



# 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 17, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for a Development Pre-Application Conference for the property located at PT NW1/4 SE1/4, SEC. 32, TWP. 41, RNG. 116 PARCEL "A" PIDN: 22-41-16-32-4-00-021  For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-007	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Castaneda Joint Trust 8554 SW 166 <sup>th</sup> Ter Beaverton, OR 97007  <b>Applicant:</b> Ward + Blake Architects PO Box 10399 Jackson, WY 83002	
<b>Please respond by: February 7, 2023 (with Comments)</b>	

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

*C III*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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:

## 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

Castaneda Joint Trust (Rosa Castaneda, Co-Owner)

Being duly sworn, deposes and says that Castaneda Joint Trust is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: N/A PIDN: 22-41-16-32-4-00-021

Legal Description: PT NW1/4 SE1/4, SEC. 32, TWP. 41, RNG. 116 PARCEL "A"

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ward and Blake Architects (Carl Lowder + Tom Ward)

Mailing address of Applicant/agent: Po Box 10399 Jackson, Wy 83002

Email address of Applicant/agent: carllowder@wardblake.com tomward@wardblake.com

Phone Number of Applicant/agent: 307-733-6867

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) All other permit applications as needed

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.

Rosa E Castaneda

Property Owner Signature

Co owner of trust

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

STATE OF OREGON )  
 ) SS.

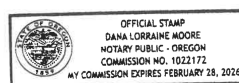
COUNTY OF WASHINGTON )

The foregoing instrument was acknowledged before me by Rosa Castaneda this 15  
day of November. WITNESS my hand and official seal.

[Signature]

Notary Public

My commission expires: 02/28/2024



## 1. NARRATIVE PROJECT DESCRIPTION

### 1.A. EXISTING PROPERTY CONDITIONS

The 5.51 acre Castaneda property is located on a steep hillside above and adjacent to HWY 191. This parcel is located entirely within the Teton County, WY Natural Resource Overlay and the Town of Jackson Corporate Limits. It is undeveloped but has fences along some of the property boundaries. The entire parcel is steep, with almost all of it on >30% east facing slopes.

Although a variety of vegetative cover types exist on the property, it is heavily infested with weeds throughout. We would like clarification from Planning staff about how to characterize vegetation on this property.

No rivers, streams, lakes, ponds, or riparian plant communities are present on the property.

The Castaneda property and its vicinity provide habitat for elk, mule deer, and bald eagles. Mule deer use the entire property for winter range. A bald eagle nest was mapped on the other side of the butte in 2018, and a crucial elk migration route exists about ½ mile south of the property.

### 1.B. CHARACTER AND MAGNITUDE OF PROPOSED PHYSICAL DEVELOPMENT

The proposed development on the site is a single-family residence of approximately 6000 SF. All structures will be sited on the lowest Ordinal ranking cover type portion of the site with direct response to topography, solar orientation, prevailing winds and view corridors. All structures will be single story. Access Drive will be designed complementary to existing topography to minimize cut and fill operations and to minimize visual impact to the site. Grading the site will be limited to areas immediately disturbed by building activities, and those areas are intended to be reclaimed to original contours and revegetated with native, existing plant materials.

There are no intended development options being considered.

Due to the existing topography, a Hillside Conditional Use Permit will be required. Likewise, an analysis of Sky lining relative to building height will need to be done to ensure compliance with TOJ requirements. The Town of Jackson is revising the codes pursuant to Hillside development, and any new conditions or requirements of approval will be addressed at that time.

## 2. CONCEPTUAL SITE PLAN

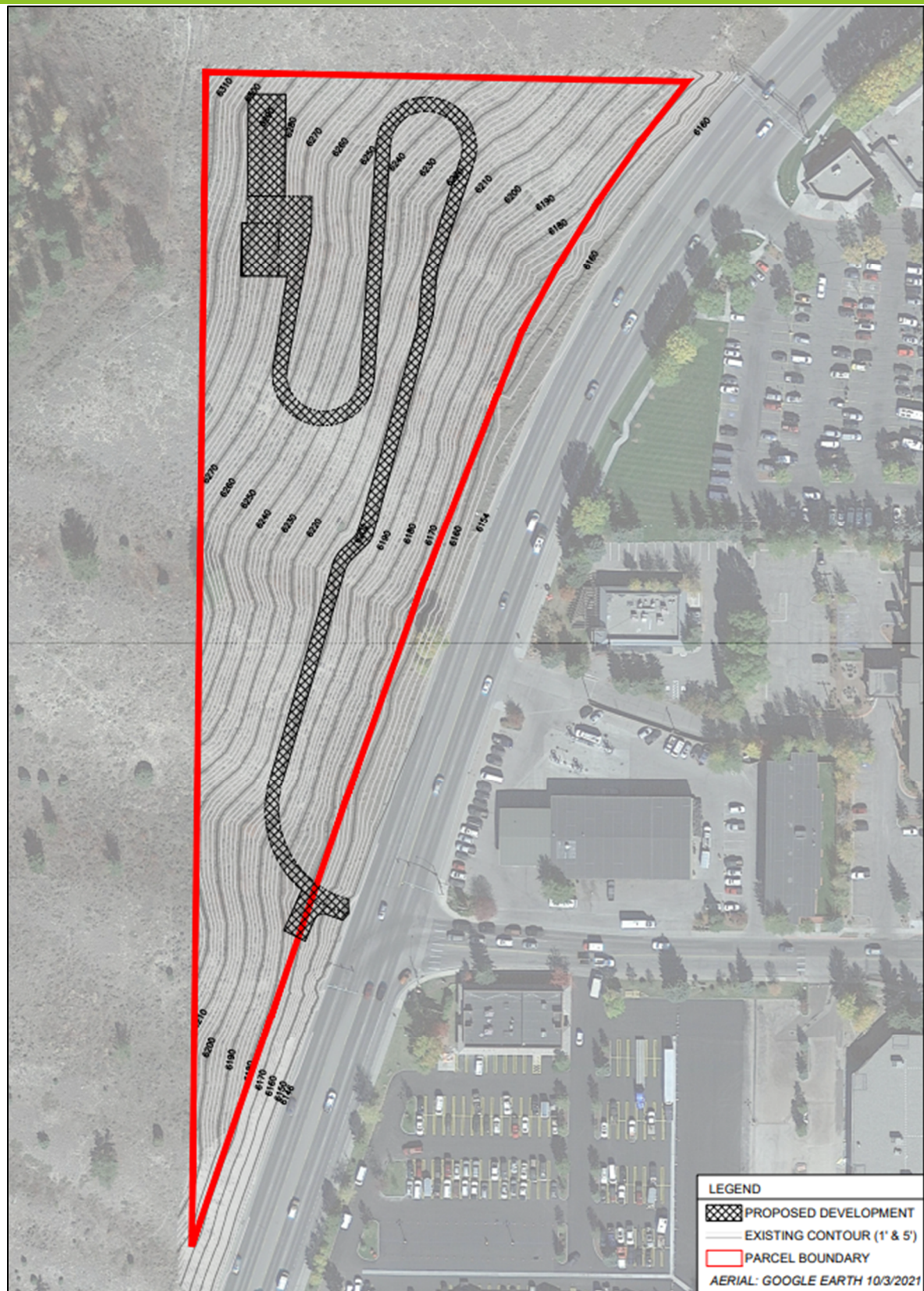
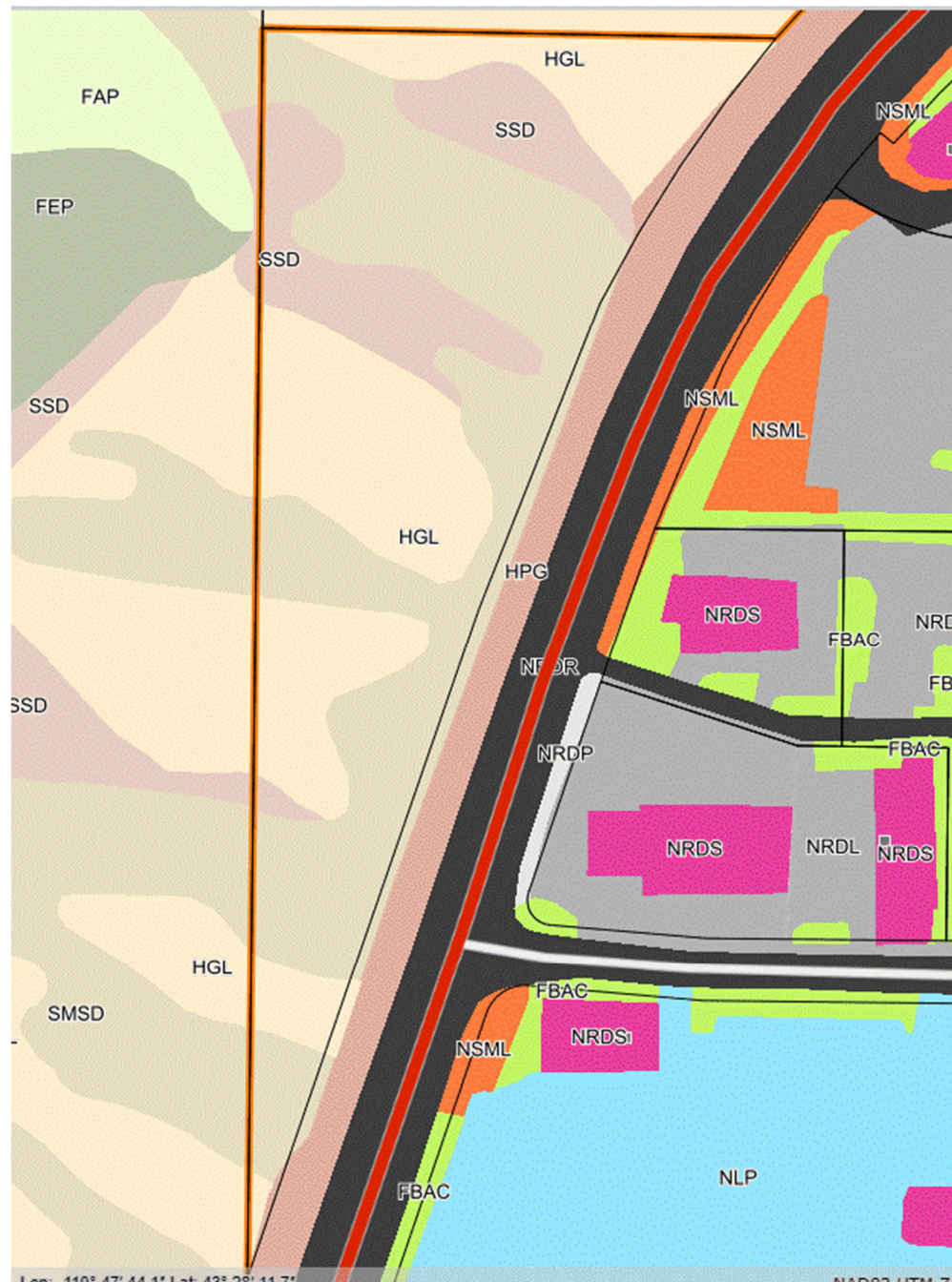




FIGURE 2. – TETON COUNTY GIS VEGETATION



HGL = Mixed Grassland Herbaceous Vegetation (maybe "xeric grassland")

SSD = Sagebrush Dry Shrubland (maybe "xeric shrub")

SMSD = Sagebrush - Snowberry - Chokecherry - Serviceberry Mixed (maybe "nonmesic tall shrub")