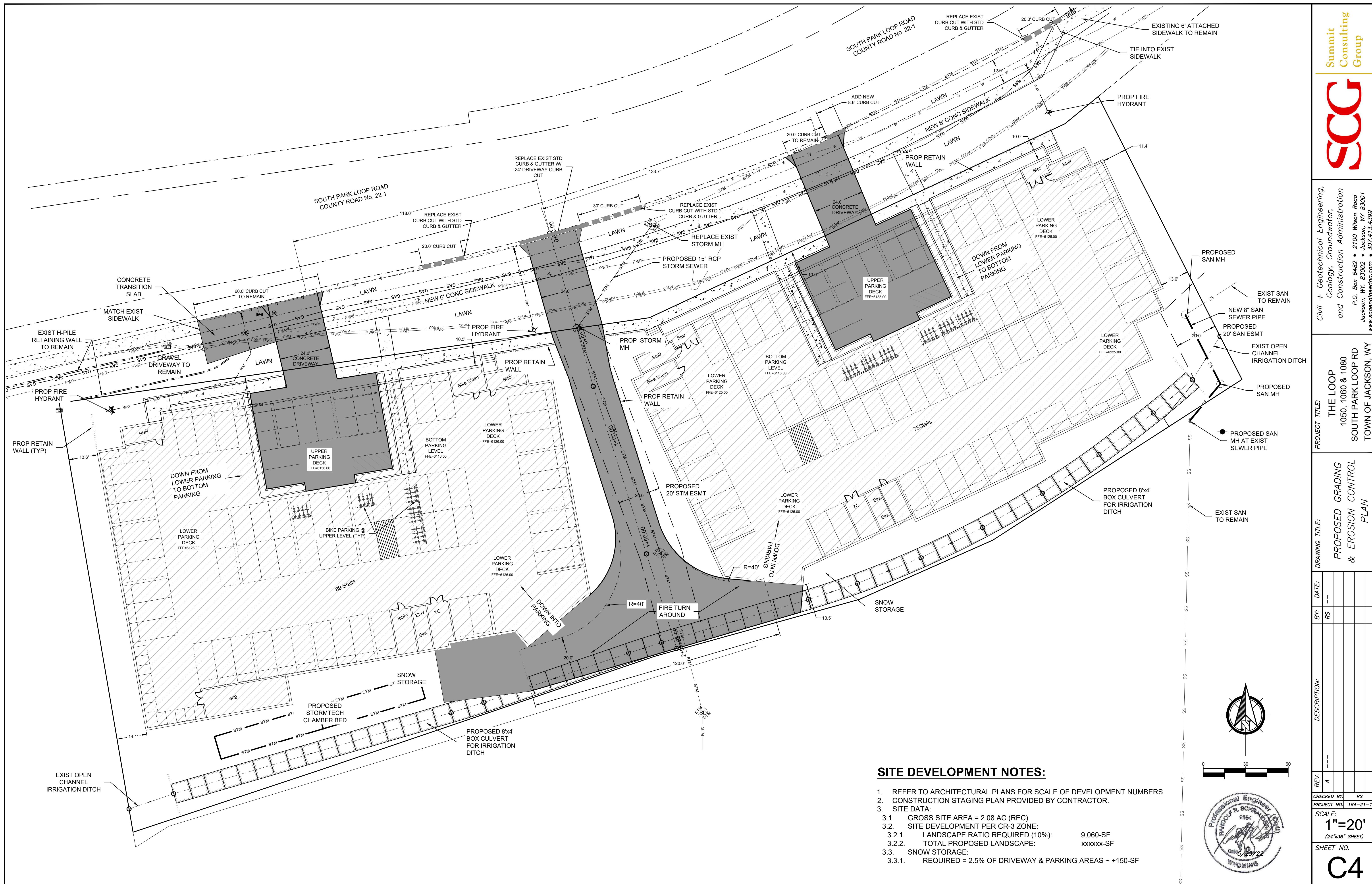
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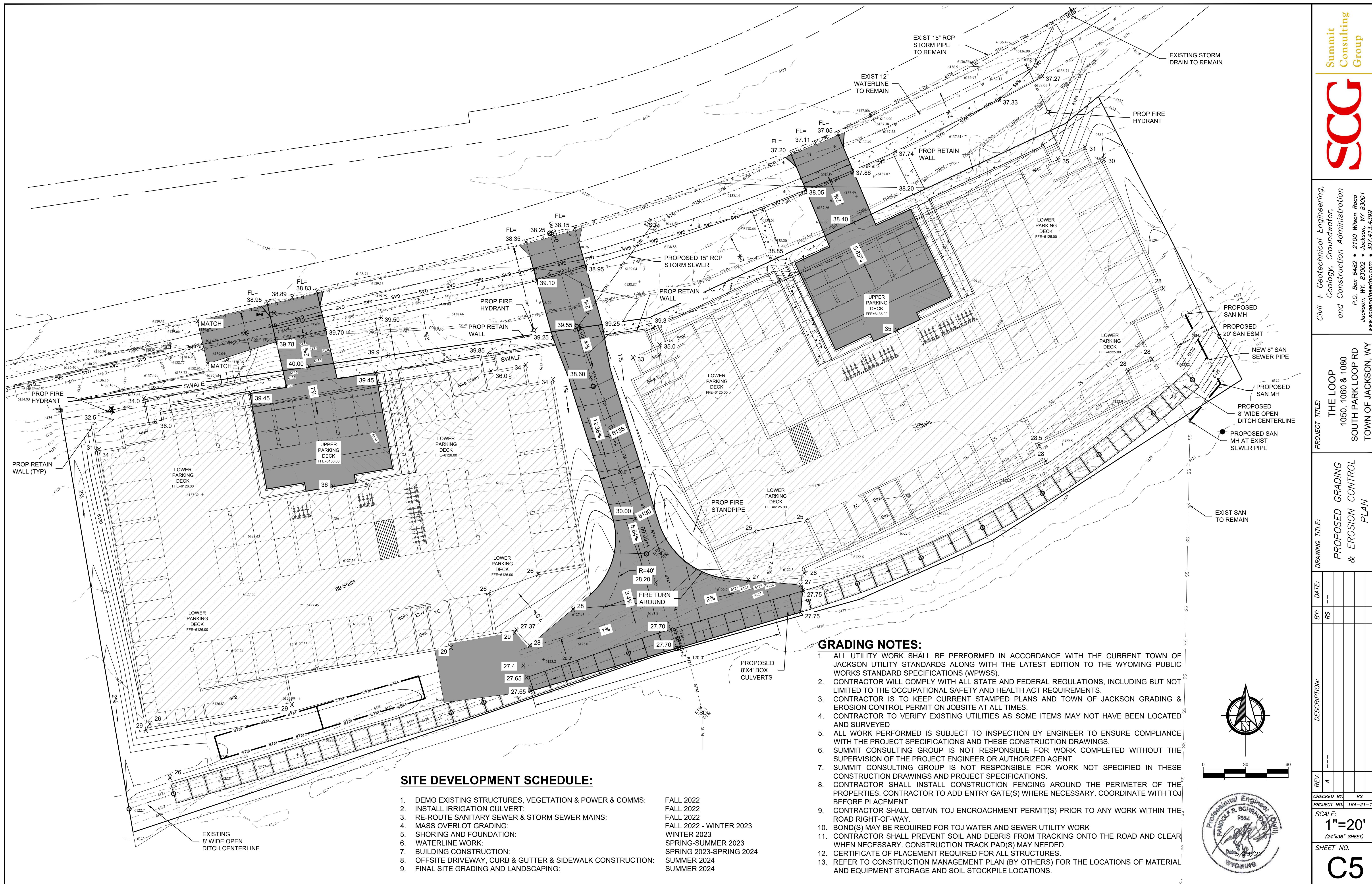
Title

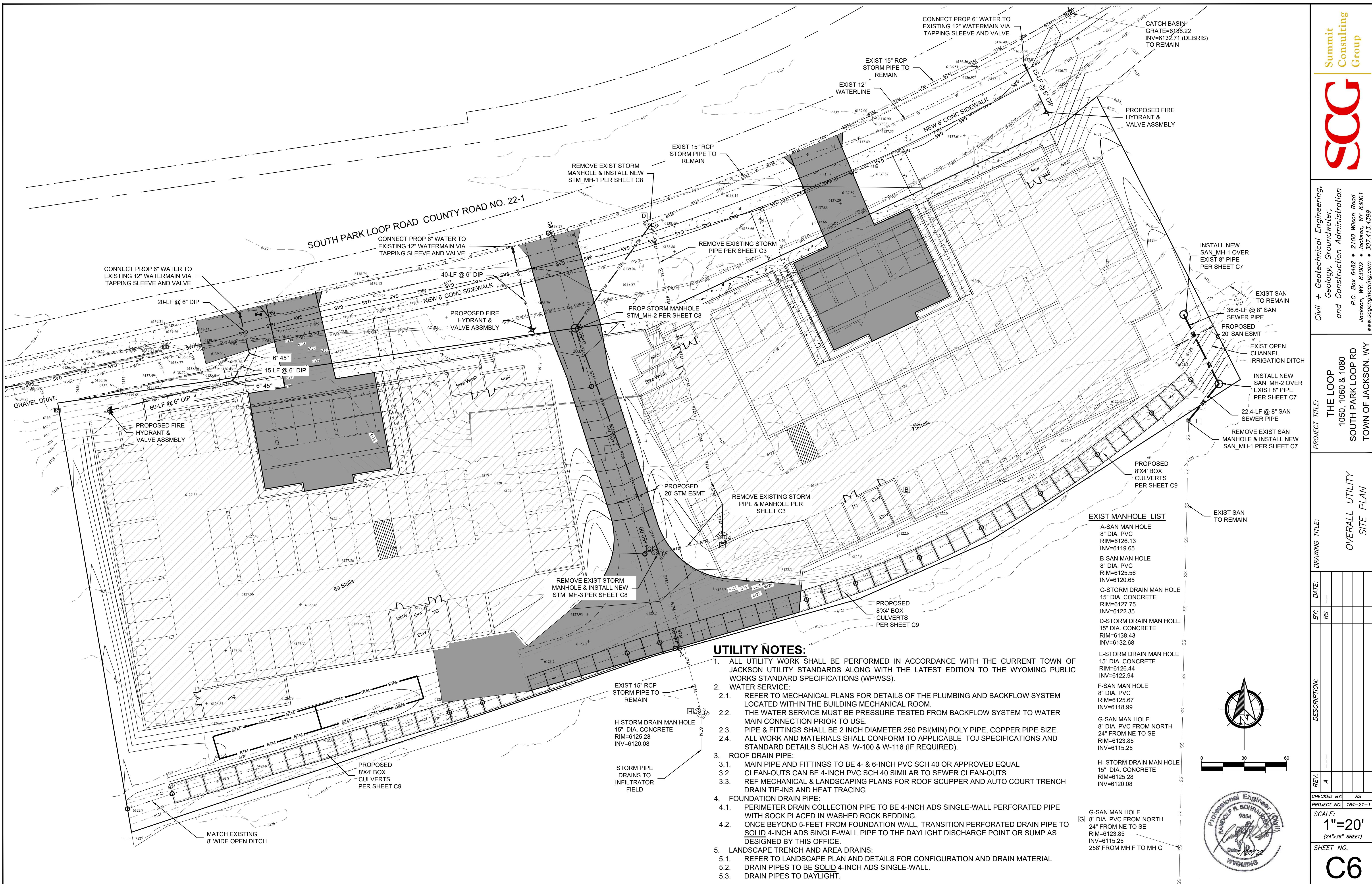






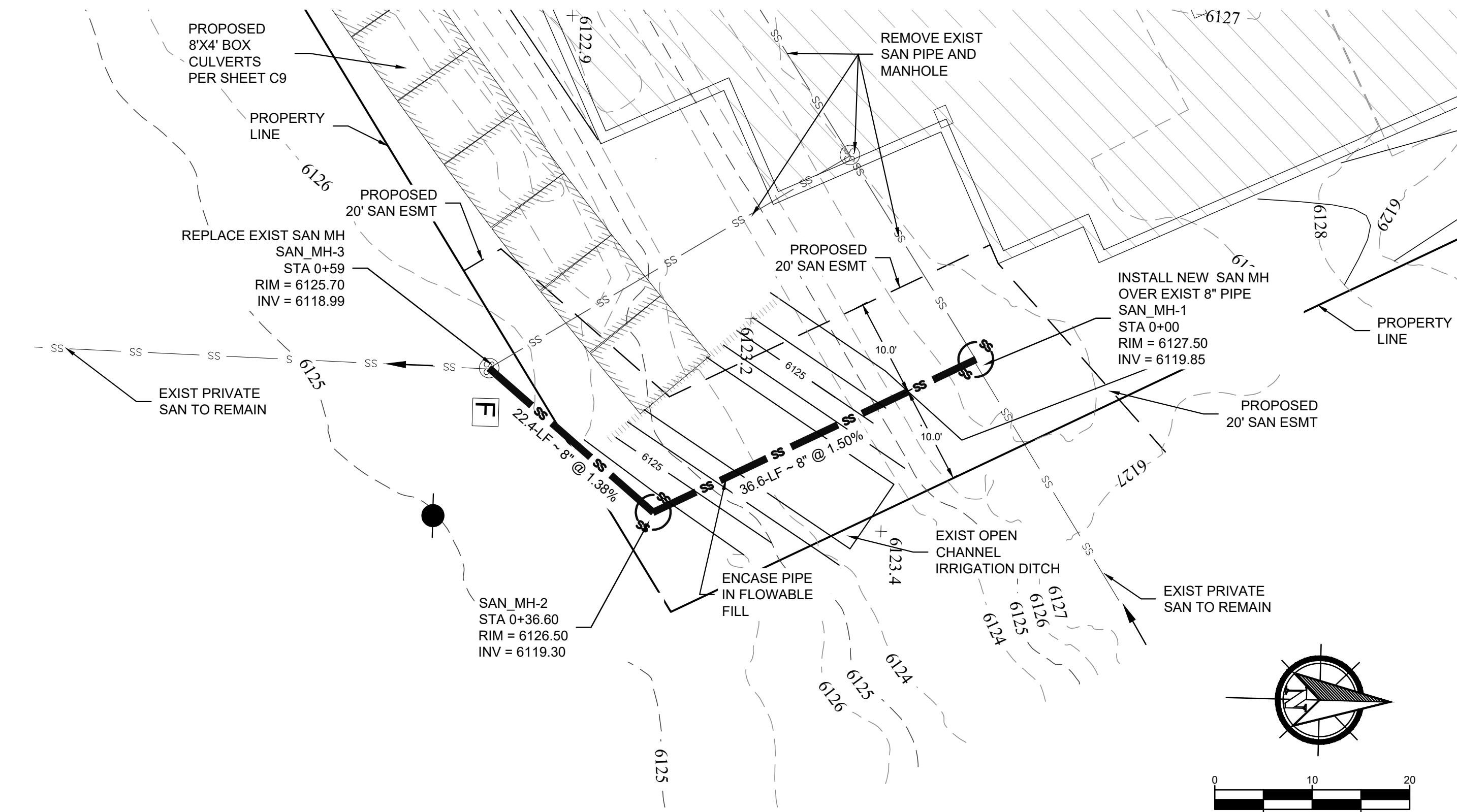






SANITARY SEWER MAIN - RELOCATION PLAN

HORZ SCALE: 1" = 10'

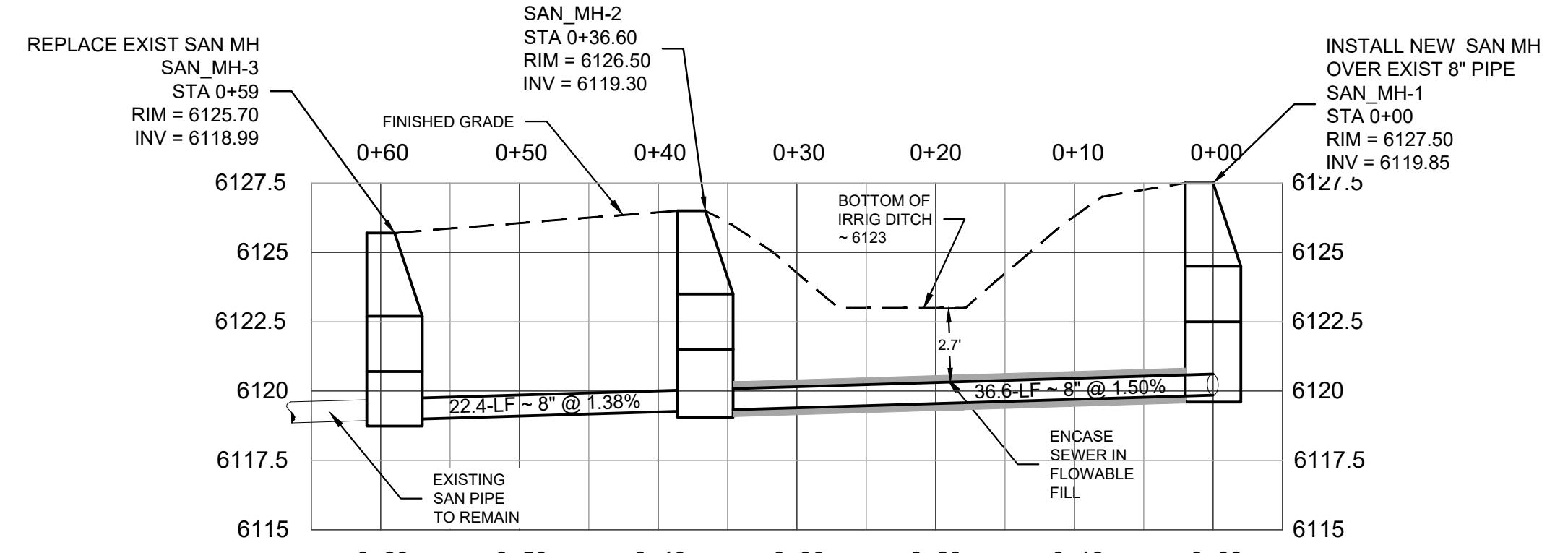


SANITARY SEWER NOTES:

1. ALL UTILITY WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CURRENT TOWN OF JACKSON UTILITY STANDARDS ALONG WITH THE LATEST EDITION TO THE WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS).
2. ALL PROPOSED SANITARY SEWER UTILITIES SHOW WITHIN THE PROPERTY BOUNDARY WILL BE PRIVATELY OWNED AND MAINTAINED.
3. THE SEWER UTILITY WORK SHALL COMPLY WITH APPLICABLE TOJ UTILITY STANDARDS AND MATERIAL AND INSTALLATION SPECIFICATIONS. TOWN OF JACKSON UTILITY STANDARDS ARE AVAILABLE AT:
<https://www.jacksonwy.gov/DocumentCenter/View/82/Construction-Standards-PDF?bidId=>
4. TRENCHING:
 - 4.1.1. ALL WORK SHALL CONFORM TO APPLICABLE TOJ SPECIFICATIONS AND STANDARD DETAILS SUCH AS SS-100.
5. SANITARY SEWER SERVICE:
 - 5.1.1. SHALL BE 6-INCH DIAMETER SDR35 PIPE AND FITTINGS
6. SANITARY SEWER MAIN:
 - 6.1. ALL SEWER MAIN PIPE SHALL BE PVC PIPE AND FITTINGS WHICH SHALL CONFORM TO ASTM D-3034, "STANDARD SPECIFICATION FOR POLY SEWER PIPE AND FITTINGS." PVC PIPE SHALL HAVE A MINIMUM SDR OF 35.
 - 6.2. MANHOLES SHALL BE IN ACCORDANCE WITH TOJ STANDARD DETAIL SS-101.
 - 6.3. STEPS SHALL BE PER DETAIL SS-106.
 - 6.4. MANHOLE CHANNELS SHALL BE IN ACCORDANCE WITH TOJ STANDARD DETAIL SS-107.
 - 6.5. MANHOLE FRAME AND COVER SHALL BE IN ACCORDANCE WITH TOJ STANDARD DETAIL SS-108.
 - 6.6. MANHOLES IN 48-INCH DIAMETER SHALL BE CONSTRUCTED OF PRECAST CONCRETE RINGS WITH FRAMES AND COVERS AND STEPS IN ACCORDANCE WITH THE PLAN DETAILS. ALL MANHOLES SHALL BE DESIGNED TO WITHSTAND AASHTO HS-25 LOADING.
7. CONTRACTOR TO VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION.
8. CONTRACTOR TO OBTAIN PERMIT FROM THE TOWN OF JACKSON PRIOR TO COMMENCEMENT OF WORK WITHIN THE PUBLIC RIGHT-OF-WAY OR UTILITY EASEMENT.
<https://www.jacksonwy.gov/DocumentCenter/View/156/Public-Right-of-Way-Permit-PDF>
9. SCG TO INSPECT THE SEWER MAINS AND SERVICES PRIOR TO BACKFILLING.

SANITARY SEWER MAIN - PROFILE

HORZ SCALE: 1" = 10'
VERT SCALE: 1" = 5'



REV:	DESCRIPTION:	BY:	DRAWING TITLE:	PROJECT TITLE:
A	---	RS	--	THE LOOP 1050, 1060 & 1080 SOUTH PARK LOOP RD TOWN OF JACKSON, WY
SHEET NO. C7				
NOTED (24" x 36" SHEET)				
SHEET NO. C7				
PROFESSIONAL ENGINEER'S SIGNATURE RANOLPH R. SCHRAEDER, PE WYOMING DRAFTED BY: DRAFTED DATE: 05/22 checked by: RS PROJECT NO. 164-21-1 SCALE: (24" x 36" SHEET)				

