



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: November 28, 2022	REQUESTS: The applicant is submitting a request for a pre-application conference for a CUP for a wildlife tour operation for the property located at 1490 Gregory Lane legally known as LOT 4, MARTIN ADDITION PIDN: 22-40-16-06-1-09-004 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P22-281	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: 1490 JHWS LLC – Matthew Scott PO Box 12118 Jackson, WY 83002 Applicant: Same	
Please respond by: December 19, 2022 (Comments)	

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

JHWS Narrative

1490 is .65 acres (28,314 sq. ft) lot with a 3,200 sq. ft commercial office building, an attached garage, and a stand-alone double garage 720 sq. ft. The building has 5 dedicated office spaces that are currently leased to 4 tenants. Two units are leased by one tenant. The structure is in good condition with no improvements required. The structure was inspected at closing and was found to have no deficiencies.

1490 Gregory lane was purchased in July of 2022 by Matthew Scott through 1490 JHWS LLC.

JHWS is a wildlife tour company operating in Grand Teton and Yellowstone National Parks and had been in business since 2007. JHWS intends to use said property as an operational base to serve clients. Customers are picked up from their place of stay and never come to the shop. The site will be used for parking of JHWS business vehicles and JHWS employee vehicles, vehicle staging and some cleaning, and as well as tenant parking for the other commercial tenants. JHWS would take over one an approximately 400 sq. ft unit to be used to store trip and cleaning supplies. We would use the stand along garage for vehicle storage. Employees of JHWS will swap their personal vehicle for a touring vehicle. Stacked parking of JHWS vehicles is an acceptable way for us to park as every employee is trained how to do so. We also schedule with parking considerations in mind so that the last car isn't scheduled to go out.

We have 15 vehicles, 5 are parked at the Four Seasons to run their naturalist program and are not shared with our town side operation nor do them ever come to the lot. The remaining vehicles would operate at this lot. We currently have 2 office staff and 7 guides working for us.

We have an application to expand and improve (with asphalt) the parking area according to the plan attached. We also have an application to lease the 20x40 parking area from the TOJ that was previously leased to the previous owner. Both changes are to accommodate more parking for JHWS and the leased office tenants.



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

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

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

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

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees.

_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

_____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

_____ Existing property conditions (buildings, uses, natural resources, etc)
_____ Character and magnitude of proposed physical development or use
_____ Intended development options or subdivision proposal (if applicable)
_____ Proposed amendments to the LDRs (if applicable)

_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

_____ Property boundaries
_____ Existing and proposed physical development and the location of any uses not requiring physical development
_____ Proposed parcel or lot lines (if applicable)
_____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

_____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

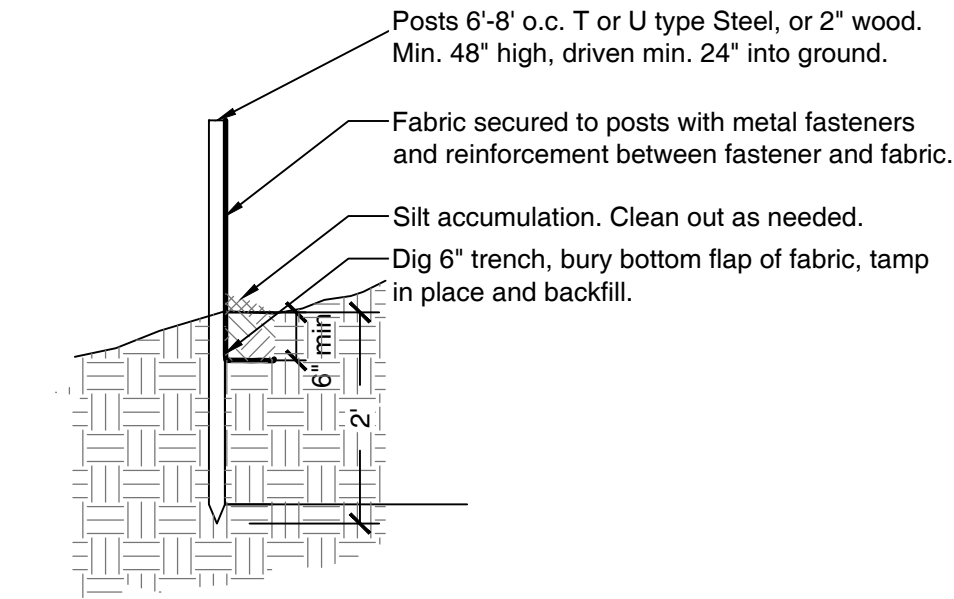
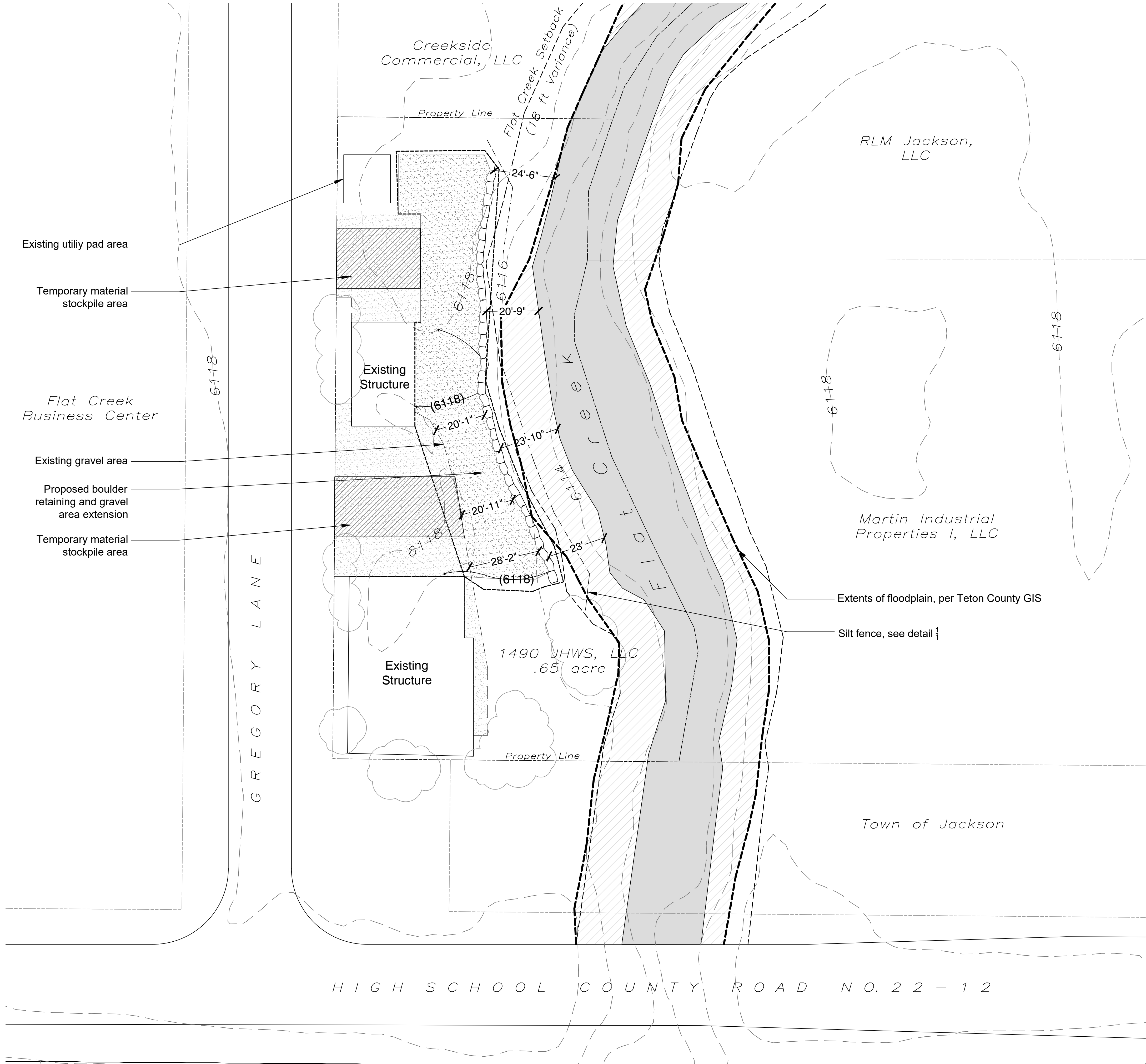
Matthew Scott

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title



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 2022

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

