



# 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 18, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for a Grading Pre-Application for the property located at 525 W. Kelly Ave., legally known as PT LOT 4-5, BLK. 2, KARNS 5TH ADDITION PIDN: 22-41-16-33-1-14-005  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P23-009	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: kpage@jacksonwy.gov	
<b>Owner:</b> 525 West Kelly LLC 570 E Glenarm St. Pasadena, CA 91106  <b>Applicant:</b> Windswept West LLC 8450 S Henry's Rd. Jackson, WY 83001	
<b>Please respond by: February 1, 2023 (with Comments)</b>	

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

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	<b>This pre-application conference is:</b>
_____ Use Permit	_____ Required
_____ Development Option or Subdivision Permit	_____ Optional
_____ Interpretations of the LDRs	_____ For an Environmental Analysis
_____ Amendments to the LDRs	_____ For grading
_____ Relief from the LDRs	
_____ Environmental Analysis	

**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.

*Galen Parks*

\_\_\_\_\_  
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](http://www.jacksonwy.gov)

Date: 01/11/2023

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

Quimby Pierce, President

Being duly sworn, deposes and says that 525 West Kelly LLC, Pierce and Beck is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 525 West Kelly Ave, Jackson, WY 83001

Legal Description: Lot 4, Block 2 , Karns 5th Addition, SW 1/4 of N 1/4 section 33 T 41N R116W

Please attach additional sheet for additional addresses and legal descriptions.

And, that the person named as follows: Name of Applicant/agent: Windswept West LLC, Galen Parke P.E.

Mailing address of Applicant/agent: 8450 S Henry's Rd, Jackson WY 83001

Email address of Applicant/agent: galen@windsweptwest.com

Phone Number of Applicant/agent: (307) 699-2492

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

President

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

STATE OF \_\_\_\_\_ )  
 ) ss.

COUNTY OF \_\_\_\_\_ )

(PLEASE SEE ATTACHED)

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_. WITNESS my hand and official seal.

Notary Public

My commission expires:

# All-purpose Acknowledgment California

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

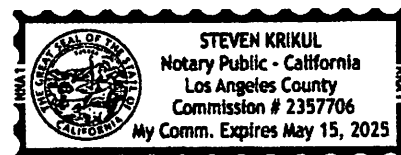
County of Los Angeles

On 01/17/2023 before me, Steven Krikul, Notary Public (here insert name and title of the officer),

personally appeared Quimby Morgan Pierce

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



Notary Seal

WITNESS my hand  
and official seal.

Signature

A handwritten signature in black ink, appearing to read 'Steven Krikul', written over a horizontal line.

## For Bank Purposes Only

Description of Attached Document

Type or Title of Document Letter of Authorization

Document Date 01/11/2023 Number of Pages 2

Signer(s) Other Than Named Above No other signers

Account Number (if applicable) N/A



F001-000DSG5350CA-01



## **Windswept West LLC**

Galen Parke P.E.  
8450 S Henrys RD  
Jackson, WY 83001  
(307) 699-2492  
galen@windsweptwest.com

**1/18/2023**

### **Town of Jackson Planning & Building**

150 E. Pearl Ave.  
PO box 1687  
Jackson, WY 8300

Attn: TOJ Planning & Building:

My client Quimby Pierce, an owner of 525 West Kelly LLC, contacted me through her Architect to assist her with the Grading and Erosion control Permitting. Mrs. Pierce is planning to do a renovation and addition to her residence. Key elements of the work that is of relevance to a GEC are an addition filling in the existing porch and patio with a residential addition, adding a patio and deck to the west side of the house, adding an entrance to the south side of the structure, and cleaning up landscape features on the southwest corner of the existing building.

The addition of the residence is approximately 175sf and will be in place of the exiting patio on disturbed ground < 5%. The new patio/porch is approximately 140sf and on disturbed ground, transitioning from 5% to 25%. There is no plan to change the grade around the patio. The entry is approximately 300sf, and occurs on disturbed ground around 5% in grade. The removal of landscape features, steps and small retaining wall, occurs on 160sf of ground around 30% that has been previously disturbed. In total the project will disturb around 800sf of area.

The area is what I would like to discuss in the Pre-Application meeting is the landscape removal on the southwest corner of the house. While the disturbance of slopes likely dictates the need for a Statement-Level application, there is the option to keep the retaining wall and make the project exempt from further GEC permitting. And there is the interpretation of the slopes and disturbance that would require a Plan Level GEC. I intend to clarify this with staff so I can better inform my client of how to proceed.

Sincerely,

**Windswept West LLC**







