



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: September 30, 2022

Item #: P22-244

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner

1490 JHWS LLC
PO Box 12118
Jackson, WY 83002

Applicant

Matthew Scott
PO Box 6896
Jackson, WY 83002

REQUESTS:

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

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

Please respond by: October 7, 2022 (with Comments)

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



PRE-APPLICATION CONFERENCE REQUEST (PAP)
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be 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: 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
 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 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 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.

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

Name Printed

Date

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 than 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 or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Trissta Lyman-Morgan".

Trissta Lyman-Morgan, Landscape Designer

Enc.

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;



Merrill J. Martin
Item 95-29
11/16/95
Page 2

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:

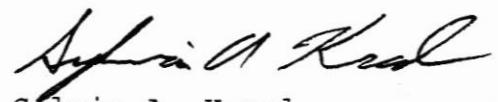
Merrill J. Martin
Item 95-29
11/16/95
Page 3

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