



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: September 29, 2022

Item #: P22-242

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner:

Jean Ellen Anderson Revocable Living
Trust
PO Box 4547
Jackson, WY 83001

Applicant:

Jorgensen Associates
PO Box 9550
Jackson, WY 83002

REQUESTS:

The applicant is submitting a request for a Development Plan for a lot split for the property located at 180 Aspen Dr., legally known as LOT 1, BLK. 4, ASPEN HILL LOTS PIDN: 22-41-16-33-4-07-006

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

Please respond by: **October 13, 2022 (Sufficiency)**
October 20, 2022 (with Comments)

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

Development Plan For 180 Aspen Drive



Applicant:

Anderson, Jean Ellen Revocable Living Trust
P.O. Box 4547
Jackson, Wyoming 83001

Town of Jackson
Submittal Date: September 29, 2022
Project No. 22099.20

Prepared by:



Jorgensen Associates, Inc.
Engineers, Land Surveyors, & Planners
1315 Highway 89 South, Suites 201 & 203 83001
P.O. Box 9550 - Jackson, WY 83002
307.733.5150

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SECTION 1 – PROJECT BACKGROUND AND OVERVIEW

A. PROJECT BACKGROUND

The applicant seeks approval for a land division that will split Lot 1, Block 4, of Plat 124 into two separate lots as allowed by Section 2.2.7.D.1. of the Jackson Land Development Regulations (LDRs). The applicant intends to retain ownership of and reside on one lot and then sell the second lot. Approval of this Development Plan (DEV) complements the intended role of the Neighborhood Medium Density-1 (NM-1) Zone by encouraging redevelopment and revitalizing established infrastructure but in keeping with the character of the neighborhood. Similar lot splits have been completed within the surrounding area. Lot 1 of Plat 124 will be vacated, and a new plat recorded with reconfigured lot lines depicting two new lots equal in size (See **Exhibit B** in **Section 3** of this application).

The property is located at 180 Aspen Drive and is comprised of 0.17 acres (7,500 square feet) of land located within the Town of Jackson, Teton County Wyoming (**Property**). The subject property is legally described as Lot 1 of the Aspen Hills Lots, Plat 124, Teton County, Wyoming. Existing conditions include two (2) single-family residential units. The main residence was built in 1948 and is 672 square feet (sf), the second residence is a 308 sf cabin with fixtures built in 1954. A combined total of 980 sf of habitable floor area exists on the property.

The recorded dimensions Lot 1, Block 4, of Plat 124 (See **Section 5**), are 50' x 150' (7,500 sf), however a recent survey of Lot 1 results in a 33.8' sf discrepancy. As stated in section 2.2.7.A.4 of the LDRs, "*lots are typically either 7,500 or 3,750 square feet but may also be any size within this range.*" Keeping in character with the neighborhood, and the intended nature of this zone, we are treating this lot as 7,500 sf to then be subdivided into two 3,750 sf lots as allowed per Division 2.2.7.D.1. of the LDRs. This subdivision is common in this area of Town and in the NM-1 Zone.

Parcel Identification Number involved in this Development Plan:

180 Aspen Drive
Lot 1: 22-41-16-33-4-07-006 (Subject Property)

B. OWNER & PROJECT TEAM INFORMATION

PROPERTY OWNER

Lot 1 BLK 4, Plat 124
Anderson, Jean Ellen Revocable Living Trust
c/o Jean Anderson
P.O. Box 4547
Jackson, Wyoming 83001

LAND PLANNING, SURVEY & OWNERS' REPRESENTATIVE

Jorgensen Associates, Inc.

1315 Highway 89 South, Suites 201 & 203; 83001

P.O. Box 9550 Jackson, Wyoming 83002

307-733-5150

C. DEVELOPMENT PROPOSAL

This DEV seeks approval for land division of developed property within the Town of Jackson which is allowed per Section 2.2.2.4.D. of the Land Development Regulations (LDRs). The Applicant seeks to vacate Lot 1 from Plat 124 to reconfigure the lot lines to create two separate lots. The parking and access will remain in the same area that the owner has used historically on South Milward Street. All required infrastructure, access, utilities, and services currently exist to the property and will be available to any future redevelopment. A Subdivision Plat application will be submitted upon the approval of this application. The owner intends to keep the existing cabin on the southern portion of Lot 1 for as long as possible to maintain housing for the tenant, who is locally employed in the service and hospitality industry in the Town of Jackson. The applicant will apply for, and complete, a Demolition Permit for the cabin prior to approval the new plat. Residential Subdivision exactions apply.

D. FINDINGS FOR APPROVAL

1. Division 8.3.2.C Development Plan Findings for Approval

a. Is consistent with the desired future character for the site in the Jackson/Teton County Comprehensive Plan. The subject property is located within District 3.2: Town Residential Core of the Jackson / Teton County Comprehensive Plan. Subarea 3.2 specifically has a high desire for redevelopment, revitalization, and reinvestment. Due to its central location in the core of Town, the future character of this subarea will include increased density to maintain and help meet our community's Growth Management and workforce housing goals. The approval of this application is consistent with the future desired characteristics of this subarea. Complies.

b. Achieves the standards and objectives of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable. The subject property is not located in either the Natural Resource Overlay or the Scenic Resource Overlay. Not Applicable.

c. Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police fire, and EMS facilities. The historical use of the property involves two residential units that were constructed in 1948 and in 1954 and have been occupied ever since. The approval of this development plan would have negligible effects on transportation, potable water and

wastewater facilities, parks, schools, police fire, and EMS facilities. If this development plan is approved, the new lots will each be limited to the bulk and scale of development as per the LDRs in the NM-1 Zone. Complies.

d. *Complies with all relevant standards of these LDRs and other County Resolutions.*

The applicant seeks approval for a land division as allowed by Section 2.2.7.D.1. of the LDRs and is compliant with all the relevant standards of these LDRs and other County Resolutions. Complies.

e. *Is in substantial conformance with all standards or conditions of any prior or applicable permits or approvals.* There are no previous permits or conditions for this lot. Complies.

E. STRUCTURE LOCATION AND MASS – All existing development is currently in conformance with the standards of the NM-1 Zone and the approval of this application will not create a non-conformity (See **Section 4**).

Primary Building Setbacks – TOJ NM-1 Zone

Primary Street	20'
Secondary Street	10'
Side Interior/Rear	10'

Max Height* 26' to 30'

Max Floor Area** 3,000 sf (*maximum FAR for subject property*)

*Maximum height depending on roof pitch

Accessory Structure Setbacks – TOJ NM-1 Zone

Primary Street	30'
Secondary Street	10'
Side Interior*	5'
Rear	10'

*Structure Height ≤ 14'

F. SITE DEVELOPMENT

Site Development – TOJ NM-1 Zone*

Primary/Secondary Street	20'
Side Interior/Rear	5'

*All site development, excluding driveways or parking.

Parking Setbacks – TOJ NM-1 Zone

Primary Street*	20'
Secondary Street*	10'
Side Interior	5'
Rear	5'

*Excludes 20' max driveway allowed in primary/secondary street setback

G. LANDSCAPING – Existing conditions located at 180 E. Aspen Drive meet the standards set forth by Section 2.2.7. of the LDRs and all future development will be in compliance with Section 2.2.7.C. of the LDRs.

H. GRADING, EROSION CONTROL, STORMWATER – Future demolishing or development will be in compliance with the standards set forth by Section 2.2.7. and Section 5 of the LDRs.

I. ALLOWED USES & USE REQUIREMENTS

1. Allowed Uses – This application contemplates land division for residential development, which is an allowed use in the NM-1 Zone and Section 2.2.7.C. of the LDRs; any other uses will be in compliance with the NM-1 Zone (See **Table 1** below).

TABLE 1 - ALLOWED USE AND USE STANDARDS*

Use	Allowed Uses			Use Requirements	
	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential					
Detached Single-Family Unit	Y	2 units per lot	8,000sf habitable excluding basement	2/DU	0.000017(sf) + (Exp(-15.49 + 1.59*Ln(sf))/2.176)
Attached Single-Family Unit	B	1 unit per lot		1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf))/2.176)
Apartment	B	2 units per lot		1/bed	exempt
Dormitory	c	n/a	n/a	.05/bed	
Group Home	c	n/a	n/a		exempt
Accessory Uses					
Accessory Residential Unit	B	1 per unit	< 1,000sf	1/DU if < 2 bedrooms and < 500sf; otherwise, 1.5/DU	exempt
Home Occupation	B	n/a	n/a	n/a	exempt
Home Business	B	n/a	n/a	1/employee	exempt
Family Home Daycare	C	n/a	n/a	1/employee + 1 off street pick up/drop off	exempt
Temporary Uses					
Temporary Shelter	B	1 per lot	n/a	2/DU	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.1.), C=Conditional Use Permit (Sec. 8.4.2.)

2. Parking – The proposed use for these lots is detached single-family residential units requiring two parking spaces per dwelling unit for a total of four parking spaces

required. Historically, the two residential structures have utilized shared parking with access from South Milward Street. The applicant wishes to maintain this historical use and has plans to construct a garage to the south of the main residence on the northern lot. Any future development of the new lot to the south may either utilize the shared access and parking from South Milward Street or consider access from Pine Drive to the south. A parking agreement will be drafted if the shared parking arrangement is selected.

J. ALLOWED SUBDIVISION AND DEVELOPMENT OPTIONS

- 1. Land Division Standards** – This application is in compliance with the standards set forth by Section 7.2.3. of the LDRs.
- 2. Condominium and Townhouse Subdivision** – Not contemplated in this application.

K. RESIDENTIAL SUBDIVISION REQUIREMENTS

- 1. Parks and School Exactions** – This application creates one new lot for residential use that is subject to development exactions. Exaction calculations have been tabulated based upon the Town of Jackson baseline of one single-family home with three bedrooms for each newly recorded lot and are attached in **Section 3** of this application.

L. INFRASTRUCTURE

- 1. Transportation Facility Standards** – Access to Roads, Streets and Highways. Historically, the owner and applicant has gained access to the property via South Millward Street and the applicant desire to maintain this historical access. Access from either Aspen Drive or Pine Drive is neither desirable nor practical. The northern boundary of the property borders Aspen Drive where both the primary building and parking setbacks are 20'; gaining access via and parking off of Aspen Drive is not plausible with the existing structure in which the applicant intends to maintain residence. The southern boundary of the lot borders Pine Drive as Pine Drive descends a steep slope towards a stop sign at the intersection of Pine Drive and South Millward Street. Furthermore, there is a considerable grade change of ± 6 feet from the road surface of Pine Drive to the southern portion of the subject property where grading design for access requires a considerable amount of fill.
- 2. Required Utilities** – Existing. Current utility connections to the cabin located on the southern portion of the property will be terminated and abandoned upon approval for a Demolition Permit. New utility connections for water and sewer will be applied for with the Town of Jackson at Building Permit. Town water lines are located in both Aspen Drive and Pine Drive. Town sewer service is located in Milward Street.

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SECTION 2 – ENGINEER’S REPORT

A. INTRODUCTION

This Development Plan Engineer’s Report is intended to provide the engineering basis for design and to discuss engineering related issues for the land division of the properties located at 180 Aspen Drive with a legal description of: Lot 1 Block 4 of the Aspen Hill Lots, Plat 124.

B. SETTING

The property is located in the southern portion of the Town of Jackson, Wyoming. One single-family residence and a single-family accessory (cabin) unit exist on Lot 1. The proposed development plan will subdivide Lot 1 into two separate lots of equal size and remove the existing cabin unit.

C. SOILS AND SITE CONDITIONS

No soils investigation has been conducted for this application; however, Jorgensen anticipates colluvium material overlain with fine grain soils, or loess. A soils investigation may be conducted for new development.

D. GROUNDWATER, STREAMS, & RIVERS

No streams, rivers, irrigation ditches, or lakes are nearby this development. No groundwater investigation has been conducted as part of this application.

E. GRADING, EROSION CONTROL, DRAINAGE, & STORMWATER

No grading or physical development is proposed for this application. Future development will be required to address grading, erosion control, stormwater, and drainage.

F. ROADS AND ACCESS

Access to the proposed new subdivision could be from Aspen Drive, Pine Drive, or South Milward Street, which are all public rights-of-way. Historically, access for the two existing residential units has been from South Milward Street.

G. TRAFFIC

There are already two (2) dwelling units on the property, and this application does not contemplate an increase in density. Parking and traffic will be similar with both units sharing parking and access from South Milward Street. Increased traffic due to future development on these lots is not anticipated and will not adversely affect public facilities and services, including streets, police, and fire and emergency medical services.

H. PARKING

Two (2) parking spaces per dwelling unit are required as per the NM-1 Zone standards. Each proposed lot shall have 360 sf of parking area for two parking spaces.

I. PATHWAYS

There are no pathways or sidewalks existing along any side of the subject property nor along any part of either Aspen Drive or Pine Drive. None are being proposed with this application.

J. WATER

According to the Town of Jackson GIS, a water main is located in both Aspen Drive and Pine Drive. A new water connection for the development of the southern lot will be constructed at Building Permit.

K. WASTEWATER

Any new proposed residential units will connect to the Town of Jackson wastewater collection and treatment systems. The two existing structures are currently served by one sewer connection to the Town sewer main located in South Milward Street. According to the Town of Jackson GIS, a second sewer stub exists near the intersection of South Milward Street and Pine Drive; a new sewer connection for new development of the southern lot will be constructed at Building Permit.

L. CABLE UTILITIES AND GAS

Typical cable utility and gas services are available to the lots.

M. SNOW STORAGE

The properties will be required to comply with the required square footage for development of these lots, including snow storage.

SECTION 3 – RESPONSE TO PHYSICAL DEVELOPMENT REQUIREMENTS

- **3.1 Park Exactions**
- **3.2 School Exactions**

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TOWN OF JACKSON
LAND DEVELOPMENT REGULATIONS
DIVISION 7.5.2 - PARK EXACCTIONS
DATE: _____

CASH-IN-LIEU OF LAND DEDICATION: SECTION 49660

1. PROJECT NAME: _____
2. LOCATION: _____
3. PROJECT NUMBER: _____
4. CALCULATE PROPOSED PROJECT POPULATION:

<u>UNIT TYPE</u>	<u># OF UNITS</u>	X	<u>PERSONS HOUSED PER UNIT</u>	<u>PROJECTED POPULATION</u>
STUDIO	_____		1.25	_____
1 BEDROOM	_____		1.75	_____
2 BEDROOM	_____		2.25	_____
3 BEDROOM	_____		3.00	_____
4 BEDROOM	_____		3.75	_____
5 BEDROOM	_____		4.50	_____
EACH ADDITIONAL BEDROOM	_____		0.50	_____
DORMITORY	_____		1 per 150 sf of net habitable area	_____
TOTAL				_____

5. CALCULATE REQUIRED PARK ACREAGE:

$$\frac{\text{TOTAL PROJECTED POPULATION}}{1000 \text{ RESIDENTS}} \times \frac{9 \text{ ACRES}}{1 \text{ per 150 sf of net habitable area}} = \frac{\text{REQUIRED ACRES}}{1}$$

6. CALCULATE CASH-IN-LIEU:

$$\frac{\text{REQUIRED ACRES}}{1} \times \frac{\$100,000}{(\text{VALUE OF LAND})} = \frac{\$ \text{ CASH-IN-LIEU}}{1}$$

7. FOR INFORMATION ON PROVIDING AN INDEPENDENT CALCULATION, SEE LDR SECTION 7.5.2 OPTION FOR INDEPENDENT CALCULATION OF DEDICATION STANDARDS

TOWN OF JACKSON
LAND DEVELOPMENT REGULATIONS
DIVISION 7.5.3 - SCHOOL EXACCTIONS
DATE: _____

CASH-IN-LIEU OF LAND DEDICATION: SECTION 49770

1. PROJECT NAME: _____
2. LOCATION: _____
3. PROJECT NUMBER: _____
4. CALCULATE REQUIRED DEDICATION OF LAND:

LAND DEDICATION REQUIREMENT	X	<u># OF UNITS</u>	=	LAND DEDICATION
.020 ACRES PER UNIT SINGLE & TWO-FAMILY	_____	_____	_____	_____
.015 ACRES PER UNIT MULTI-FAMILY	_____	_____	_____	_____

5. CALCULATE CASH IN-LIEU:

_____	LAND DEDICATION STANDARD	X	\$100,000 (VALUE OF LAND)	=	\$ _____	CASH- IN-LIEU
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6. FOR INFORMATION ON PROVIDING AN INDEPENDENT CALCULATION, SEE LDR
SECTION 7.5.3 OPTION FOR INDEPENDENT CALCULATION OF DEDICATION
STANDARDS

SECTION 4 – EXSITING CONDITIONS AND DEVELOPMENT ANALYSIS

- 4.1 Proposed Conditions**

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LEGEND

- boundary, subject property
- boundary, adjacent property
- boundary, proposed new subdivision line
- boundary, structure setbacks
- boundary, parking setback
- shared parking
- shared access
- existing building footprint



VICINITY MAP

SCALE: 1" = 200'

DEVELOPMENT CALCULATIONS

EXISTING CONDITIONS

Aspen Hill Lots, Plat 124

Lot Size	Front	Side	Rear	Setbacks & Development Calculations		Site Development	LSR
				Density (Units)	FAR		
Lot 1 BLK4	7,500 sf	20'	10'	1 Single-family Unit 1 Accessory Structure	672 sf 308 sf 980 sf (Total)	1,389 sf	6,077 sf

NM-1 ZONE STANDARDS

Aspen Hill Lots, Plat 124

Lot Size	Front	Side	Rear	Setbacks & Standards - Neighborhood Medium Density-1 (NM-1) Zone		Site Development (Max)	LSR (Min)
				Density (Units)	FAR (Max)		
Lot 1 BLK4	7,500 sf	20'	10'	10'	1 Single-family Unit 1 Accessory Structure*	3,000 sf	4,125 sf

PROPOSED CONDITIONS

New Subdivision Plat:

Lot Size	Front	Side	Rear	Setbacks & Standards	FAR (Max)	Site Development (Max)	LSR (Min)
				Density (Units)			
Proposed Lot 1	3,750 sf	20'	10'	10'	1 Single-family Unit*	1,500 sf	2,063 sf
Proposed Lot 2	3,750 sf	20'	10'	10'	1 Single-family Unit*	1,500 sf	2,063 sf

*Additional accessory structures allowed per NM-1 Zone

0 20 40
SCALE: 1 INCH = 20 FEET
THIS SCALE VALID ONLY FOR 11x17 PRINTS

PROPOSED CONDITIONS
180 ASPEN DRIVE
Lot 1, Block 4, Plat 124
Aspen Hills

LOCATED WITHIN
Section 87
T.62N., R.127W., 6th P.M.
Teton County, Wyoming

SECTION 5 – APPLICATION MATERIALS

- **5.1 Application**
- **5.2 Pre-Application Conference Summary**
- **5.3 Department Reviews**
 - **5.4 Deed**
- **5.5 Letter of Authorization**
- **5.6 Title Report for Lot 1**
 - **5.7 Plat 124**

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PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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>.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

_____ Date

Name Printed

_____ Title



PRE-APPLICATION CONFERENCE SUMMARY

Planning & Development Department Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

This Summary will be prepared by Planning Staff. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application.

Staff may request additional materials during review as needed to determine compliance with the LDRs.

PRE-APPLICATION MEETING BASICS.

PAP#: P22-178
Date of Conference: August 8, 2022
Planning Staff: Katelyn Page

PROJECT.

Name/Description: 180 Aspen Drive Land Division
Physical Address: 180 Aspen Drive
Lot, Subdivision LOT 1, BLK. 4, ASPEN HILL LOTS PIDN: 22-41-16-33-4-07-006
Zoning District(s): Neighborhood Medium Density-1 (NM-1)
Overlay(s): N/A

STAKEHOLDERS.

Applicant: Jorgensen Associates – Matt Gotham / Isaac Boettcher / Ryan Wells
Owner: Jean Ellen Anderson
Agent:

REQUIRED APPLICATIONS. (See B.12, C.1, D.4 of applicable zone in Article 2, 3 or 4) *This project will require the following applications:*

Application	Reason	Fee
Development Plan	Required prior to all Subdivision Plats (Section 8.3.3)	\$3,005
Subdivision Plat	Required for lot split (Section 8.5.4)	\$1,202 plus review fees
Demo Permit (TBD)	Required to remove a structure from a property	\$100

MEETING ATTENDEES:

Name	Company	Phone/Email
Jean Ellen Anderson	Property Owner	
Matt Gotham	Jorgensen	
Isaac Boettcher	Jorgensen	
Ryan Wells	Jorgensen	
Katelyn Page	Town Planning	307-733-0440 x1302
Tyler Valentine	Town Planning	307-733-0440 x1305

TIMELINES. This table is intended to provide general information regarding the review process and timing of decisions. See Article 8 for a complete explanation of the review process.

For administrative decisions made by the Planning Director, the following timelines are generally applicable:

Application Types:	Sufficiency	Planning Director
n/a	n/a	n/a

For decisions requiring a public hearing process, the following timelines are generally applicable:

Application Types:	Sufficiency	Planning Commission (PC)/ Board of Adjustment (BOA)	Town Council
STEP #1 Development Plan	Within 14 days of Submittal	Hearing within 90 days of Sufficiency	Hearing within 60 days of PC Recommendation
STEP #2 Subdivision Plat	Within 14 days of Submittal		Hearing within 90 days of Sufficiency
STEP #3 Demo Permit (TBD)	n/a	n/a	n/a

GENERAL INFORMATION.

Required, If Checked.

If not checked, review requirement with a Staff member to determine if necessary for your application.

Requirement	Notes
<input checked="" type="checkbox"/> Planning Permit Application. The application should list all pertinent permits (use, physical development, interpretation, relief from the LDRs, Development Option/Subdivisions, Amendments to the LDRs) for which you are applying.	Required to be filled out and signed.
<input checked="" type="checkbox"/> Notarized Letter of Authorization. See Section 8.2.4.A for requirements. A template is established in the Administrative Manual.	Required if the applicant/representative is not the owner of the property.

✓	Application Fees. Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.	Please see above.
✓	Review fees. The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the Town Surveyor, Town Engineer, Town Associate Engineer, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.	Review fees required with Subdivision Plat for surveyor and title review.
✓	Mailed Notice fee. See Section 8.2.14.C.4 for notice requirements. If mailed notices are required, the applicant is responsible for paying for any mailing in excess of 25 notices.	Done by the Town Staff. Required for Dev. Plan and Subdivision Plat
✓	Other information needed. All applications submitted to the Town of Jackson Planning Department must be submitted in digital format once the application is determined to be sufficient.	
✓	Response to Submittal Checklist. All applications require response to applicable review standards. For applications where a pre-application conference is required, applicable standards are identified below. If a pre-application conference is optional, see the submittal checklist for the relevant application type.	Response to this checklist as well as LDR Section 8.3.3 and 8.5.4 at time of application.
✓	Title Report. A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review.	Required with Subdivision Plat only.
✓	Narrative description of the proposed development. Briefly describe the existing condition of the property and the proposed use, physical development, subdivision or development option for which you are seeking approval.	Includes findings for Development Plan. Development Plan requires 9 hard copies and 1 digital. Demonstrate compliance with LDRs for each newly created lot: min lot size, access, FAR, LSR, building envelop sizes, etc.
✓	Proposed Development Program. Please use the attached template established in the Administrative Manual.	
✓	Site Plan. Please see the attached list of minimum standards for a site plan, established in the Administrative Manual.	Showing building envelops: Proposed site plans must show that LDR compliance is possible with lot division and does not create any nonconformities such as parking or building setbacks. Lot division allowed for lot size minimum 3,750 SF. See below comments on lot size interpretation in the NM-1 zone.
✓	Floor Plans. Include floor plans for any existing buildings that will be occupied by a proposed use. If changes to existing buildings are proposed, indicate those on the floor plans.	
✓	Neighborhood Meeting Summary. See Section 8.2.3 for Neighborhood Meeting requirements.	Optional for a Development Plan
✓	Posted Notice. See Section 8.2.14.C.4 for Posted Notice requirements for all public hearings.	

✓ **Digital Format.** All application submitted to the Town Planning Department must be submitted in digital format.

Requirements listed under each Article will be checked if required for the application.

✓ *Required, If Checked.*

_____ *If not checked, this requirement is not applicable to your application.*

ARTICLE 2, COMPLETE NEIGHBORHOODS, ARTICLE 3, RURAL AREA ZONES, and ARTICLE 4, SPECIAL PURPOSE ZONES – (Public/Semi-Public & Park and Open Space zones only).

Applicable Zone: NM-1

Applicable LDR Section: 2.2.7

PHYSICAL DEVELOPMENT. Please see Subsection B in applicable Zone District for specific standards.

Requirement

Notes

✓ **Structure Location and Mass** (setbacks, height, FAR, etc.)

Show existing buildings in relation to all setbacks.

_____ **Maximum Scale of Development** (individual building size)

_____ **Design Review** (Design Guidelines and Design Review Committee)

✓ **Site Development** (Driveway and Access limits)

Identify existing and proposed access. Show parking dimensioned on plans.

✓ **Landscaping** (see Div. 5.5 for more information)

Provide the new LSR requirements for each new lot.

_____ **Fencing** (see Sec. 5.1.2 for more information)

_____ **Environmental Standards (see Div. 5.1 and 5.2 for more information)**

- Natural Resource Buffers
- Irrigation Ditch Setback
- Natural Resource Overlay Standards

_____ **Scenic Standards (see Div. 5.3 for more information)**

- Exterior Lighting
- Scenic Resource Overlay (SRO) Standards

_____ **Natural Hazards to Avoid (see Div. 5.4 for more information)**

- Steep Slopes
- Areas of Unstable Soils
- Fault Areas
- Floodplains
- Wildland Urban Interface

_____ **Signs (see Div. 5.6 for more information)**

Grading, Erosion Control, Stormwater (see Div. 5.7 for more information)

May be required with Demo permit

- Grading
- Erosion Control
- Stormwater Management

USE STANDARDS. *Please see Subsection C in applicable Zone District for specific standards.*

Requirement **Notes**

Allowed Uses (see Div. 6.1 for more information)

Parking (see Div. 6.2 for more information)

Affordable Workforce Housing (see Div. 6.3 for more information)

Maximum Scale of Use

Operational Standards (see Div. 6.4 for more information)

- Outside Storage
- Refuse and Recycling
- Noise
- Vibration
- Electrical Disturbances
- Fire and Explosive Hazards
- Heat and Humidity
- Radioactivity

SUBSECTION D, DEVELOPMENT OPTIONS. *Please provide the following information for the applicable zone.*

Requirement **Notes:**

✓ Allowed Subdivision and -Parks and Schools Exactions required at time of subdivision plat Development Options

Subdivision and Development Option Permits

Additional Comments:

ARTICLE 7, DEVELOPMENT OPTION AND SUBDIVISION STANDARDS APPLICABLE IN ALL ZONES.

Requirement **Notes**

Division 7.1, Development Option Standards

7.1.3 Urban Cluster Development
7.1.4 Mobile Home Park

✓ **Division 7.2, Subdivision Standards**

7.2.2 Standards Applicable to all Subdivision
7.2.3 Land Division Standards
7.2.4 Condominium and Townhouse Subdivisions

<input checked="" type="checkbox"/>	Division 7.5, Development Exaction Standards	
	7.5.2. Park Exactions	Park – 9 acres per 1,000 resident
	7.5.3. School Exactions	Schools - .020 acres per 1- or 2-family unit .015 acres per multi-family unit
		Include exaction sheet calculations with subdivision application
<input checked="" type="checkbox"/>	Division 7.6, Transportation Facility Standards	
	7.6.2 Access to Roads, Streets and Highways	
	7.6.3 Streets, Alleys, and Easements	
<input checked="" type="checkbox"/>	Division 7.7, Required Utilities	
	7.7.2 Potable Water Supply	
	7.7.3 Sanitary Sewer Systems	
	7.7.4 Irrigation Ditch Systems and Design	
	7.7.5 Other Utilities	
	7.7.6 Fuel Storage Tank	
	Division 7.8, Workforce Housing Incentive Program	

PLAN REVIEW COMMITTEE. *The Plan Review Committee consists of the following listed agencies. Planning Staff will transmit pertinent portions of the application to each agency. Other agencies and individuals not checked off on this list may be added to the PRC if necessary.*

<input checked="" type="checkbox"/>	Public Works/Town Engineer	<input checked="" type="checkbox"/>	Police Department
<input checked="" type="checkbox"/>	Building Official	<input checked="" type="checkbox"/>	START Bus
<input checked="" type="checkbox"/>	Town Attorney	<input checked="" type="checkbox"/>	Jackson Hole Fire EMS
	Town Clerk	<input checked="" type="checkbox"/>	Parks and Recreation Department
<input checked="" type="checkbox"/>	Pathways Coordinator		Teton County School District #1
<input checked="" type="checkbox"/>	Surveyor – for subdivision plat		Teton County Sheriff
<input checked="" type="checkbox"/>	Title Company – for subdivision plat		Teton Conservation District
<input checked="" type="checkbox"/>	Teton County Housing Authority		Wyoming Department of Game & Fish
	Teton County Weed & Pest		Wyoming Department of Transportation
	Teton County Planning		Wyoming Department of Environmental Quality
	Teton County Engineer		Army Corp of Engineers
	Teton County Assessor		Lower Valley Energy
	Integrated Solid Waste and Recycling		U.S. National Park Service
	Teton County Clerk		U.S. Forest Service
	Teton County Public Health		U.S. Fish and Wildlife
	Teton County Scenic Preserve Trust		Other (Teton County Historic Preservation Board)

Additional Comments:

1.

Town of Jackson
Project Reviews

Project Number	P22-178	Applied	7/12/2022	AL
Project Name	Pre-App - 180 Aspen Dr. - Lot Split	Approved		
Type	PREAPPLICATION	Closed		
Subtype	DEVELOPMENT PLAN	Expired		
Status	STAFF REVIEW	Status		
Applicant		Owner	ANDERSON, JEAN ELLEN REVOCABLE	
Site Address		City	State	Zip
180 ASPEN DRIVE		JACKSON	WY	83001
Subdivision		Parcel No		
ASPEN HILL (1938)		22411633407006		

Type of Review	Notes	Status	Dates			Remarks
			Sent	Due	Received	
Building		APPROVED W/CONDITI	7/12/2022	8/3/2022	7/19/2022	
(7/19/2022 1:45 PM KS)						
Lot split cannot create existing residences to become out of compliance to the Building Code.						
Parks and Rec		NO COMMENT	7/12/2022	8/3/2022	8/4/2022	
Pathways		NO COMMENT	7/12/2022	8/3/2022	8/1/2022	
Planning		APPROVED W/CONDITI	7/12/2022	8/3/2022	8/4/2022	see notes
(8/2/2022 2:50 PM KP)						
Please refer to Final PAP checklist post meeting.						
Lot division will require approved Development Plan and Subdivision Plat.						
See draft estimates for park and schools exactions as part of subdivision plat (will accompany pre-app checklist)						
Lots which were originally platted with an inteded SF of 7,500 but are currently surveyed smaller may be subject to Planning Staff interpretation that deems them conforming for the purposes of apply for planning applications which require a 7,500 SF min.						
A proposed lot division may not create site or physical nonconformities for proposed lots.						
Public Works		APPROVED W/CONDITI	7/12/2022	7/27/2022	7/29/2022	see notes

Type of Review	Notes	Status	Dates			Remarks
			Sent	Due	Received	
	(7/29/2022 10:34 AM JSIL) Pre-Ap Comments					

P22-178

ADDRESS: 180 Aspen Drive

OWNER: Jean Ellen Anderson

APPLICANT: Jorgensen Associates, Inc – Matt Gotham

7/27/2022

Jeff Silliman, 733-3079

DATE OF SUBMITTAL: 7/13/2022

DATE OF MATERIALS: 7/5/2022 (Draft Plat)

The engineering division has reviewed your application for a Pre-Application Conference submitted on and with application materials as dated above.

*The following comments are being provided for use in preparation of future applications and are required for sufficiency.

PROJECT SPECIFIC COMMENTS

Bond will be required for monumentation. Bond will be released once monumentation for the subdivision has been set or verified to be in place and not disturbed by written statement by a licensed surveyor.

Capacity fee credits will remain with the main house lot (north side).

Existing sewer service to main house on Millward side. Water service located on Aspen Dr to main house. Southern lot will require new sewer and water services from the main (water on Millward or Pine Dr) prior to future building permit approval. If the existing building to the south has existing sewer and water service, provide easements to utilities crossing lot lines. Easements need to be recorded with the County Clerk.

A demolition permit is required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.

Provide clarification for driveway/access to each future lot.



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: 02/07/2022

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 : Jean Ellen Anderson, Trustee

Jean Ellen Anderson Revocable
Being duly sworn, deposes and says that Living Trust dated May 1, 1997 is the owner in fee of the premises located at:
Name of property owner as listed on deed
Address of Premises: 180 Aspen Dr., Jackson, WY

Legal Description: Lot 1, Block 4, Aspen Hill Lots, Plat 124. Town of Jackson, Wyoming

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Matt Gotham, Jorgensen Associates, Inc.

Mailing address of Applicant/agent: PO Box 9550, Jackson, WY 83002

Email address of Applicant/agent: mgotham@jorgeng.com

Phone Number of Applicant/agent: 307-733-5150

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) _____

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of

you - ,

Property Owner Signature
Trustee

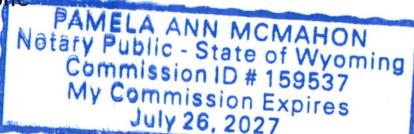
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner:

STATE OF Wyoming)

COUNTY OF Teton) SS.)
)

The foregoing instrument was acknowledged before me by Jean Elenhak this 8th day of June, 2022. WITNESS my hand and official seal.

Notary Public



My commission expires: July 26, 2027

RELEASED	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input checked="" type="checkbox"/>

RELEASE OF LIS PENDENS

Notice is hereby given that the Lis Pendens filed by Garland & Potter, LLC in *Patricia L. Anderson v. Jean E. Anderson, as Trustee of the Anne R. Anderson Trust dated February 2, 1996, James L. Anderson as Trustee of the Laurence E. Anderson Trust dated February 2, 1996, Jean Ellen Anderson, as Trustee of the Jean Ellen Anderson Trust dated May 1, 1997 and Jean E. Anderson*, Civil Action No. 16980 (Teton Co. WY) on June 4, 2015, in the official records of Teton County, Wyoming as Document No.0883551 at Book 896 of Photo, p. 1074, is hereby released, discharged, and of no further force and effect. The real property which is the subject of the above-referenced Lis Pendens is described as:

Lot 1 of Block 4 of the Aspen Hill Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded May 13, 1938 as Plat No. 124.

PIN 22-41-16-33-4-07-006

Together with all improvements thereon and all fixtures and appurtenances thereto.

GRANTOR: POTTER, AMY W ATTORNEY

GRANTEE: THE PUBLIC

Doc 0894378 bk 908 pg 926-926 Filed At 15:29 ON 11/12/15

Sherry L. Daigle Teton County Clerk fees: 12.00

By Mary D Antrobus Deputy



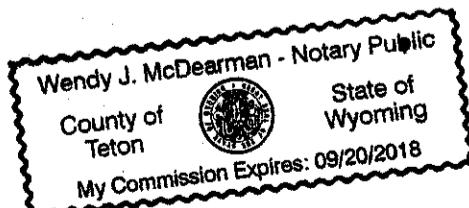
Amy W. Potter (6-4300)
Garland & Potter, LLC
P. O. Box 4310
Jackson, WY 83001
(307) 733-0661
(307) 222-0530 FAX
Attorneys for Plaintiff

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

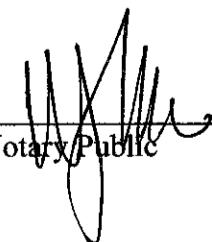
The foregoing Notice of Lis Pendens was acknowledged before me by Amy W. Potter this 12 day of November, 2015.

WITNESS my hand and official seal.

SEAL



Notary Public



Issued To:

Jorgensen Associates, PC
1315 HWY 89 S., Suite 201
Jackson, WY 83002

Report No.: W-27987
Effective Date: June 24, 2022
Current Date: June 30, 2022
Cost: \$250.00

Property Address: 180 Aspen Drive, Jackson, WY 83001

County: Teton

1. According to the last deed appearing of public record, title to the fee simple estate or interest in the land described or referred to in this Report at the effective date hereof appears to be vested in:

Jean Ellen Anderson, Trustee of the Jean Ellen Anderson Revocable Living Trust dated May 1, 1997

2. The land referred to in this Report is described as follows:

See Exhibit "A" Attached Hereto and Made a Part Hereof

Issued By:

WYOMING TITLE & ESCROW, INC.
Christina Feuz, President
Phone: 307.732.2983

This Ownership and Encumbrance Report is not a Commitment for Title Insurance nor is it an Abstract of Title. This Ownership and Encumbrance Report is for informational purposes only, does not necessarily contain all defects, liens or encumbrances of record, and may not be relied upon as a representation of the record regarding the subject property, and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-27987

EXHIBIT "A"
LEGAL DESCRIPTION

Lot 1 of Block 4 of the Aspen Hill Addition to the Town of Jackson, according to that plat recorded Office of the Teton County Clerk on May 13, 1938 as Plat No. 124.

PIDN: 22-41-16-33-4-07-006

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-27987

ENCUMBRANCES WHICH AFFECT THE SUBJECT PROPERTY APPEAR TO BE (BUT ARE NOT NECESSARILY LIMITED TO) THE FOLLOWING:

1. Minerals of whatsoever kind, subsurface and surface substances, including but not limited to coal, lignite, oil, gas, uranium, clay, rock, sand and gravel in, on, under and that may be produced from the Land, together with all rights, privileges, and immunities relating thereto, whether or not appearing in the Public Records or listed in Schedule B. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.
2. (a) Unpatented mining claims; (b) Reservations or exceptions in patents or in acts authorizing the issuance thereof; (c) water rights claims or title to water, (d) any right title or interest in any sand and gravel and/or minerals including access to and from to extract minerals, mineral rights, or related matters, including, but not limited to oil, gas, coal and other hydrocarbons, whether or not the matters excepted under (a), (b), (c) or (d) are shown by the public records.
3. General taxes for the year 2022, and subsequent years, a lien in the process of assessment, not yet due or payable.

TAX NOTE:

Taxes, special and general, assessment districts and service areas, for the year 2021.

Tax ID No. OJ-000027.

1st Installment: \$2,461.44 PAID
2nd Installment: \$2,461.43 PAID

4. All matters as delineated on the Official Plat of Aspen Hill Addition to the Town of Jackson, on file and of record with the Teton County Clerk, Official Records of Teton County, State of Wyoming, Plat No. 124.
[Plat 124](#)

***** End of Schedule *****

