



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: August 19, 2022</p> <p>Item #: P22-210</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner Jay Scott & Anu Ponnammma PO Box 9180 Jackson, WY 83002</p> <p>Applicant same</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application Conference for 790 Snow King Dr., legally known as LOT 15, SNOW KING ESTATES PIDN: 22-41-16-34-4-04-014</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.</p>
<p>Please respond by: August 26, 2022 (with Comments)</p>	

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: LOT 15: 22-41-16-34-4-04-014

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 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.

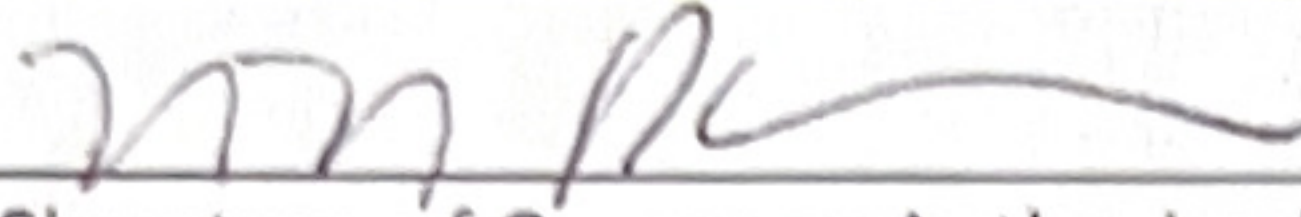
Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

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.

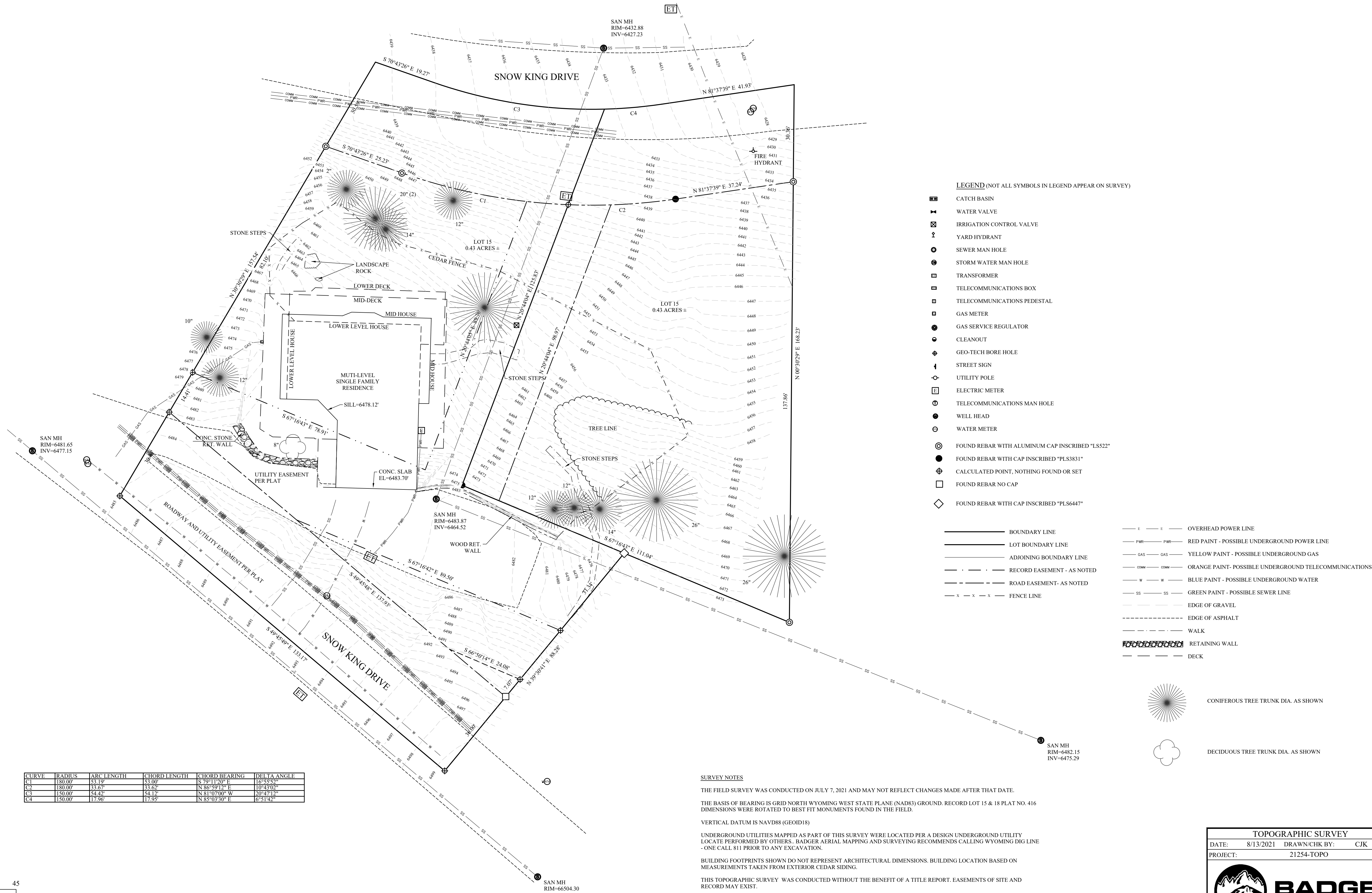

Signature of Owner or Authorized Applicant/Agent

N N Ponnammma
Name Printed

8/19/22
Date

Owner
Title

TOPOGRAPHIC SURVEY
LOTS 15 & 18 SNOW KING ESTATES
PLAT NO. 416
TOWN OF JACKSON, WYOMING



SURVEY NOTES

THE FIELD SURVEY WAS CONDUCTED ON JULY 7, 2021 AND MAY NOT REFLECT CHANGES MADE AFTER THAT DATE.

THE BASIS OF BEARING IS GRID NORTH WYOMING WEST STATE PLANE (NAD83) GROUND. RECORD LOT 15 & 18 PLAT NO. 416 DIMENSIONS WERE ROTATED TO BEST FIT MONUMENTS FOUND IN THE FIELD.

VERTICAL DATUM IS NAVD88 (GEOID18)

UNDERGROUND UTILITIES MAPPED AS PART OF THIS SURVEY WERE LOCATED PER A DESIGN UNDERGROUND UTILITY LOCATE PERFORMED BY OTHERS. BADGER AERIAL MAPPING AND SURVEYING RECOMMENDS CALLING WYOMING DIG LINE - ONE CALL 811 PRIOR TO ANY EXCAVATION.

BUILDING FOOTPRINTS SHOWN DO NOT REPRESENT ARCHITECTURAL DIMENSIONS. BUILDING LOCATION BASED ON MEASUREMENTS TAKEN FROM EXTERIOR CEDAR SIDING.

THIS TOPOGRAPHIC SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF A TITLE REPORT. EASEMENTS OF SITE AND RECORD MAY EXIST.

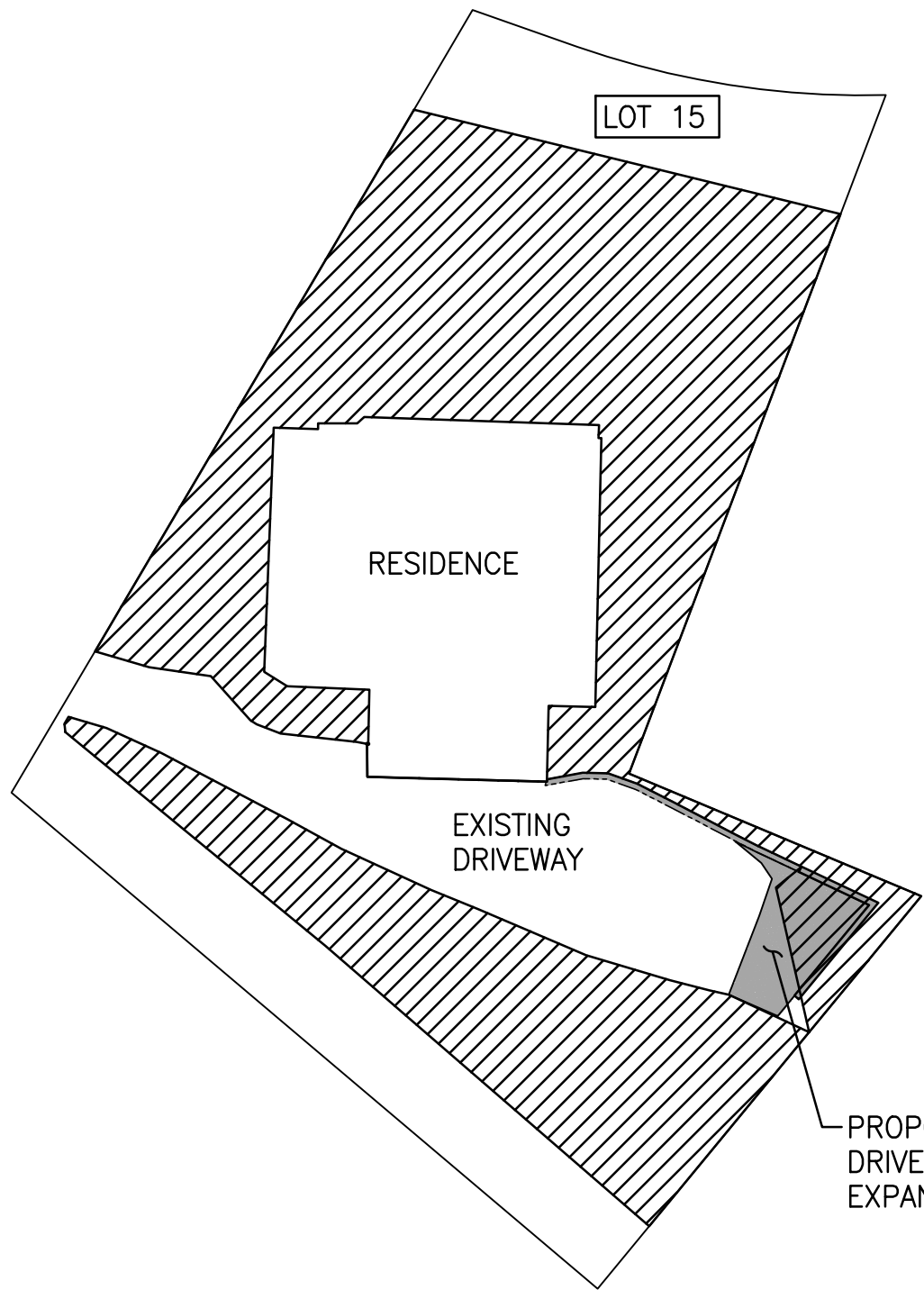
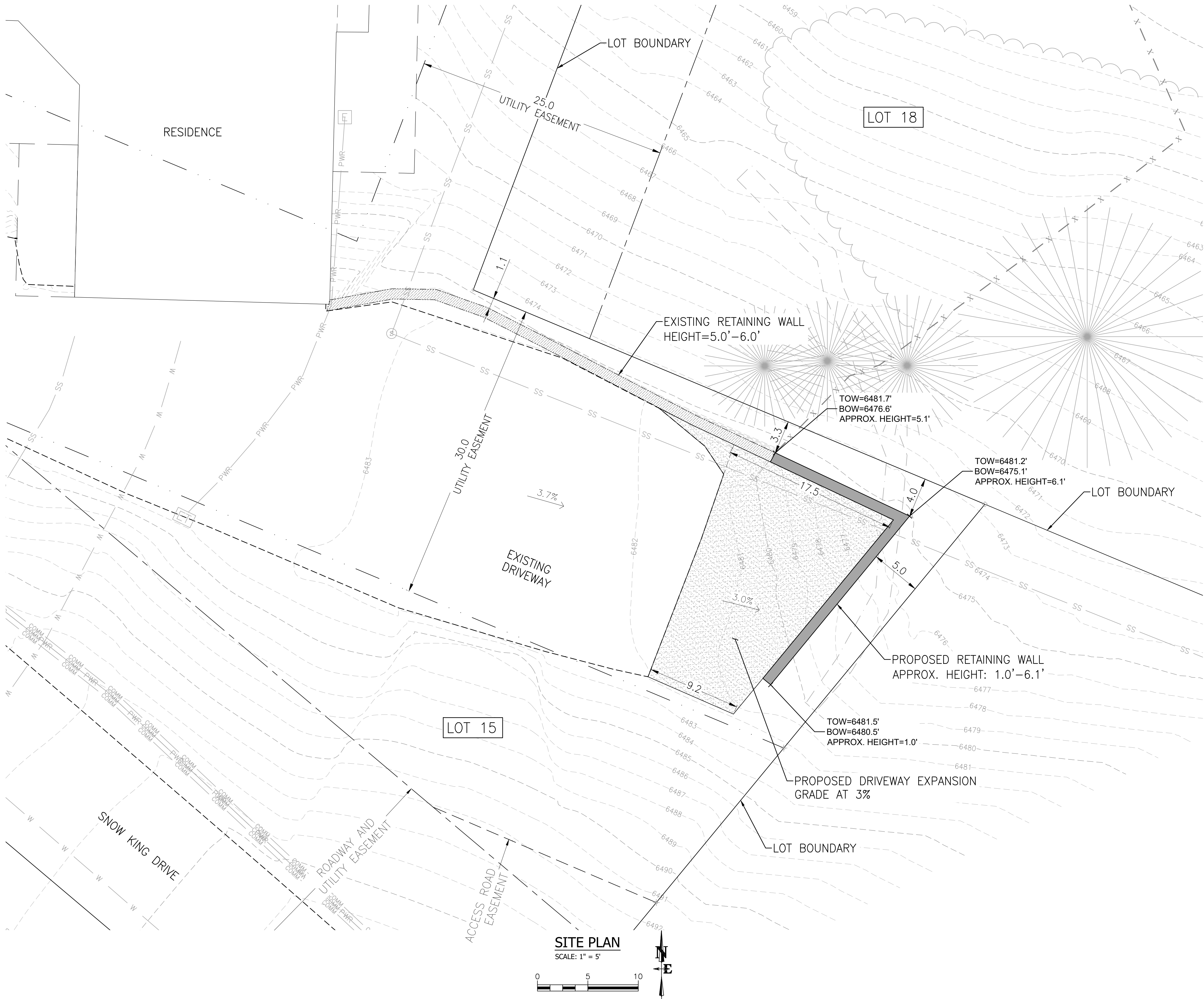
TOPOGRAPHIC SURVEY
DATE: 8/13/2021 DRAWN/CHK BY: CJK
PROJECT: 21254-TOPO

BADGER
AERIAL MAPPING & SURVEYING

402 VAN DREFF ST.
SALMON, ID 83467
208-756-3070

4141 S 58 W
IDAHO FALLS, ID 83402
208-715-4380

S:\Projects\22-045-01 Lot 15 SKE Retaining Walls - Civil\4 Drawings\Civil\22-045-01_ISSUING.dwg (25x34 or 11x17) - Nor 11 2022 11:49:38 on PLOTTED BY: barker DWG FORMAT: 241



AREAS WITH SLOPES > 25%
68% OF LOT 15

SLOPE ANALYSIS
(LOT 15)
SCALE: 1" = 30'

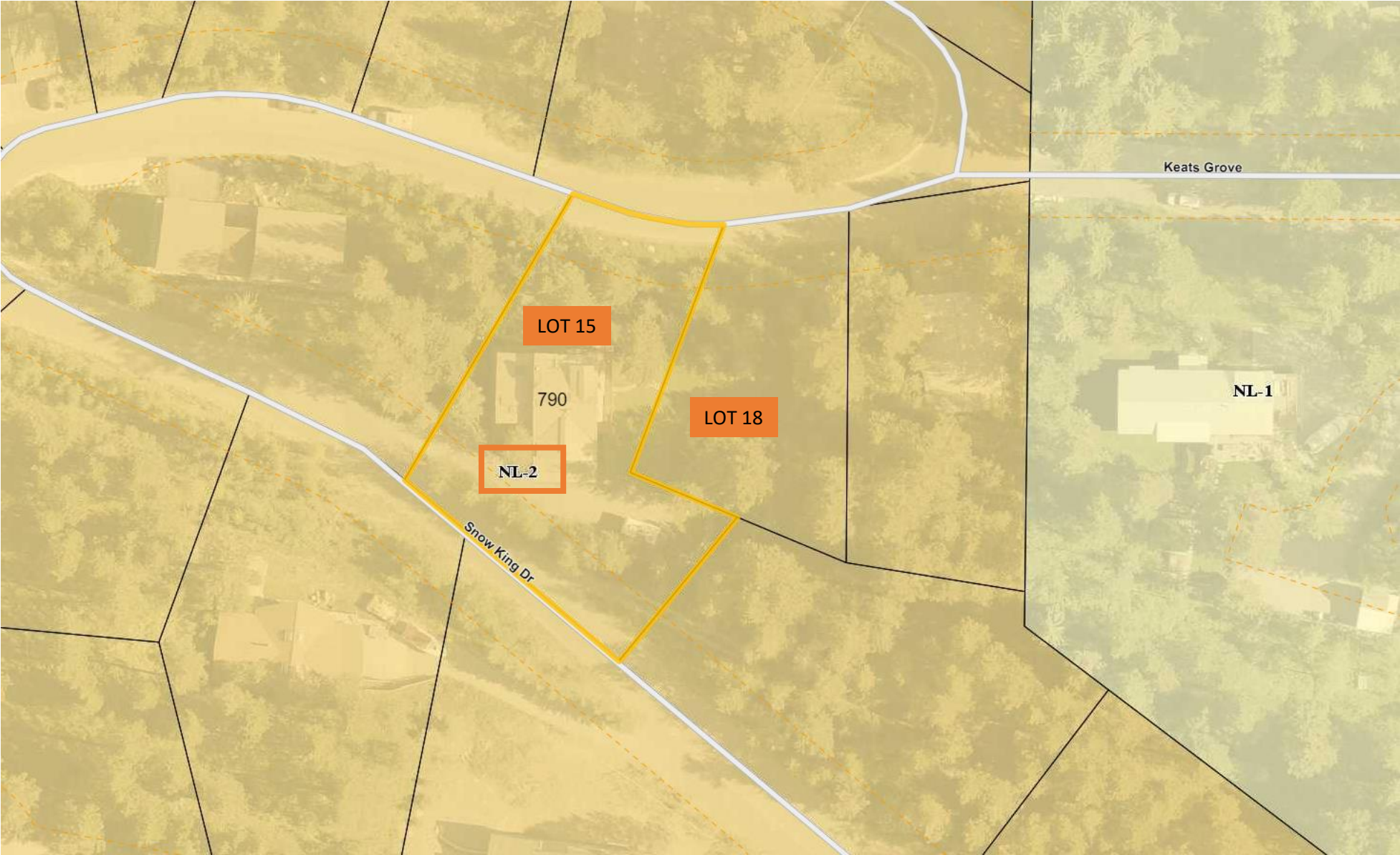
DRAWING NO		JOB TITLE	DRAWING TITLE	REV.				
C2.0		LOT 15, SNOW KING ESTATES	SITE PLAN	DATE	3/10/2022			
		790 SNOW KING DRIVE		SURVEYED	NE			
		JACKSON, WY		ENGINEERED	PG			
				DRAWN	LB			
				CHECKED	PG			
22-045-01				APPROVED	PG			
				NELSON ENGINEERING				
				P.O. BOX 1599, JACKSON WYOMING (307) 733-2087				

22-045-01

Lot 15 SKE Retaining Walls - Civil

LDRs Notes

Lots are in zone: NL-2: Neighborhood Low Density-2



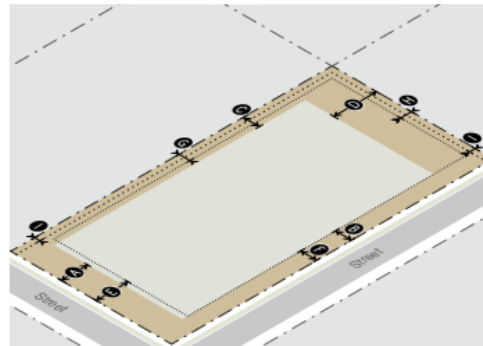
2.2.3. NL-2: Neighborhood Low Density-2 (7/18/18, Ord. 1197)

A. Intent

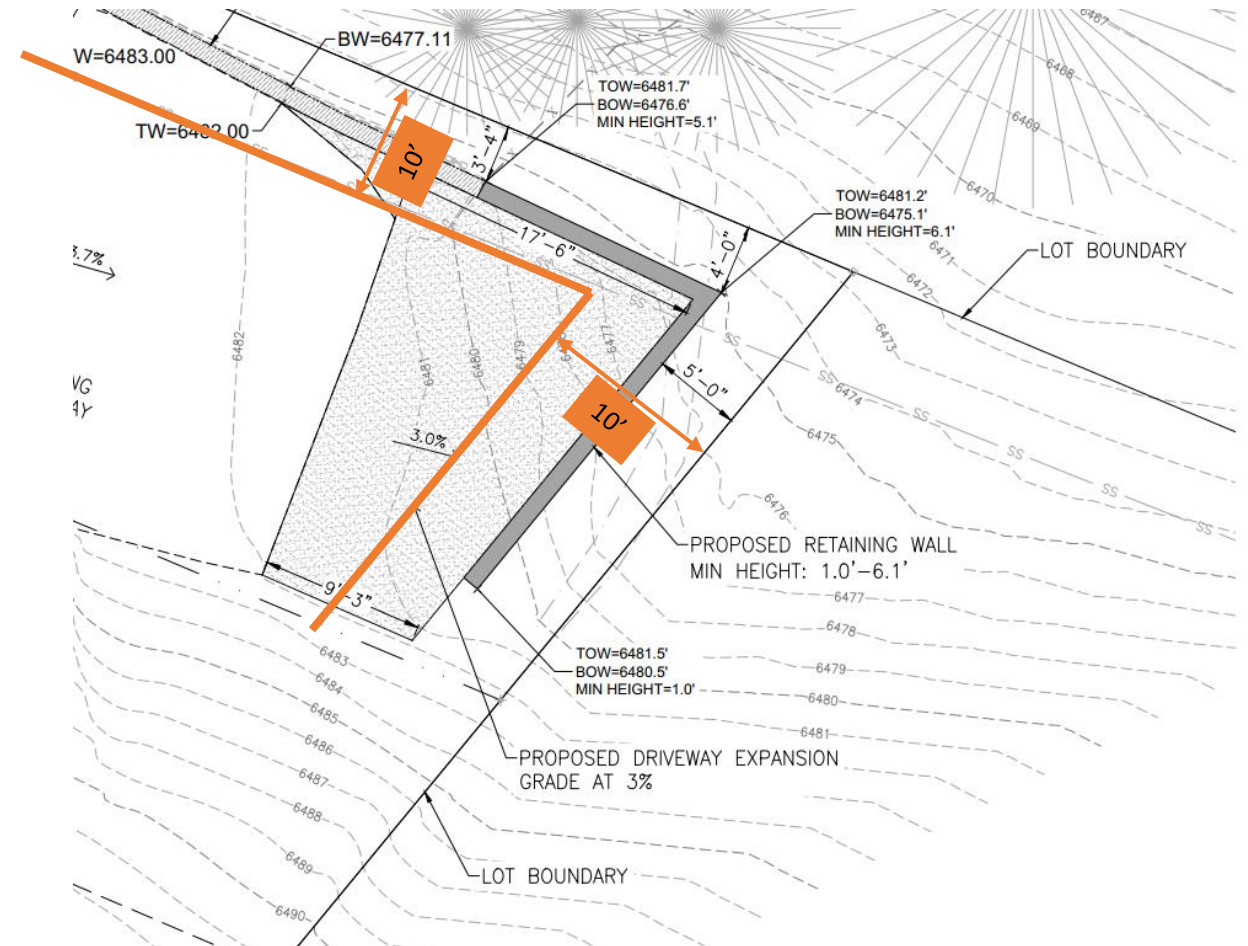
- General Intent: The intent of the Neighborhood Low Density-2 (NL-2) zone is to provide for places with enough open space and sufficient lot size to provide a predominance of landscape and yards over buildings. Buildings and development should be oriented to respect steep slopes, preserve open space, and provide for wildlife movement through the property. This zone is intended for Stable neighborhoods where increased residential density is not intended.
- Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
- Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street, often including longer driveways.
- Land Use: Single-family detached homes, accessory structures, and ARUs are the primary land uses.
- Comprehensive Plan: Based primarily on Subarea 6.2 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards		
		
Primary Building Setbacks (Sec. 9.4.8.)		
Primary street (min)	25'	A
Secondary street (min)	15'	B
Side interior (min)	15'	C
Rear (min)	25'	D
Accessory Structure Setbacks (Sec. 9.4.8.)		
Primary street (min)	30'	E
Secondary street (min)	15'	F
Side interior/rear (min)	10'	G
Rear (min)	10'	H
Site Development Setbacks		
All site development, excluding driveways or parking.		
Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I
Landscaping (Div. 5.5.)		
Landscape surface ratio (min)	.60	
Plant units (min)		
Residential	1 per lot	
Nonresidential	1 per 1,000 sf of landscape area	
Parking lot (all uses)	1 per 12 parking spaces	

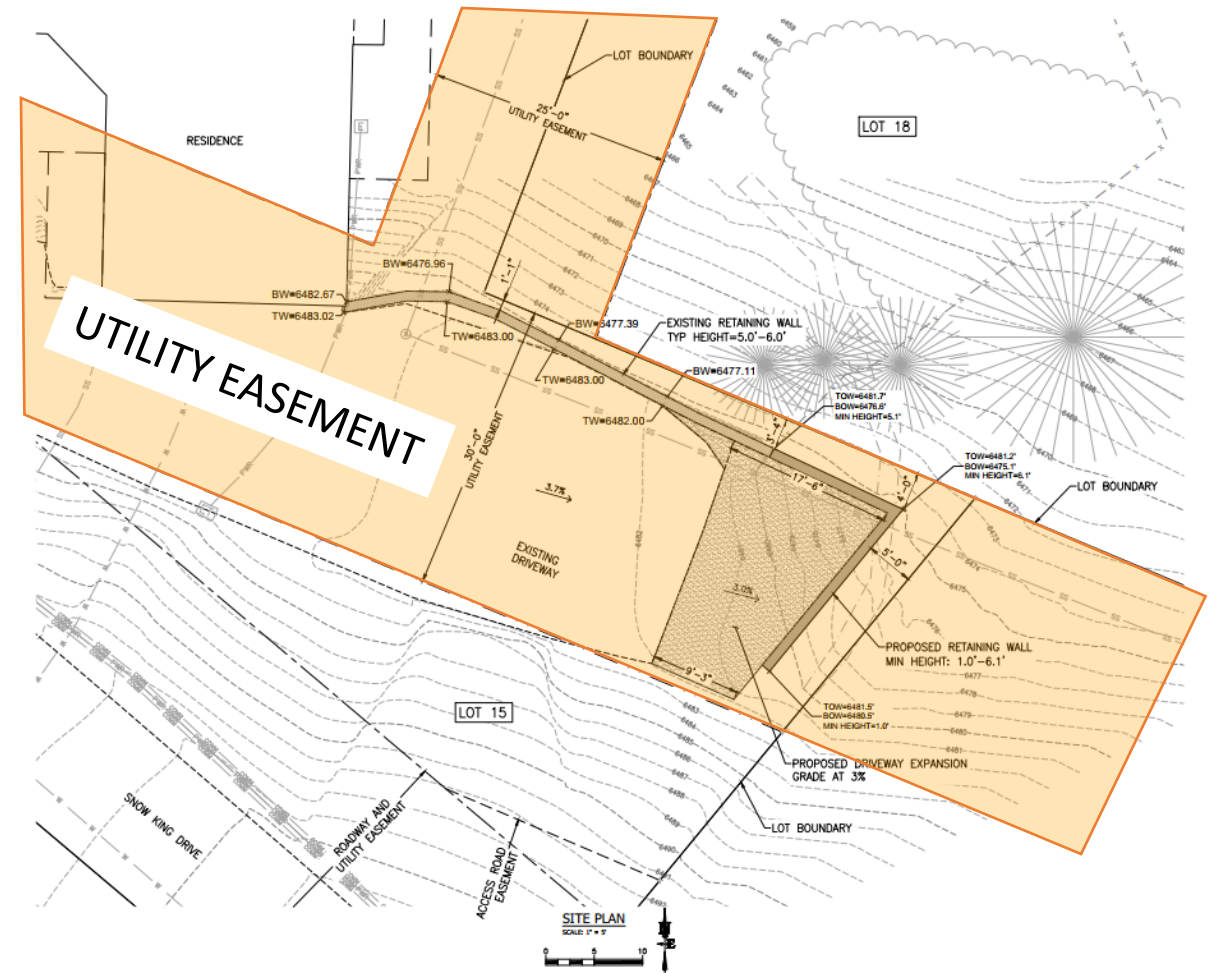
Structure. Structure means any building, bridge, fence, pole, tower, deck, liquid storage tank, gazebo, pier, dam, culvert, satellite dish, personal wireless telecommunication facilities, or other construction or erection greater than 4 feet in height.



- Existing retaining wall is within 10' structure setback
- New retaining wall is within 10' structure setback on N and E lot boundaries

Article 7. Development Option and Subdivision Standards Applicable in All Zones | Div. 7.6. Transportation Facility Standards
7.6.3. Streets, Alleys, and Easements (1/1/15, Ord. 1074)

13. **Minimum Number of Intersections.** There shall be a minimum number of intersections.
14. **Practical Development Patterns.** The arrangement of streets will permit economical and practical patterns, shapes and sizes of development sites.
15. **Relation to Topography.** Streets shall be related to topography from the standpoint of both economics and amenities.
16. **Provision for Transit Service.** Appropriate provisions for transit service within residential areas shall be established.
17. **Street Layouts.** Street layouts shall conform to adopted plans and policies. The developer shall not be permitted to reserve a strip of land for the purpose of controlling access to a street.
18. **Alleys.** Paved alleys in residential subdivisions may be permitted. Alleys or service areas shall be provided in commercial and industrial areas to provide access.
19. **Easements.** Easements shall be provided along lot lines as required for utilities and snow storage. Alleys that are available may be used as a substitute for some utility easements. Utility easements may be fenced, but shall be easily accessible by means of removable fence sections or gates. No permanent structures shall be erected on easements.



- Existing retaining wall is within utility easement
- New retaining wall is within utility easement

B. Maintenance, Alteration, Expansion, and Replacement

Maintenance, alteration, replacement, or expansion of a nonconforming physical development shall only be permitted if all 6 of the following standards are met.

1. **No Increase in Nonconformity.** Maintenance, alteration, replacement, or expansion shall not increase the nonconformity and shall otherwise comply with all applicable standards of these LDRs, except that maintenance, alteration, or expansion of a nonconforming Detached Single-Family Unit shall not be subject to this limitation (e.g., an addition to a house that is nonconforming as to height may be the same height as the existing nonconforming house).

EXAMPLE: An addition must meet all setbacks, floor area limits, and other standards even if a portion of the structure being added to does not meet a setback, except that a Single-Family Unit may be expanded to the same nonconforming setback.

2. **Maintenance and Alteration.** A nonconforming physical development may be maintained or altered.
3. **Expansion.** A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon cumulative expansion of greater than 20% of its floor area or site area. Cumulative expansion is the sum of all expansions from the date the physical development became nonconforming, including all expansions under prior LDRs if the physical development became nonconforming under prior LDRs and remains nonconforming. The following exceptions shall apply to this limit on expansion.
- a. **Detached Single-Family Unit.** This standard shall not limit the expansion of a Detached Single-Family Unit.
- b. **Historic Buildings.** This standard shall not limit expansion of a building included on the Teton County Historical Preservation Board (TCHPB) list of historically significant properties, or that is otherwise deemed in writing by the TCHPB to be historically significant.
- c. **Workforce Housing Incentive.** Floor area added using the Deed Restricted Housing Exemption ([Sec. 7.8.3](#)) or Workforce Housing Floor Area Bonus ([Sec. 7.8.4](#)) shall not be included in the calculation of expansion.
- d. **Nonconforming Bulk and Form Standards.** This standards shall not limit expansion of a building that is nonconforming with one or more of the following standards.
- i. Minimum stories in a street setback
 - ii. Building setback
 - iii. Pedestrian frontage
 - iv. Building frontage

4. **Replacement.** A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon willful demolition of any structural support for the portion of the physical development that is nonconforming. Except that this subsection shall not prohibit any of the following.
- a. **Detached Single-Family Unit.** This standard shall not limit the expansion of a Detached Single-Family Unit.
- b. **Replacement After Damage by Natural Disaster.** A nonconforming physical development that is demolished or destroyed by a natural disaster or through any manner not willfully accomplished by the owner, regardless of the extent of the demolition or destruction, may be replaced to the nonconforming condition that existed prior to the damage.
- c. **Interior Remodel.** Interior remodel of a nonconforming building.

EXAMPLE: A site has an existing 2,000 sf home that is partially located in a creek setback. Any interior remodel is allowed without resolving the nonconformity. Any nonstructural modification to the exterior of the building (i.e. re-siding, re-roofing, replacing windows) is allowed without resolving the nonconformity. An expansion of up to 400 sf is allowed without remedying the nonconformity. But, if the portion of the building in the setback is demolished it cannot be built back, and an expansion of greater than 400 sf would require demolition of the nonconforming portion of the building.

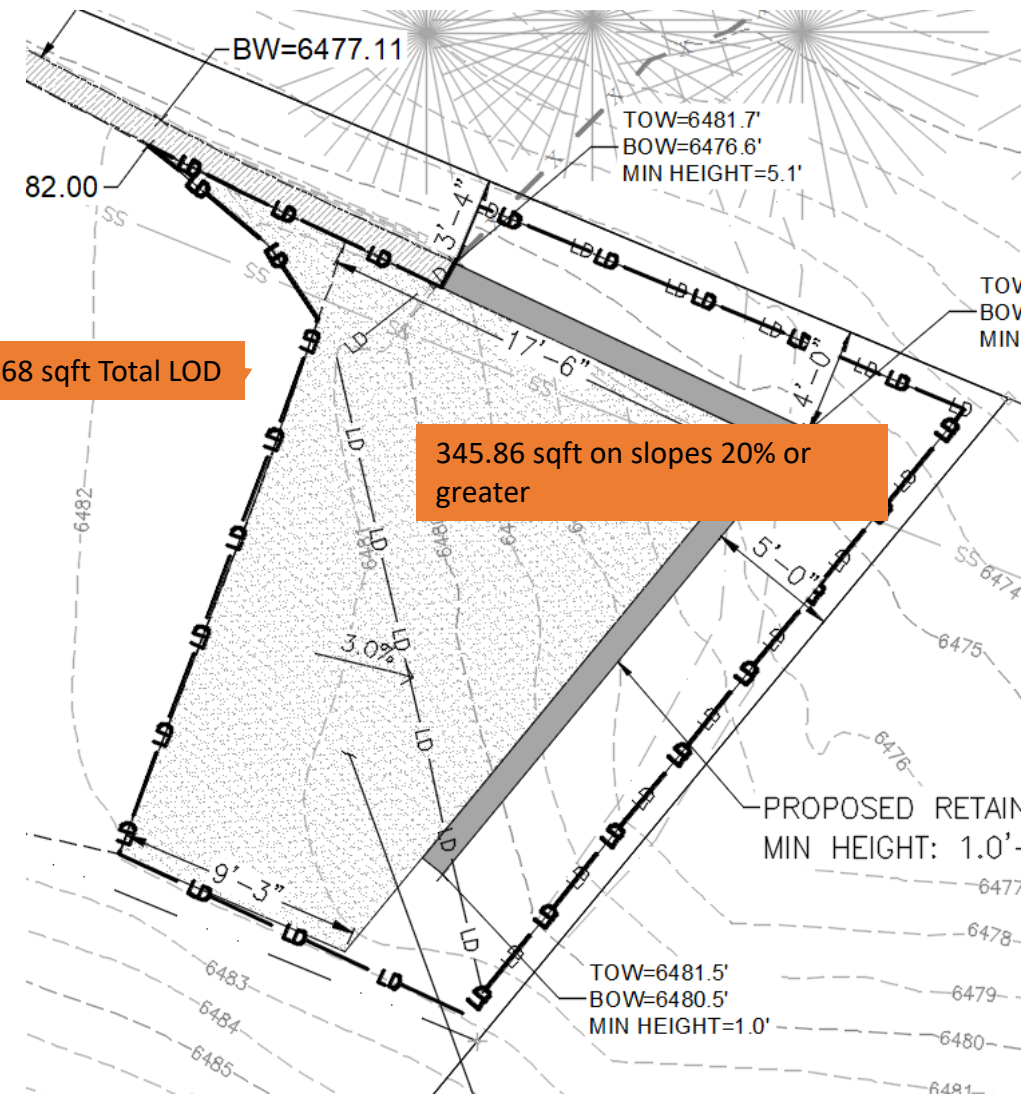
5. **Required Compliance for Non-Building Nonconformities.** In addition to the above standards, a nonconforming physical development that is not a building shall be brought into compliance with all applicable standards of these LDRs upon cumulative expansion of greater than 20% of the total floor area or use on a site. Except that, a non-building physical development that is nonconforming with an LDR that protects a public right-of-way shall be brought into compliance will all applicable standards of these LDRs upon cumulative expansion of greater than 5% of the floor area or use on a site.
- EXAMPLE:** A site has an existing 2,000 sf home that does not meet setbacks and more site development than is permitted. Construction of a 500 sf detached garage on the site would require that the site development be brought into compliance with these LDRs, but the existing home would not have to be relocated.
6. **Complete Within 18 Months.** Maintenance, alteration, replacement, or expansion of an existing nonconforming physical development pursuant to this Section shall be completed, or an application to complete shall be sufficient, within 18 months of the date of commencement or destruction.

- Expansion of an existing nonconformity
- Current nonconformity would not be increased
 - Current wall is within 1-4’ of boundary
 - New wall is 5’ from boundary
- Expanding wall over 20% in length may require being brought into compliance

4. **Required Permit.** The table below establishes the type of grading permit required for various grading proposals. The required permit shall be the most rigorous requirement that applies to the proposal.

EXAMPLE: A proposal that would result in 41% impervious surface coverage or more requires a Grading Plan regardless of the amount of disturbance or slope.

Required Grading Permit Submittal			
Grading Proposal	Required Grading Permit		
	Exempt	Statement Level	Plan Level
Disturbance location	See below	See below	Within required yards
Proposed impervious surface	See below	See below	≥ 41%
Total land disturbance	See below	≥ 600 sf and < 1,000 sf	≥ 1,000 sf
Disturbance of slopes ≤ 5%	< 600 sf	≥ 600 sf and < 1,000 sf	≥ 1,000 sf
Disturbance of slopes > 5% & ≤ 15%	< 400 sf	≥ 400 sf and < 800 sf	≥ 800 sf
Disturbance of slopes > 15%	n/a	≤ 400 sf	> 400 sf



- Initial Limits of Disturbance and slopes indicate this will be a Statement Level Grading Permit