



# 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: January 9, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 515 & 517 E Hansen Ave., legally known as LOT 13, BLK. 3, HALL 1 PIDN: 22-41-16-34-1-20-009  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P23-001	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Frank & Lesley Coulson 350 Pond View Rd. Devon, PA 19333  <b>Applicant:</b> Anna Butler PO Box 12374 Jackson, WY 83002	
<b>Please respond by: January 23, 2023 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
blenz@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: Coulson Residence

Physical Address: 515 E Hansen

Lot, Subdivision: Lot 13, BLK 3, Hall 1

PIDN: 22-41-16-34-1-20-009

#### **PROPERTY OWNER.**

Name: Frank + Lesley Coulson

Phone: 347 886 6245

Mailing Address: 350 Pond View Rd, Devon PA

ZIP: 19333-1732

E-mail: Frank.Coulson@morganstanleypwm.com

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

Name, Agency: Anna Butler

Phone: 3076904187

Mailing Address: PO Box 12374, Jackson WY

ZIP: 83002

E-mail: anna@miroarchitect.com

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner      x \_\_\_\_\_ 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](mailto:planning@jacksonwy.gov)) 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 <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)

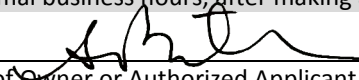
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be 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

Anna Butler

Name Printed

1/5/23

Date

Architect, Agent

Title



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: January 5th, 2023

## 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 Frank L. Coulson III is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 515/517 E Hansen Avenue Jackson, WY 83001

Legal Description: LOT 13, BLK. 3, HALL 1

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Anna Butler

Mailing address of Applicant/agent: 260 East Broadway Avenue, PO BOX 12374 Jackson, WY 83002

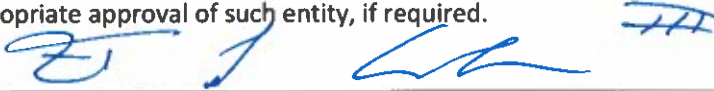
Email address of Applicant/agent: anna@miroarchitect.com

Phone Number of Applicant/agent: (307) 690-4187

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 is 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) \_\_\_\_\_

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.

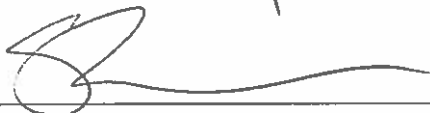


Property Owner Signature

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

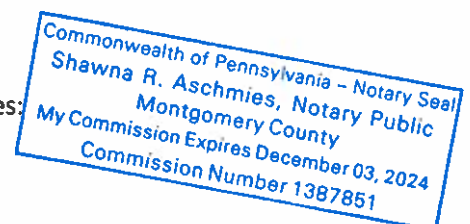
STATE OF Pennsylvania )  
 ) SS.  
COUNTY OF Montgomery )

The foregoing instrument was acknowledged before me by Shawna Aschmies this 5<sup>th</sup>  
day of January. WITNESS my hand and official seal.



Notary Public

My commission expires:



January 5, 2023

Coulson Residence  
515 E Hansen Ave,  
Jackson, WY

**Residential building permit narrative (pre-application conference.)**

This Narrative describes a proposed new home at 515 E Hansen Ave.  
The zoning is NL-4.

The 0.17-acre lot has an existing non conforming single family home and a detached garage and ARU.

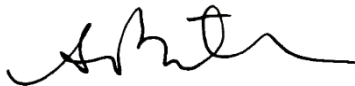
The proposed project is a demo of the existing structure and a new conforming home with attached garage and basement.

The parking will replace existing attached garage with a new 2 car garage. Total parking will be 4 indoor spaces.

The building will comply with all Town of Jackson LDR dimensional and use limitations as well as all adopted codes.

Attached are the site plan for the ARU, and a proposed schematic site plan.

Respectfully,

A handwritten signature in black ink, appearing to read 'A Butler', with a long horizontal flourish extending to the right.

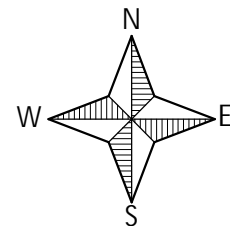
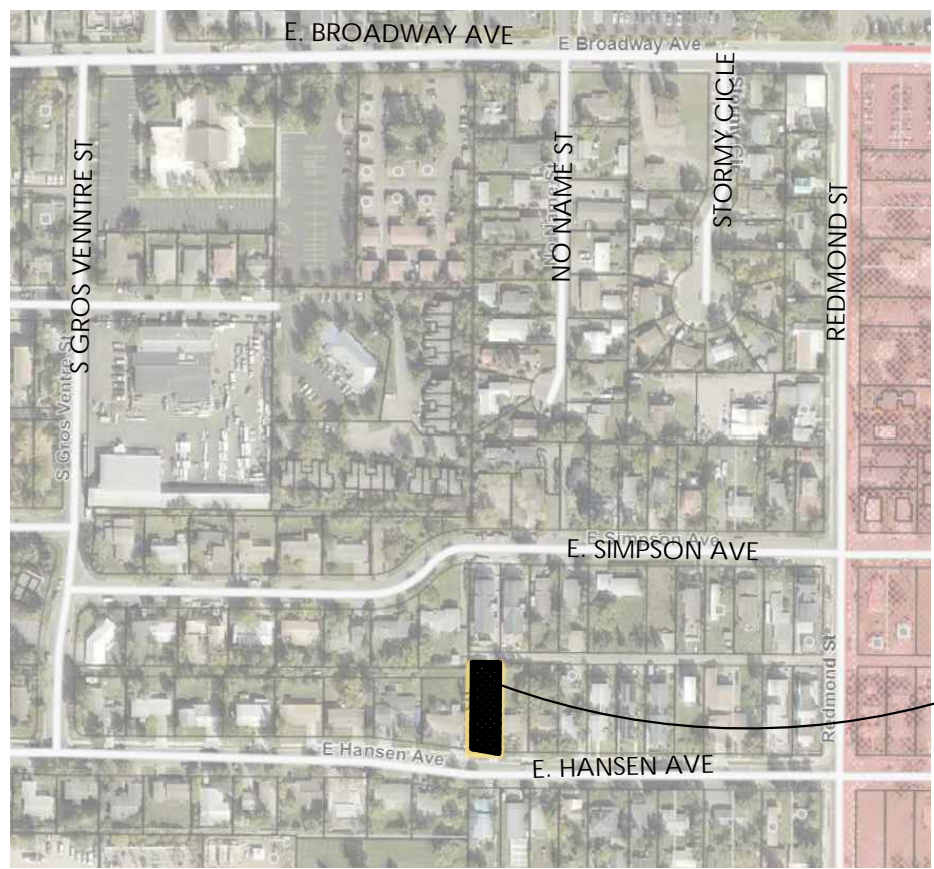
Anna Butler

Miro Studio Architecture, LLC

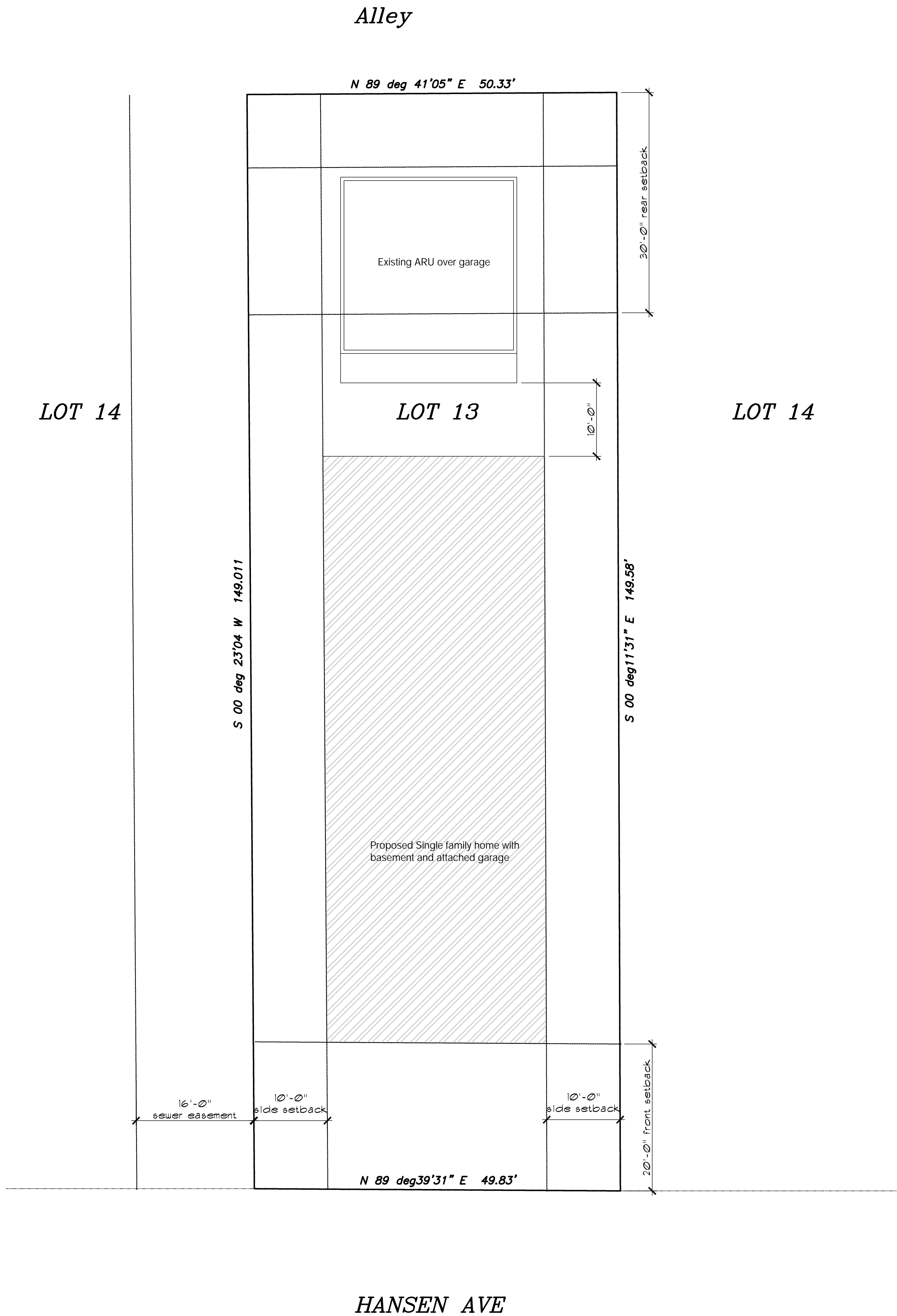


GENERAL CONDITIONS

1. THIS PROJECT SHALL COMPLY WITH THE 2021 INTERNATIONAL RESIDENTIAL BUILDING CODE AND ALL ADDED TOWN OF JACKSON BUILDING CODES. ANY BUILDING OFFICIAL, CONTRACTOR, SUBCONTRACTOR OR TRADES PERSON NOTING DISCREPANCIES SHALL NOTIFY THE ARCHITECT IMMEDIATELY UPON DISCOVERY.
2. CONTRACTOR SHALL COORDINATE ALL REQUIRED INSPECTIONS BY TETON COUNTY BUILDING AND FIRE DEPARTMENTS, HUD, STATE ELECTRICAL INSPECTOR OR ANY OTHER GOVERNING AUTHORITIES AS NECESSARY.
3. CONTRACTOR SHALL OBTAIN AND ARRANGE PAYMENT FOR ALL TEMPORARY UTILITIES NECESSARY FOR CONSTRUCTION, INCLUDING TEMPORARY SEPTIC FACILITIES. A JOB PHONE MUST BE MAINTAINED ON SITE FOR THE DURATION OF CONSTRUCTION (CELLULAR PHONES ACCEPTABLE) AND THE NUMBER SHALL BE MADE AVAILABLE TO THE ARCHITECT AND OWNER.
4. ALL CONSTRUCTION DEBRIS IS TO BE STOCKPILED AND CONTAINED NEATLY ON SITE UNTIL DISPOSAL, WHICH SHALL BE DONE AT THE COUNTY LANDFILL OR RECYCLING FACILITY ONLY. ON-SITE REFUSE BURNING WILL BE DONE ONLY WITH APPROVAL BY OWNER, TETON COUNTY FIRE DEPARTMENT, AND ANY SUBDIVISION HOMEOWNERS ASSOCIATION.
5. CONTRACTOR SHALL INFORM ARCHITECTURAL DESIGNER OF ANY AND ALL OWNER REQUESTED CHANGES OR DIRECTIVES FOLLOWING OWNER/CONTRACTOR CONVERSATIONS. CONTRACTOR SHALL NOT PROCEED WITH REQUESTED CHANGES WITHOUT PRIOR REVIEW FROM THE ARCHITECT AND WRITTEN CHANGE ORDER.
6. EXCEPT IN INTERIOR ELEVATIONS, AND UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE GIVEN TO FACE OF ROUGH FRAMING, CENTERLINE OF COLUMNS, OR FACE OF CONCRETE WALL. INTERIOR ELEVATION DIMENSIONS ARE GIVEN TO FACE OF FINISH MATERIAL. GIVEN DIMENSIONS TAKE PRECEDENCE OVER SCALE. THE CONTRACTOR SHALL TAKE EXTRA CAUTION TO COORDINATE DIMENSIONS OF STRUCTURAL DRAWINGS WITH ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION. VERIFY DISCREPANCIES WITH ARCHITECT.
7. CONTRACTOR SHALL PROVIDE PROPER STORAGE FOR ALL BUILDING MATERIALS IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.
8. ALL SUBSTITUTIONS ARE TO BE APPROVED BY ARCHITECT ALONG WITH WRITTEN REQUESTS. CONTRACTOR SHALL PROVIDE ALL INFORMATION REGARDING THE SUBSTITUTION IN QUESTION INCLUDING COST, AVAILABILITY, AND REASON FOR SUBSTITUTION.
9. CONTRACTOR SHALL PROVIDE SAMPLES OF ALL FINISHES AND STAIN COLORS FOR APPROVAL BY OWNER/ARCHITECT PRIOR TO APPLICATION. THIS INCLUDES INTERIOR AND EXTERIOR STAINS, PAINTS, SHEETROCK TEXTURES, CHEMICALLY APPLIES METAL PATINAS, STONE VENEER MATERIALS, AND MASONRY TECHNIQUE.
10. IN ACCORDANCE WITH THE 2015 INTERNATIONAL RESIDENTIAL CODE, PROVIDE 4" P.V.C. PIPE LABELED "RADON VENT" FROM CRAWLSPACE / SUB SLAB @ BASEMENT TO RAIN CAPTERMINUS ABOVE ROOF. PROVIDE 4" PERFORATED P.V.C. PIPE (MINIMUM) AT PERIMETER OF ALL BELOW GRADE SLABS AND CONNECT TO SIMILAR VERTICAL PIPE. VERIFY ALL SIZES AND LOCATIONS WITH CIVIL ENGINEER.
11. ALL SITE MATERIALS SHALL BE COMPACTED TO 6" TO 8" LIFTS UNLESS OTHERWISE NOTED. TO PREVENT SETTLING OF FINISH GRADE, WALKS, DRIVES, TERRACES, ETC. ALL DISTURBED AREAS SHALL BE SCARIFIED AND RE-GRADED WITH APPROVED FILL MATERIAL AT CONCLUSION OF CONSTRUCTION.
12. A LIMITS OF DISTURBANCE FENCE SHALL BE INSTALLED ON SITE AS PER LANDSCAPE DRAWING. THIS FENCE SHALL REMAIN THROUGHOUT CONSTRUCTION PROCESS.
13. PROVIDE POSITIVE DRAINAGE AWAY FROM FOUNDATION. MINIMUM DRAINAGE SHALL BE 6 INCHES IN THE FIRST 10 FEET.-R401.3
14. ALL ENGINEERED TRUSS INSTALLATION SPECIFICATIONS SHALL BE ON-SITE FOR ALL FRAMING INSPECTIONS FROM TOJ.
15. ALL INSTALLATION SPECIFICATIONS FOR WOOD BURNING FIREPLACE INSERTS SHALL BE ON-SITE AND AVAILABLE TO TOJ INSPECTORS.



VICINITY MAP  
NOT TO SCALE



SITE PLAN  
1" = 10'-0"

SITE DEVELOPMENT

LOT SIZE = 0.17 acres = 7500 SF	
HABITABLE FLOOR AREA	
RESIDENCE	
basement	x SF
main level	x SF
upper level	x SF
Existing ARU	x SF
upper level	x SF
TOTAL HABITABLE ABOVE GRADE	x SF
NON-HABITABLE FLOOR AREA	
RESIDENCE	
garage	x SF
ARU	
garage	x SF
TOTAL NON-HABITABLE ABOVE GRADE	x SF
IMPERVIOUS AREAS	
RESIDENCE	
footprint	x SF
patio and pathways	x SF
ARU	
footprint	x SF
patio and pathways	x SF
driveways	x SF
TOTAL Impervious surface	x SF
LDR COMPLIANCE CALCULATIONS	
FAR MAX:	
0.40 X 7500 = 3000 SF	
(FLOOR AREA = x SF)	
LSR CALCULATION:	
0.45 X 7500 = 3375	
(LANDSCAPED AREA = x SF)	
DRIVEWAY / PARKING AREA = x SF	
BUILDING FOOTPRINTS = x SF	
PORCHES, PATIOS, PATHWAYS = x SF	
TOTAL SITE DEVELOPMENT = x SF	

2021 IECC COMPLIANCE

FENESTRATION CALCULATION:	
RESIDENCE:	
WALL AREA = x SQ.FT.	
PROPOSED FENESTRATION AREA = x SQ.FT.	
PROPOSED FENESTRATION RATIO = x%	

CODE INFORMATION

APPLICABLE CODES:  
2021 International Energy Conservation Code  
2020 National Electrical Code -NFPA 70  
2021 International Fire Code  
2021 International Fuel Gas Code  
2021 International Mechanical Code  
2021 International Plumbing Code  
2021 International Residential Code

CONSTRUCTION:  
TYPE V

MAIN HOUSE SETBACKS:  
20' STREET YARD  
25' REAR YARD  
10' SIDE YARD

MAIN HOUSE MAXIMUM HEIGHT:  
ROOF PITCH > 6:12 - 30'-0" ABOVE FINISHED GRADE

FROST DEPTH:  
36" BELOW GRADE

\*STRUCTURAL DESIGN CRITERIA:  
SIESMIC ZONE D  
WIND LOAD: 115 mph/ 3 sec. gust  
GROUND SNOW LOAD: 93 lbs./sq.ft.  
SEE S001

FIRE SPRINKLERS ARE NOT PROPOSED FOR THIS PROJECT.

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S3.2	STRUCTURAL DETAILS

PROJECT INFORMATION

OWNER:  
COULSON, FRANK L. III & LESLEY G.  
350 POND VIEW RD  
DEVON, PA 19333-1732

PROJECT LOCATION:  
515 East Hansen  
Jackson, WY 83001

LEGAL DESCRIPTION:  
LOT 13, BLK. 3, HALL 1  
PIDN: 22-41-16-34-1-20-009

ARCHITECT:  
Miro Studio Architecture, LLC  
Anna Butler  
PO BOX 12374  
JACKSON, WYOMING 83002  
PH: 307.690.4187  
anna@miroarchitect.com

STRUCTURAL ENGINEER:  
Nelson Engineering  
PO Box 1599  
Jackson, WY 83001  
PH: 307 733 2087  
Carla@nelsonengineering.net  
CONTACT: Carla Hansen

CIVIL ENGINEER:  
Nelson Engineering  
PO Box 1599  
Jackson, WY 83001  
PH: 307 733 2087  
JKilpatrick@nelsonengineering.net  
CONTACT: Josh Kilpatrick

CONTRACTOR:  
Jackson Hole Contracting LLC  
PO Box 2881  
Jackson, WY 83001  
PH: 307.413.9922  
License: 5596  
craig@jacksonholecontracting.com

ZONING INFORMATION

WILDLAND URBAN INTERFACE:  
no

ZONING OVERLAY:  
NONE

ZONING DISTRICT: NL-4

REVISIONS

Cover Sheet

Coulson  
Residence  
515 E Hansen Ave  
Jackson, WY 83001

Project Number:  
Scale:  
as noted  
Date:  
1/6/2023

Sheet Number:

A1.0