



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

<p>Date: February 23, 2023</p> <p>Item #: P23-037</p> <hr/> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpape@jacksonwy.gov</p> <hr/> <p>Owner: Jennifer Brock-Utne 12506 Kingsride Ln. Houston, TX 77024</p> <p>Applicant: Brett McPeak PO Box 7642 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for an Optional Pre-Application Conference for the property located at 355 Aspen Dr. PT. LOT 9, SAGE ADDITION PIDN: 22-41-16-33-4-02-009</p> <p>For questions, please call Katelyn Page at 307-733-0440 x1302, or email to the address shown to the left. Thank you.</p>
<p>Please respond by: March 16, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to: 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
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: 355 Aspen Drive

Physical Address: 355 Aspen Drive, Jackson, WY 83001

Lot, Subdivision: PT. LOT 9, SAGE ADDITION

PIDN: 22-41-16-33-4-02-009

PROPERTY OWNER.

Name: Jennifer Brock-Utne

Phone: (307) 200-1883

Mailing Address: 12506 KINGSRIDE LN, Houston, TX

ZIP: 77024-4120

E-mail: jenbrockutne@gmail.com

APPLICANT/AGENT.

Name, Agency: Brett McPeak, JH Sotheby's

Phone: 307.690.4335

Mailing Address: PO Box 7642, Jackson, WY

ZIP: 83002

E-mail: brett@brettmcpeak.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.

<input checked="" type="checkbox"/> Physical Development Permit	This pre-application conference is: <input type="checkbox"/> Required <input type="checkbox"/> Optional <input type="checkbox"/> For an Environmental Analysis <input type="checkbox"/> For grading
<input type="checkbox"/> Use Permit	
<input checked="" type="checkbox"/> Development Option or Subdivision Permit	
<input checked="" type="checkbox"/> Interpretations of the LDRs	
<input type="checkbox"/> Amendments to the LDRs	
<input type="checkbox"/> Relief from the LDRs	
<input type="checkbox"/> 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) 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.

Signature of Owner or Authorized Applicant/Agent


Brett McPeak

Name Printed

1/18/23

Date

Realtor/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:

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 Jeanie for Brock-Utne is the owner in fee of the premises located at:

Address of Premises: 355 Aspen Drive, Jackson, WY

Legal Description: Part of Lot 9, Sage Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Brett McPeak

Mailing address of Applicant/agent: PO Box 7642, Jackson, WY 83002

Email address of Applicant/agent: ~~bmcpeak~~ brett@brettmcpeak.com

Phone Number of Applicant/agent: 307.690.4335

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.

Jeanie for Brock-Utne
Property Owner Signature

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

STATE OF TEXAS)
COUNTY OF DALLAS) SS.



The foregoing instrument was acknowledged before me by VALID I.D. this 23 day of FEB., 2023 WITNESS my hand and official seal.

Wendy Marsan Wright
Notary Public

My commission expires:

TO: Town of Jackson Planning and Zoning
FROM: Jennifer Brock-Utne and Brett McPeak
RE: 355 Aspen Drive Redevelopment Pre-App
DATE: 18 January 2023

Thank you for taking the time to visit with us regarding 355 Aspen Drive in the town of Jackson.

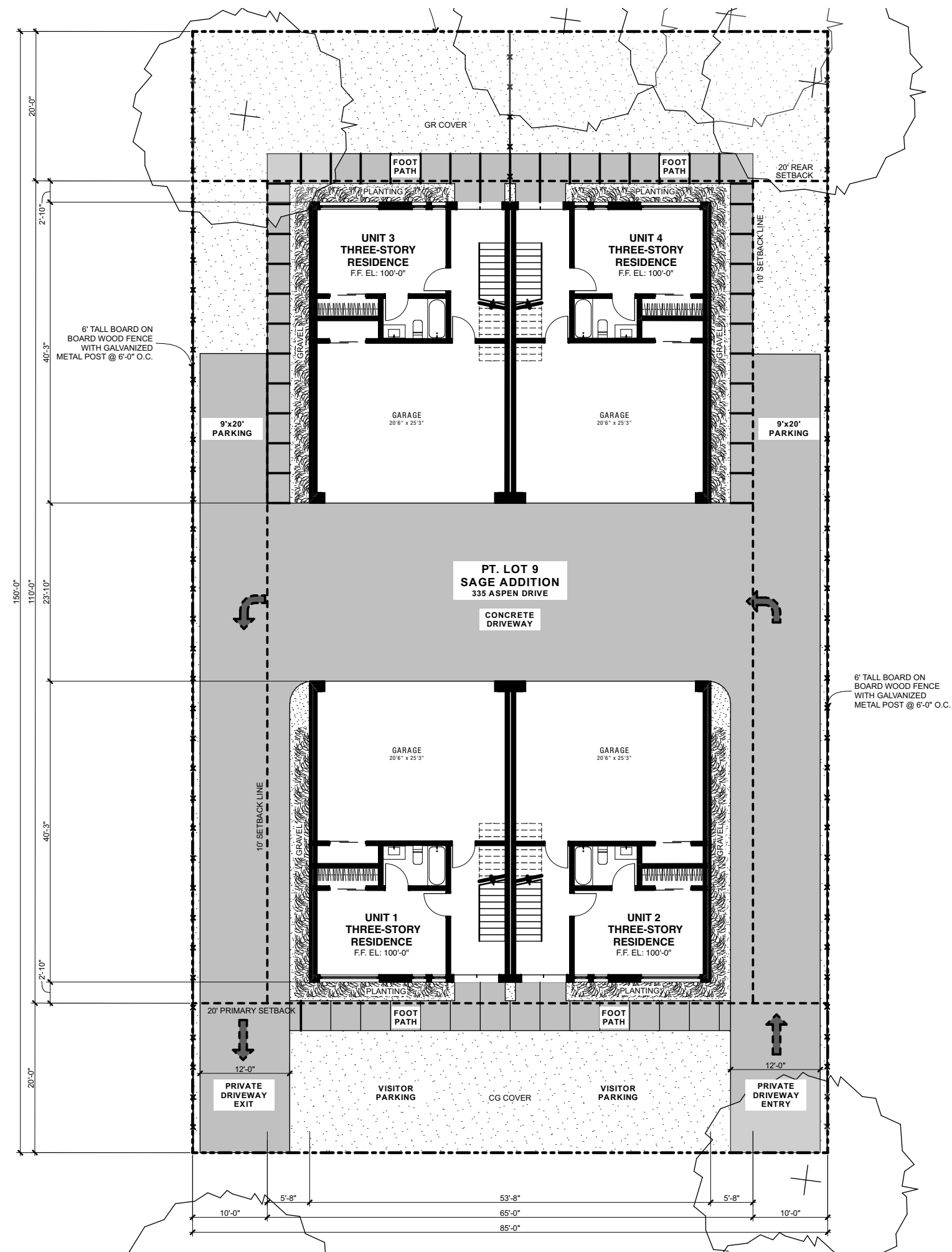
Our goal from a pre-application meeting will be to confirm our understanding of the development potential outlined in the LDRs, and also to receive staff's feedback from the preliminary plans submitted here. In particular, we're curious about the building height based on the slope, and also the traffic flow for ingress and egress. Also what would the affordable housing exaction be if the owner chooses not to build a deed-restricted unit? Any chance the ingress/egress can come from the TOJ parcel to the north?

At present, the 0.29-acre parcel zoned NM-2 is improved with a home that was originally constructed in 1965. The property is currently configured as a duplex, with parking along Aspen Drive. The lot slopes away from Snow King and roughly drops 10' from the southern to northern boundary.

The general goal from a redevelopment would be utilize the vision of the NM-2 zone and construct multiple units on the property.

Based on our calculations, the 0.29-acre parcel enjoys 5,052 sq.ft. of FAR based on the assumption multiple units would be constructed on the property. We're also trying to understand how the 2-for-1 density bonus might come into play as well as how the natural slope of the property might allow for finished basement space to be constructed without impacting the by-right FAR.

Thanks in advance for the feedback.

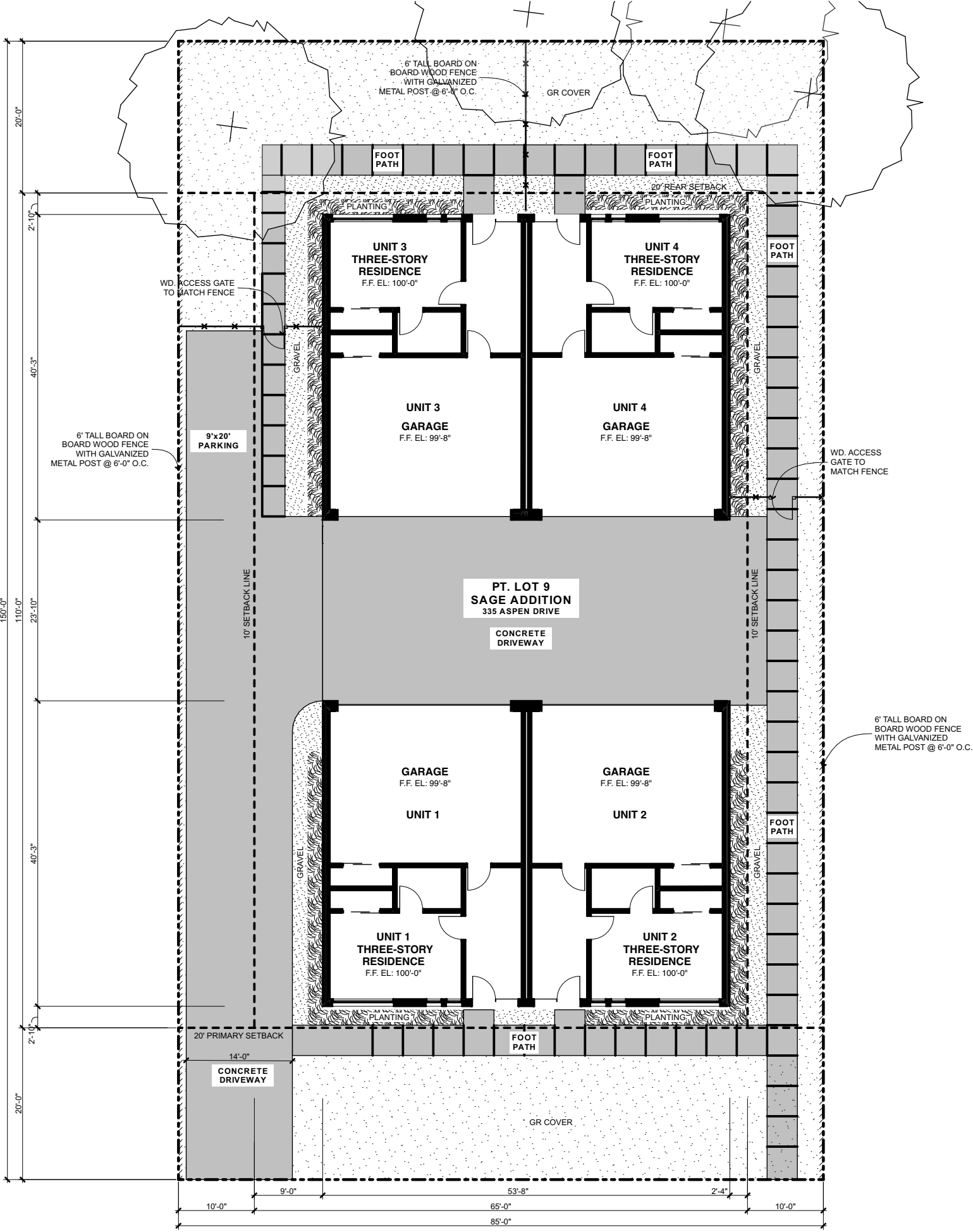


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APPROVAL, PERMITTING,
OR CONSTRUCTION

SCOTT A MAREK
TEXAS REG. ARCHITECT
TBAE NO. 18502
26 July 2022

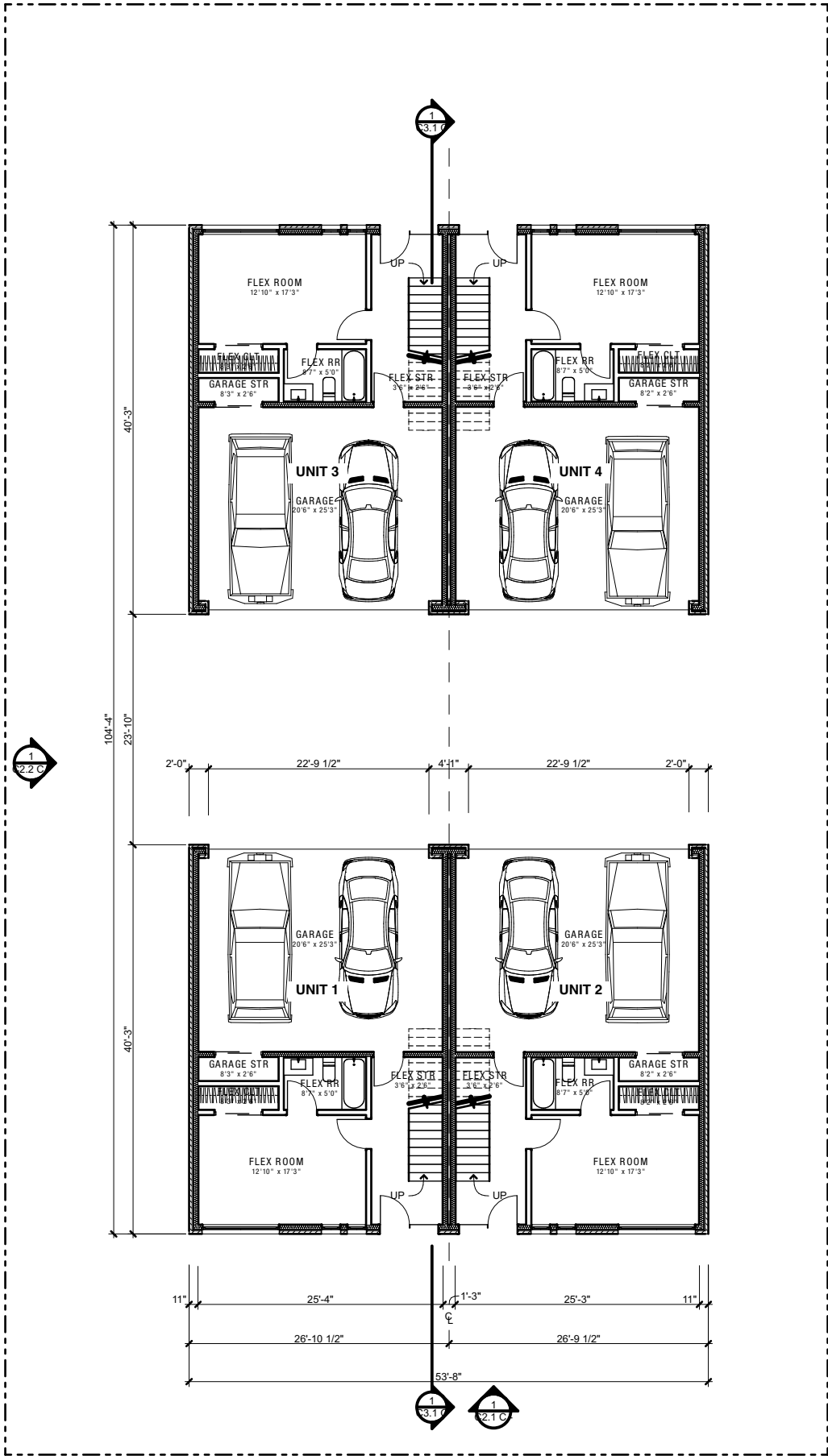
M A R E K a r c h i t e c t u r e

Date 30 Jan 2023
Project Number 2209
Project Scale 1/16" = 1'



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TEXAS REG. ARCHITECT
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26 July 2022



AREA CALCULATIONS:

UNIT 1	CONDITIONED	NON-CONDITIONED
FIRST FLOOR	550 SF	480 SF
SECOND FLOOR	1353 SF	328 SF
THIRD FLOOR	1561 SF	118 SF
ROOF	511 SF	188 SF

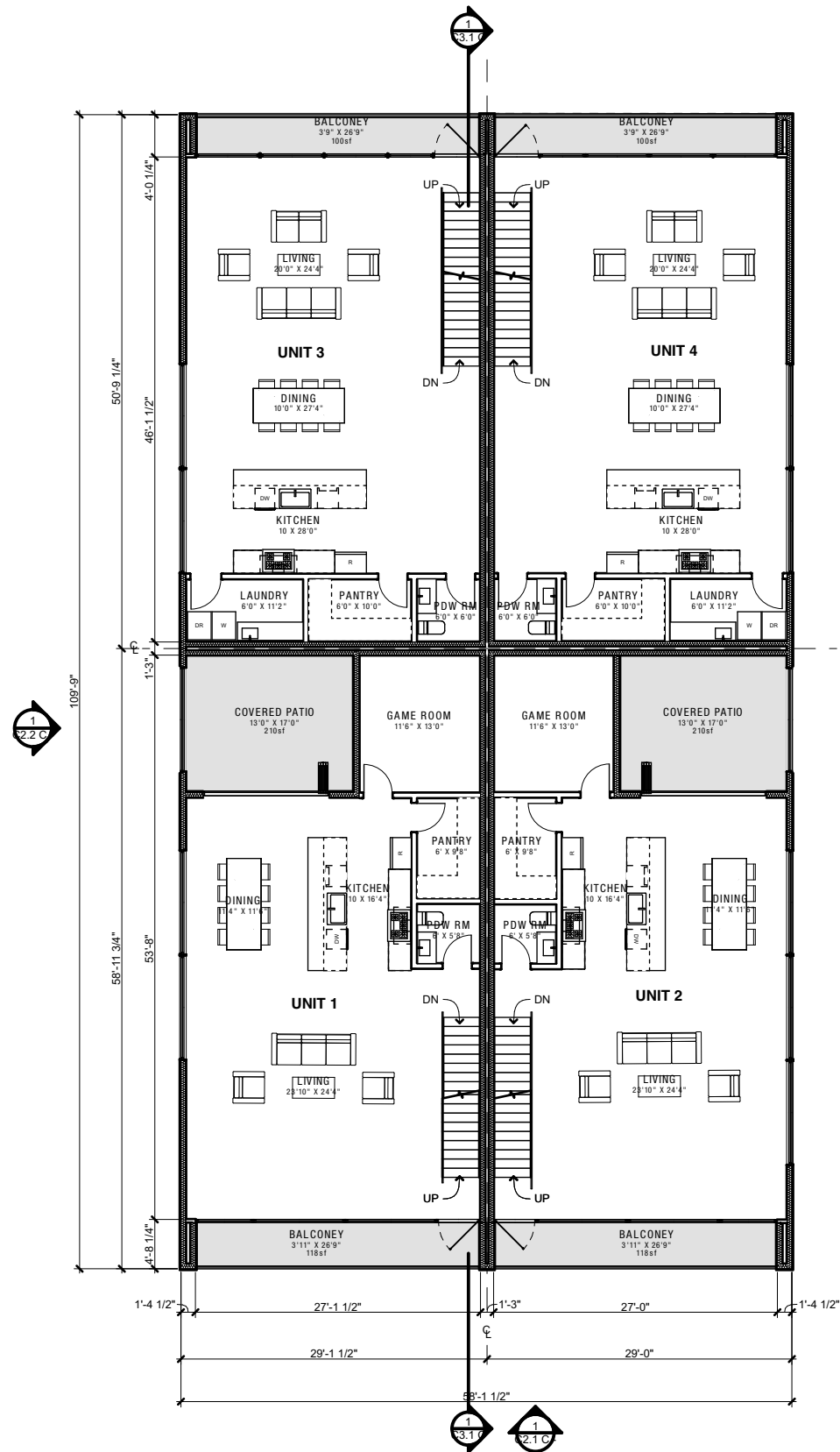
UNIT 2	CONDITIONED	NON-CONDITIONED
FIRST FLOOR	550 SF	480 SF
SECOND FLOOR	1353 SF	328 SF
THIRD FLOOR	1561 SF	118 SF
ROOF	511 SF	188 SF

UNIT 3	CONDITIONED	NON-CONDITIONED
FIRST FLOOR	550 SF	480 SF
SECOND FLOOR	1357 SF	100 SF
THIRD FLOOR	1357 SF	100 SF
ROOF	511 SF	188 SF

UNIT 4	CONDITIONED	NON-CONDITIONED
FIRST FLOOR	550 SF	480 SF
SECOND FLOOR	1357 SF	100 SF
THIRD FLOOR	1357 SF	100 SF
ROOF	511 SF	188 SF

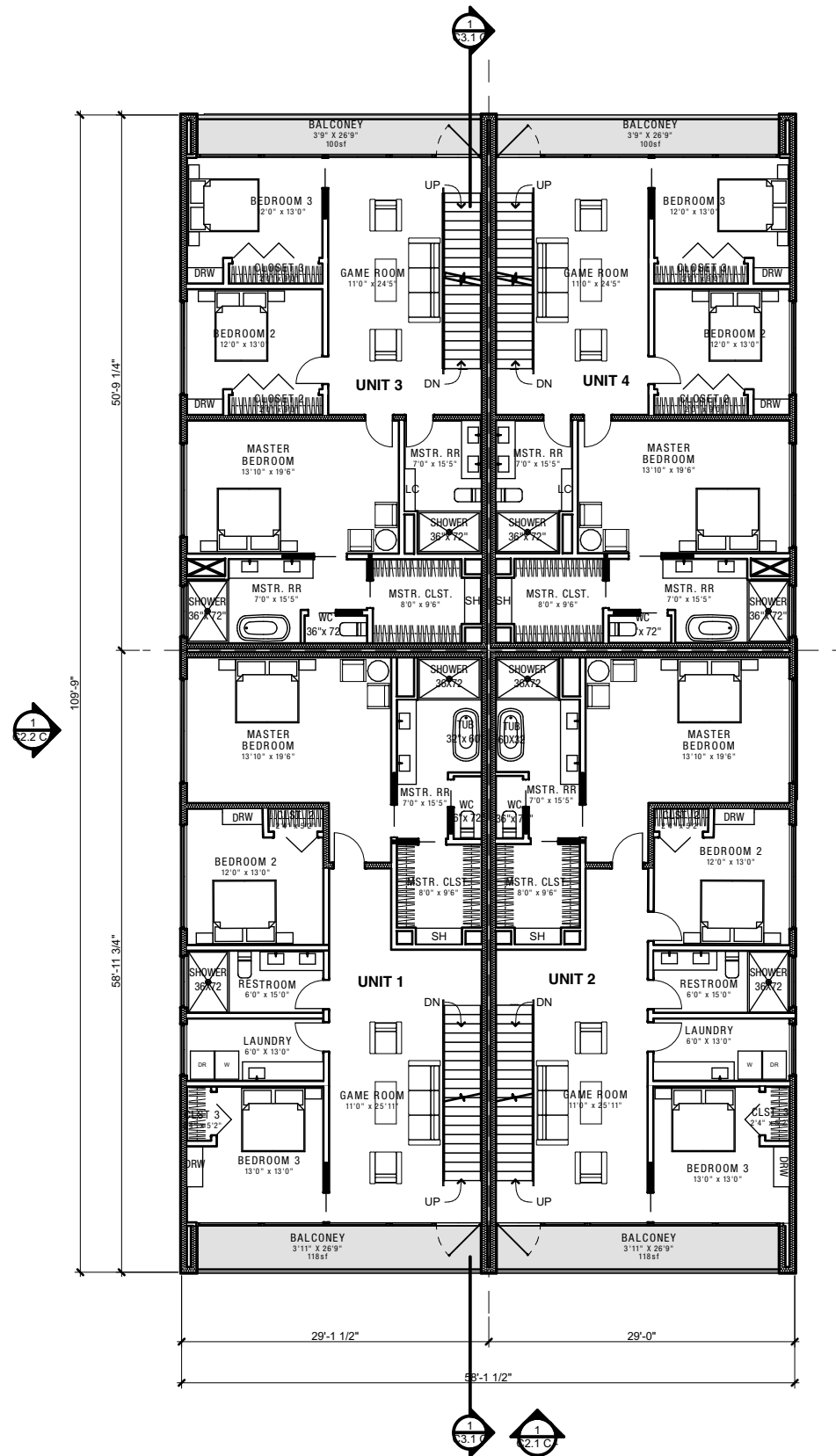
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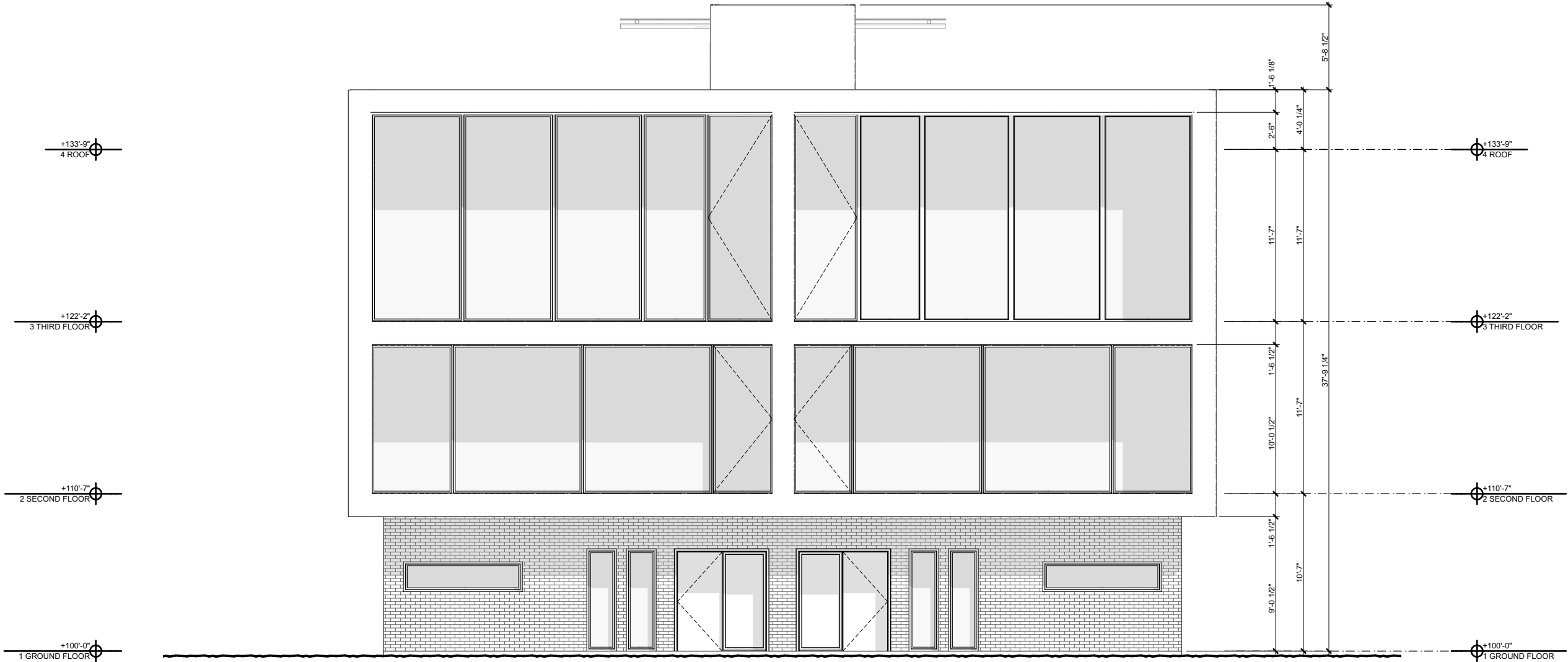
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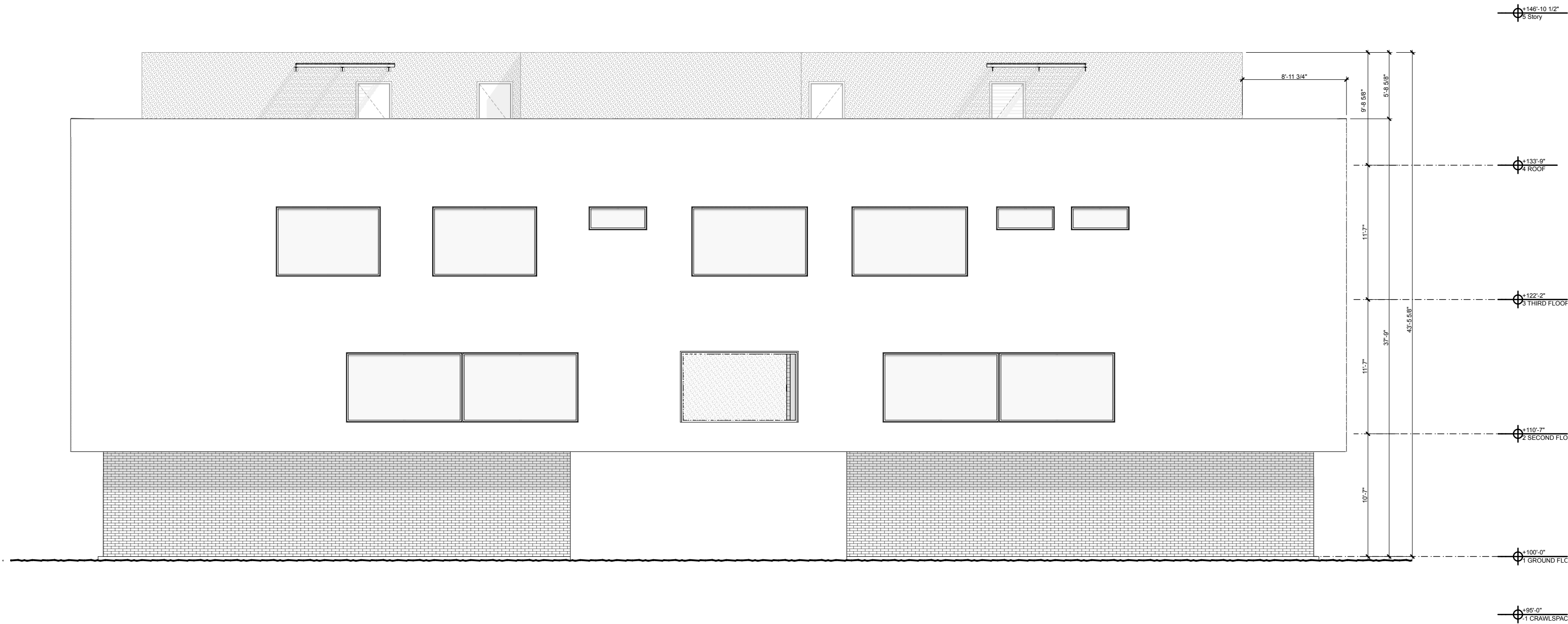
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Aspen Residences
Overall Exterior Elevations

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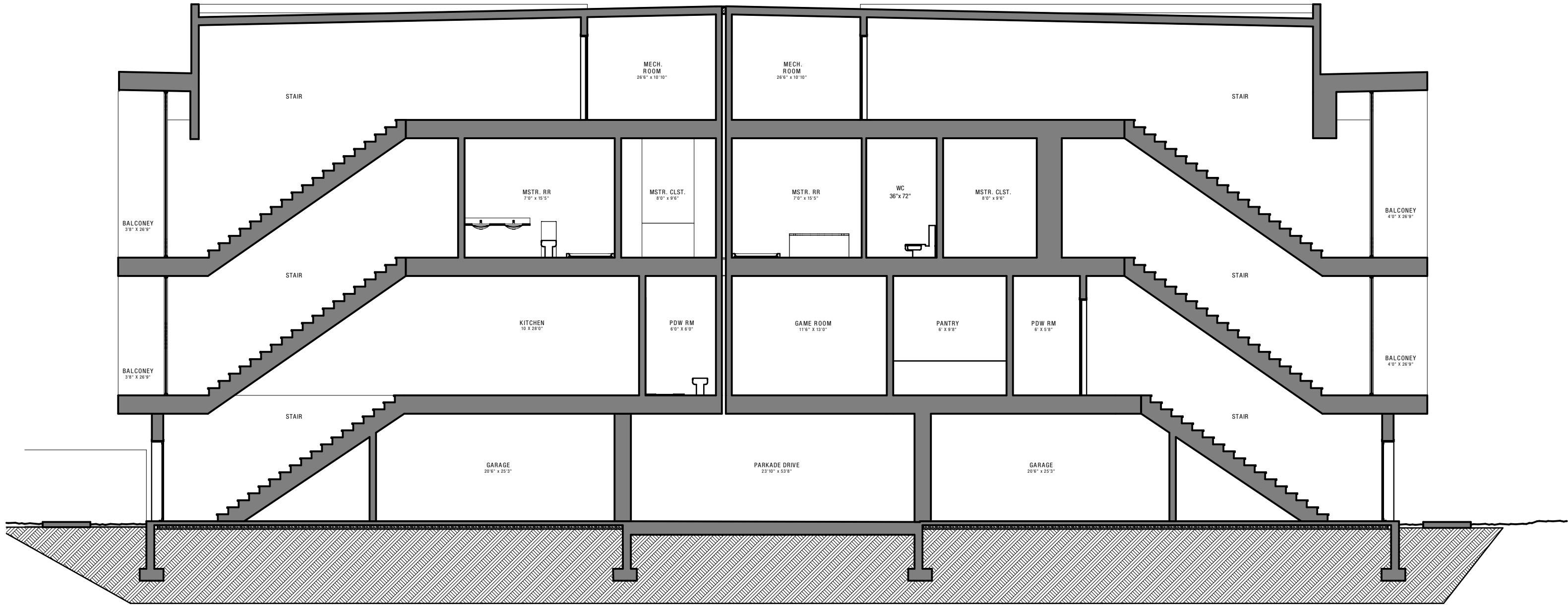
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