



# 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: November 10, 2022</p> <p>Item #: P22-268</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <p><b>Property Owner:</b> Town of Jackson PO Box 1687 Jackson, WY 83001</p> <p><b>Applicant/Agent</b> Teton County/Jackson Parks &amp; Recreation PO Box 811 Jackson, WY 83001</p>	<p><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a ZMA pre-application conference for the properties located at PT. SE 1/4NW1/4 &amp; PT. NE 1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 1 (T-46D), PT. W1/2NE1/4 &amp; PT. SE1/4NW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 2 (T-46D), PT. SW1/4NE1/4, PT. SE1/ENW1/4 &amp; PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 3 (T-46D), PT. W1/2NE1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 4 (T-46D), PT. SE1/4NW1/4, SEC 33, TWP 41, RNG 116. KARNS MEADOW TRACT 6 (T-46D)</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: December 1, 2022 (with Comments)</b></p>	

Town of Jackson  
PO Box 1687  
Jackson, WY 83001

Teton County/Jackson Parks & Recreation  
PO Box 811  
Jackson, WY 83001

The applicant is submitting a request for a ZMA pre-application conference for the properties located at PT. SE 1/4NW1/4 & PT. NE 1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 1 (T-46D), PT. W1/2NE1/4 & PT. SE1/4NW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 2 (T-46D), PT. SW1/4NE1/4, PT. SE1/ENW1/4 & PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 3 (T-46D), PT. W1/2NE1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 4 (T-46D), PT. SE1/4NW1/4, SEC 33, TWP 41, RNG 116. KARNS MEADOW TRACT 6 (T-46D)

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

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



Karns Meadow Park  
Pre-Application Meeting Narrative  
Tracts 1,2,3,4,6

Karns Meadow is located on Karns Meadow Dr. in the Town of Jackson, Wyoming. This 41.6 acre undeveloped park consists of 6 Tracts and is bordered by roads on all sides with sidewalks on the southern, and a portion of the eastern sides. The Flat Creek runs diagonally through the site, from the northeast to the southwest. All of Karns Meadow is within the Natural Resources Overlay and provides habitat for many species and ecosystem services for the Jackson community.

Presently, all Karns Meadow Park Tracts are zoned Neighborhood Low Density (NL-1), which is inconsistent with the present and desired future use of the park. We are asking for consideration of a rezone of Karns Meadow Park Tracks 1, 2, 3, and 6 to the Park and Open Space (P) zone. Tract 4 would also be rezoned to the Park and Open Space (P) zone, with the exception of approximately 24,000 ft<sup>2</sup> on the eastern side of the park, which is reserved for housing and would remain NL-1 (See Attached Map). A rezone to P for these Tracts will also be consistent with the allowable uses found in the conservation easements (See Attached Map).

**Findings for Approval**

1. Is consistent with the purposes and organization of the LDRs;
  - Complies- The Town of Jackson Land Development Regulations Div. 1.3 Purpose and Intent states that focus is on the Community Vision and Implementation of the Common Values of Community Character. The proposed rezone of Karns Meadow Park Tracts 1, 2, 3, 4, and 6 will align with these as it is a step toward the Park contributing to the Community Vision and Character.
2. Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan;
  - Complies- A rezone to P will align with the Comprehensive Plan Illustration of Our Vision as it states that wildlife use and recreational opportunities will need to be carefully balanced in Karns Meadow, moving forward. Rezoning these Tracts to P will allow for this balance.
3. Is necessary to address changing conditions or a public necessity; and
  - Complies- Complete Neighborhoods require Quality Open Space. The Midtown Subarea is dependent on Karns Meadow Park to fill this role and the rezone to P is the first step in allowing it to function as a Quality Open Space.
4. Is consistent with the other adopted Town Ordinances.
  - Complies.



## 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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: Karns Meadow Masterplan Development

Physical Address: PT. SE1/4NW1/4 & PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW

Lot, Subdivision: Tract 1 (See Attached For Additional Parcels)

PIDN: 22-41-16-33-2-00-026 (See Attached)

#### **PROPERTY OWNER.**

Name: Town of Jackson, Wyoming Phone: 307-733-3932

Mailing Address: PO BOX 1687, Jackson, WY ZIP: 83001

E-mail: \_\_\_\_\_

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

Name, Agency: Teton County/Jackson Parks & Recreation Phone: 307-732-8485

Mailing Address: PO Box 811, Jackson, WY ZIP: 83001

E-mail: rrudd@tetoncountywy.gov

#### **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: EcoConnect Consulting, LLC Phone: (307) 699-0896  
Mailing Address: PO Box 13259, Jackson, WY ZIP: 83002  
E-mail: megan@ecoconnectjh.com

**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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**N/A 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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

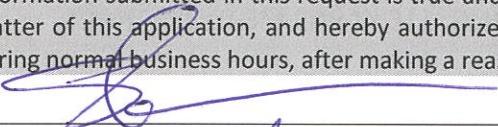
**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (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

STEVE ASHWORTH  
Name Printed

11/8/22  
Date

DIRECTOR  
Title

Additional Legal Descriptions:

- PT. W1/2NE1/4 & PT. SE1/4NW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 2- 22-41-16-33-1-00-033
- PT. SW1/4NE1/4, PT. SE1/ENW1/4 & PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 3- 22-41-16-33-1-00-034
- PT. W1/2NE1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 4- 22-41-16-33-1-00-035
- PT SE1/4NW1/4, SEC 33, TWP 41, RNG 116. KARNS MEADOW TRACT 6- 22-41-16-33-2-00-031



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:

## 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

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

Name of property owner as listed on deed

Address of Premises: 690 W Snow King Ave, Jackson, WY 83001

Legal Description: PT. SE1/4NW1/4 & PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 1 (T-46[

Please attach additional sheet for additional addresses and legal descriptions 22-41-16-33-2-00-026

And, that the person named as follows: Name of Applicant/agent: Steve Ashworth

Mailing address of Applicant/agent: PO Box 811, Jackson, WY 83001

Email address of Applicant/agent: sashworth@tetoncountywy.gov

Phone Number of Applicant/agent: 307-732-5752

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       Demolition Permit

Other (describe) Zoning Amendment

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

*Town Manager*

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

STATE OF Wyoming )

) SS.

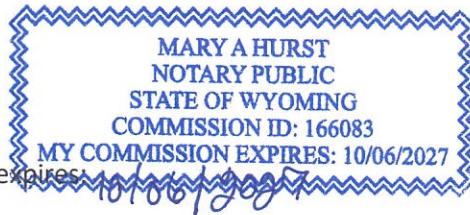
COUNTY OF Teton )

)

The foregoing instrument was acknowledged before me by Tyler Sinclair this 27<sup>th</sup> day of October 2022. WITNESS my hand and official seal.

*Mary A. Hurst*  
Notary Public

My commission expires



Additional Legal Descriptions:

1. PT. W1/2NE1/4 & PT. SE1/4NW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 2-22-41-16-33-1-00-033
2. PT. SW1/4NE1/4, PT. SE1/ENW1/4 & PT. NE1/4SW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 3 22-41-16-33-1-00-034
3. PT. W1/2NE1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 4- 22-41-16-33-1-00-035
4. PT. SE1/ENW1/4 SEC. 33, TWP. 41, RNG. 116 KARNS MEADOW TRACT 5- 22-41-16-33-2-00-028
5. PT SE1/4NW1/4, SEC 33, TWP 41, RNG 116. KARNS MEADOW TRACT 6- 22-41-16-33-2-00-031

**Tract 6 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Special events
- Paved bicycle, pedestrian & XC ski pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Sports such as soccer, rugby, softball, touch football, volleyball, and horseshoes.
- Non-commercial landing of non-motorized hang gliders and paragliders.
- Water well
- Bathroom facilities and picnic shelter.
- Maintenance activities

**Tract 5 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Special events
- Paved bicycle, pedestrian & XC ski pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Equestrian pathway <10'
- Water well
- Maintenance activities
- Parking lot or parking garage
- A public bus stop
- Snow storage -NOT permitted after the development of the real property to the west.

0 150' 300' 600'

Project:  
Karns Meadow Masterplan

Drawing Title:  
Tract Allowed Uses

Address: Date: 7/14/2022 Scale: 1"=300' Sheet #:

Drawn By: RR Version:

**Tract 2 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Paved bicycle, pedestrian & XC ski pathway <10'
- Equestrian pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Bridge over Flat Creek
- 2-Person Fishing Platform
- Maintenance activities

**Tract 4 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Paved bicycle, pedestrian & XC ski pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Water well
- Bathroom facilities and picnic shelter.
- Maintenance activities
- Public drive (Karns Meadow Drive)
- Equestrian pathway <10'
- Parking lot
- Stormwater treatment plant
- Residential development- three single-family residential lots, one guest apartment, attached or detached garage, utilities, and a driveway. Neighborhood Low Density -1 (NL-1).

**Tract 3 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Paved bicycle, pedestrian & XC ski pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Equestrian pathway <10'
- Water well
- Maintenance activities
- Bridge over Flat Creek
- Wooden platform to allow access to Flat Creek
- Solar panels

**Tract 1 Allowed Uses:**

- Natural Park
- Plantings, chemical use, removal of vegetation, & habitat improvements
- Use of vehicles for maintenance purposes
- Scientific study and educational use
- Commercial photography
- Paved bicycle, pedestrian & XC ski pathway <10'
- Downcast lighting on pathway
- Informal recreational uses.
- Unlighted, wooden signs
- Equestrian pathway <10'
- Water well
- Maintenance activities
- Bridge over Flat Creek
- Wooden platform to allow access to Flat Creek
- Solar panels

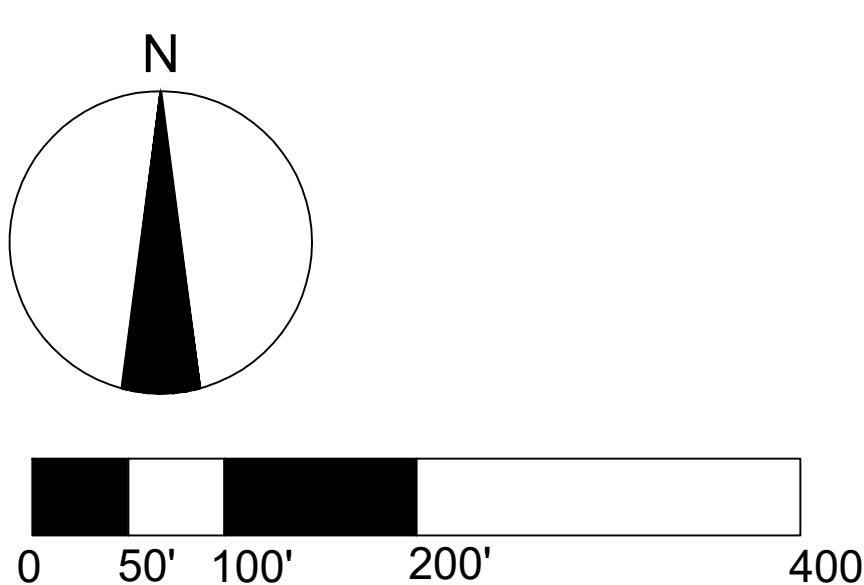




Current Zoning



Proposed Zoning



Project Title:  
Karns Meadow Park Masterplan

Drawing Title:  
Zoning Amendment

Address:

Date:  
11/8/2022

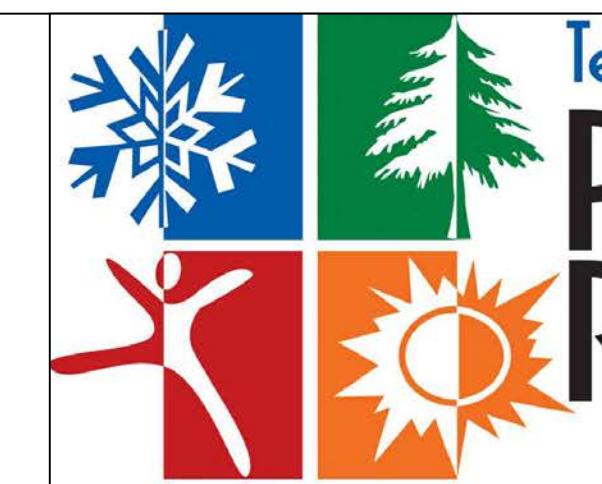
Scale:  
1"=200'  
(36"x24" plot)

Sheet #:  
1 of 1

For Information Only  
Not For Construction

Drawn By:  
RR

Version:  
N/A



Teton County • Jackson  
**PARKS & RECREATION**  
*Join In The Fun!*