



# 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: September 30, 2022</p> <p>Item #: P22-244</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a></p> <p><b>Owner</b> 1490 JHWS LLC PO Box 12118 Jackson, WY 83002</p> <p><b>Applicant</b> Matthew Scott PO Box 6896 Jackson, WY 83002</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application Conference for 1490 Gregory Lane., legally known as LOT 4, MARTIN ADDITION PIDN: 22-40-16-06-1-09-004</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: October 7, 2022 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto: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](http://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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

Name: 1490 JHWS LLC Phone: 773-633-4548

Mailing Address: PO BOX 12118 Jackson, WY ZIP: 83002

E-mail: mwscott34@gmail.com

#### **APPLICANT/AGENT.**

Name, Agency: Matthew Scott Phone: 773-633-4548

Mailing Address: PO Box 6896 Jackson, WY ZIP: 83002

E-mail: mwscott34@gmail.com

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

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

\_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

*Matthew Scott*

\_\_\_\_\_  
Signature of Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title



September 28, 2022

Town of Jackson  
Planning and Building Dept.  
150 East Pearl Ave  
P.O. Box 1687  
Jackson Wyoming, 83001

Landscape Design

P.O. Box 9090  
Jackson, Wyoming

To Whom It May Concern:

Please find enclosed the Grading Permit Pre-Application Conference Request submittal for 1490 Gregory Lane.

The existing property at 1490 Gregory Lane has 2 existing buildings with gravel parking areas. Flat Creek runs along the East side of the property and the bike path runs along the North property line as well. South of the property is High School Road and the sidewalk and bike path along it. There are existing mature evergreen and deciduous trees in several planting beds along the structures. At the Northwest property corner, there is an existing utility grouping on a concrete pad.

This proposed grading project extends the existing gravel parking areas out towards Flat Creek, with boulder retaining to act as barrier between the parking area and the creek banks. This boulder retaining is to be approximately 2 feet in height and will occur outside of the flood plain, as shown on the included Grading Site Plan. The extents of this grading project disturb more than 3,000 sf and the total impervious surface is more the 41%, thus we are anticipating that we will be submitting a Plan Level Grading Permit application.

Included in this submittal are the following documents:

- A completed Grading Permit Pre-Application Conference Application
- One completed Grading Site Plan drawing
- Variance Letter for the creek setback on the property

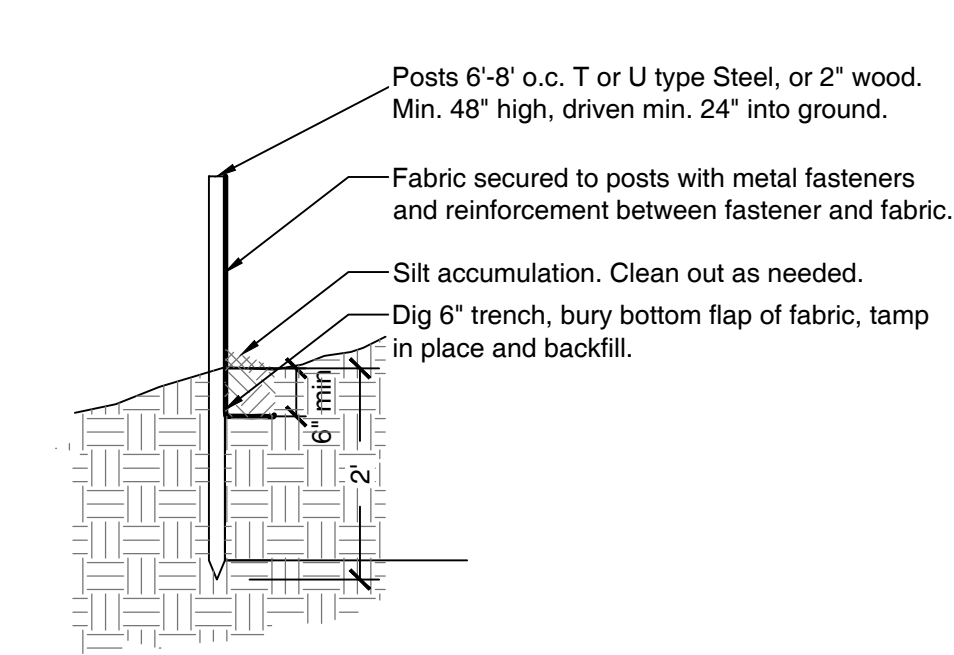
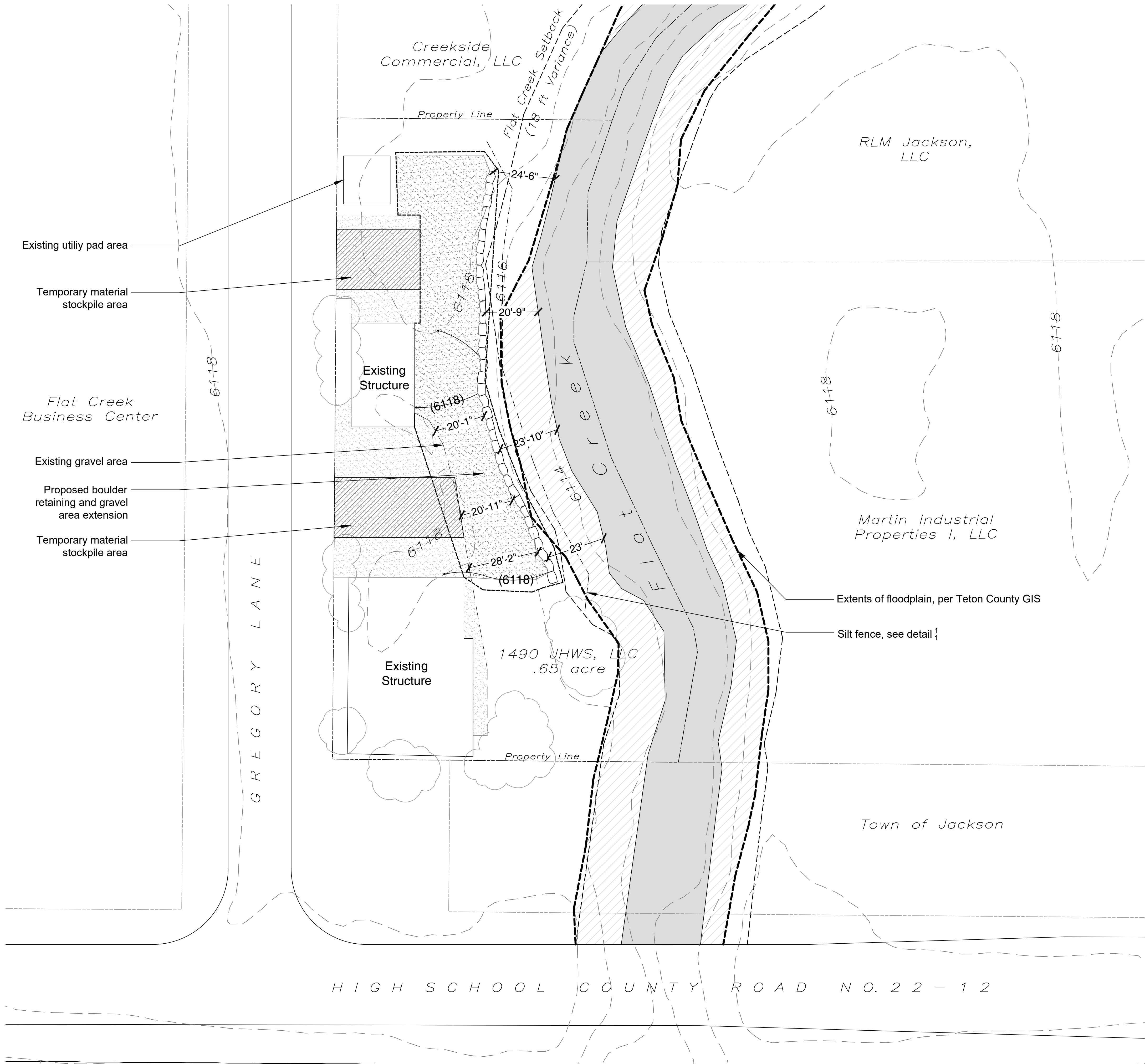
Please feel free to contact the property owner or myself if you have any questions of need any additional information.

Sincerely,

Trissta Lyman-Morgan, Landscape Designer

Enc.





Notes:  
-- Use silt "Nillex Silt Fence" as manufactured by Nillex Corporation (303) 766-2000, or equivalent.  
-- Erosion control fabric shall be checked on a weekly basis for sediment build up. Sediment will be removed from the structure if it compromises the effectiveness of erosion control. The fabric shall be left in place until site has been fully reclaimed or until construction improvements are required for that area.

**1 Silt Fence**  
Scale: N/A

**GENERAL NOTES**

- Contractor is responsible for all hardscape elements shown including, but not limited to, boulder retaining, gravel pavement, all compacted subgrade, etc.
- Contractor shall be responsible for coordinating timing of his work with that of other sub-contractors.
- Contractor shall be responsible for all measures to identify and protect workers and visitors from site hazards. Protection from dangers may include barricades, flagging, signing, etc. Trenches shall remain open as short a duration as possible; all trenches and rough grades in the immediate vicinity of the house shall be staked or flagged at all times.
- Contractor shall verify locations and depths of all existing underground utilities and underground improvements and shall immediately restore and repair damage they caused to said improvements at their own expense.
- Contractor shall designate an on-site location for storage of materials. Storage area shall be organized to be neat and orderly, and not constitute a safety hazard or eyesore.
- All trash and debris resulting from work shown shall be removed from the site as work progresses. The Contractor shall remove and dispose of all trash and debris at his expense.
- Any variations from the drawings shall be brought to the attention of the landscape architect. Any proposed changes shall have prior approval from the landscape architect.

**Project schedule**  
Anticipated Project Start: October 2022  
Anticipated Project End: December 2022  
Final Revegetation Seeding to occur May 2023

**Surface totals**  
Total Proposed Driveway Surface: Approx. 4,296 sf  
Total Existing Impervious Surface: Approx. 9,767 sf  
Total Proposed and Existing Impervious Surface: Approx. 14,063 sf = 49.6% of lot  
Total Area of Disturbance: Approx. 5,745 sf

**Invasive Weed Mitigation Plan**  
Pre-Construction Management Strategies:  
1. Known infestations will be treated at least two weeks prior to construction using methods listed below.

Active Construction Management Strategies:  
1. Construction equipment will be periodically be monitored for cleanliness prior to entering the site.  
2. Soil stockpiles will be routinely checked and treated for invasive species.  
3. Disturbance outside of the construction zone and in areas where invasive species are present will be minimized.  
4. All areas outside of the construction zone will be kept on active management using the methods listed below. This area will be monitored and treated at least twice each growing season.

Post-Construction Management Strategies:  
1. Native grass seed application would occur as soon as possible after construction is complete to prevent the establishment of invasive species in the disturbed areas.  
2. Nursery stock will be used in accordance with W.S. 11-9-101 – 109 (Wyoming Nursery Stock Law), accompanied by a valid health certificate, and acquired through a dealer licensed by the Wyoming Department of Agriculture. Seeds will be used in accordance with W.S. 11-12-101 – 125 (Wyoming Seed Law), certified weed free, and acquired through a dealer licensed by the Wyoming Department of Agriculture.  
3. Certified weed free straw, gravel, and soil will be utilized as much as possible.  
TCWP will be contacted to create a post-construction inventory.

**Plans for Revegetation:**  
Reclamation areas and all plantings to be maintained as needed until vegetation is established.  
1. All disturbed area will be planted and reclaimed with Native Grass species as shown.

**Source of Seed:**  
Sources of all seed and landscaping materials should be verified by applicant and /or her/his agent as not containing noxious weeds or exotic species disfavored by the Teton County Weed and Pest Department.

**Seeding Schedule:**  
Seeding will take place in the Spring of 2022 for any disturbed area on the bank side of the boulder retaining

NATIVE GRASS RECLAMATION SEED MIX		
Botanical Name	Common Name	LBS / Acre
Festuca saximontana	Rocky Mt. Fescue	5.00
Pascopyrum smithii	Western Wheatgrass	12.0
Elymus lanceolatus ssp. lanceolatus	Thickspike Wheatgrass	10.0
Poa secunda	Sandberg Bluegrass	1.00
Bromus marginatus	Mountain Brome	10.5
Festuca idahoensis	Idaho Fescue	2.00
Perennial Rye Tetraploid, Oro Verde	Perennial Rye	3.00
Apply at a rate of 43.5 LBS per acre	TOTAL	43.5

No.	Revisions	Date
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GEC Site Plan

Building Permit & GEC  
Submittal

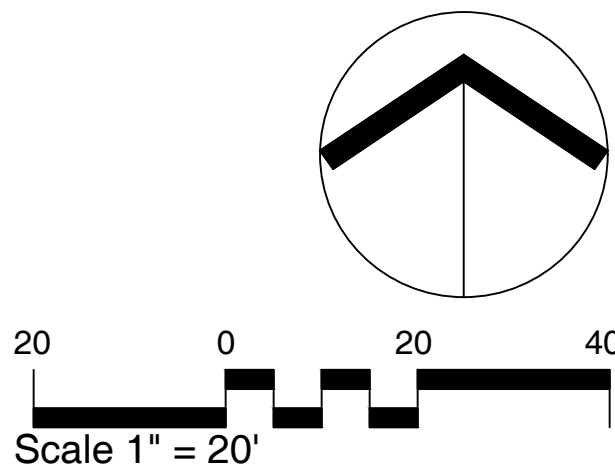
1490 JHWS, LLC  
1490 Gregory Lane  
Jackson, WY



Landscape Design

P.O. Box 9090  
Jackson, Wyoming  
perennialwest@gmail.com

Drawing Date: 9/26/2022  
Drawn By: TBL



# Town of Jackson WYOMING

November 16, 1995

Merrill J. Martin  
P.O. Box 1743  
Jackson, Wyoming 83001

Re: Item No. 95-29 (PC/BOA), northeast corner Gregory Lane and High School Road.

Dear Mike:

As, I am sure you are aware, the Jackson Town Council, on November 6, 1995, approved the following:

95-29 A: Final Development Plan to construct two structures with a total of 4,720 sq. ft. of light industrial space in the Business Park (BP) zone.

This project was approved subject to the following conditions:

1. A **letter of credit** shall be posted to cover 125 percent of the cost of landscaping, paving, drainage, and off-site street improvements (including curbs and sidewalks) to be installed as a part of this project prior to issuance of any building permits;
2. Any **stored snow** that restricts parking, circulation, traffic visibility or pedestrian walkways shall be removed from the site;
3. All **exterior lighting** shall be down cast and directed towards the interior of the development;





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4. All **previously disturbed areas** that will not be occupied by structure, parking or drives shall be revegetated. A **revegetation plan** shall be submitted and approved as part of the landscape plan prior to issuance of a building permit.
5. The projects shall be approved by the **Town Engineer** prior to issuance of any building permits. Specifically, the following items shall be addressed:
  - A. The portion of the subject site proposed to be developed shall be graded to drain away from Flat Creek and toward Gregory Lane. The developer shall be obligated to install a drop inlet at the driveway entrance and connect the drop inlet to a municipal storm drain collection network at such time as a municipal storm drain collection network is installed in the Gregory Lane light industrial district.
  - B. A Town standard street light shall be installed by the developer at the intersection of Gregory Lane and High School Road.
  - C. The project proponent shall demonstrate the project's compliance with the Town's Flood Damage Prevention Ordinance prior to issuance of any building permit for the project.
6. **Equipment, vehicles and materials** shall not be stored within the creek setback during or after construction. A construction fence shall be erected around the area to be developed, 10 ft. from the eastern edge of both buildings and 10 ft. from the northern edge of the north building, during construction.
7. There shall be no **outdoor storage** on the site.
8. **Snow** shall not be stored within the 50 ft. creek setback.

As well, the Jackson Board of Adjustment on October 18, 1995 granted you the following variances which are related to the Development Plan:



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95-29 B. Variance to allow an 18 ft. setback from the top of the bank of Flat Creek, where a 50 ft. setback is required.

95-29 C. Variance to allow a 10 ft. front setback, where a 20 ft. setback is required.

Should you have any questions regarding these items, please do not hesitate to contact me at 733-0440.

Sincerely,



Sylvia A. Kreel  
Planner

cc: Bryan Tarantola  
Laura Yokel, Development Coordinator