



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
- Joint Housing Dept

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: October 27, 2023

Item #: P23-190

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner

Continental Divide Holding, LLC
PO Box 1114
Jackson, WY 83001

Applicant

Zac Maddry
1804 Fifth St.
Berkeley, CA 94710

REQUESTS:

The applicant is submitting a request for a Basic Use Permit for Temporary Gravel Extraction and Processing use at the property located at 115 Nelson Dr. legally known as LOTS 8-12 TETON LANDING ADDITION. (See also – 725 Farah Lane)

PIDN: 22-41-16-34-1-AZ-001
22-41-16-34-1-AZ-002
22-41-16-34-1-AZ-003
22-41-16-34-1-AZ-004
22-41-16-34-1-AZ-005

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

Please respond by: November 17, 2023 (with Comments)

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

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

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit

Basic Use

Conditional Use

Special Use

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

Physical Development

Sketch Plan

Development Plan

Design Review

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Miscellaneous

Other: _____

Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____

Environmental Analysis #: _____

Original Permit #: _____

Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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>.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title



October 16, 2023

Kelly Bowlin
 Development Coordinator
 Town of Jackson Building Department
 PO Box 1687
 Jackson, WY 83001
kbowlin@jacksonwy.gov
 307.733.0440 x1352

**RE: TETON LANDING ADDITION
 PERMIT B20-0792
 BUP - Temporary Gravel Extraction**

Dear Kelly:

Please accept this Basic Use Permit (BUP) application for Temporary Gravel Processing that occurred within the Teton Landing Addition. The information is being submitted on behalf of the property owner, Continental Divide Holding, LLC. The owner's applicant/agent is Zac Maddry, AIA with DMARC Studio. This application package includes the following documents:

1. Basic Use Permit (BUP) for Temporary Gravel Extraction
2. Latest recorded deed

A letter of authorization, naming Zac Maddry the agent, has been submitted as part of previous applications on behalf of Continental Divide Holdings, LLC. There are not drawings associated with this BUP application.

Last year, our team received the “*Phase 2*” grading permit for this property. Refer to B20-0792. Phase 2 specifically related to utility main and service installations, site overlot grading and erosion control. Mateosky Construction started the Phase 2 work in the spring of 2023 with initial overlot site grading – specifically removing the existing overburden that was placed during the Phase 1 grading. It was discovered that the Phase 1 overburden soil contained a mix of topsoil and rock, which is not acceptable for beneath foundations or roadways.

To deal with the unacceptable soil, Mateosky Construction could either strip and haul it all away, or strip and mechanically screen the soil to separate the rock from the topsoil. The decision to strip and screen the soil was made for the specific purpose of saving numerous trucks from hauling all of this material off-site and along local streets, then bringing separated material back in when needed.



After screening, the topsoil was stockpiled near the SE corner of the property and will be placed as part of the final individual lot reclamation. The separated rock was used as backfill during the utility installation and road construction.

While there are no vertical improvements proposed as part of Phase 2, the architectural, civil and landscape designs for the individual lots are considered “**Phase 3**”, which include the final site conditions. Each individual lot, submitted for separate permits, illustrate the final configuration of the building and landscaping relative to the lot. The plans also include the final site grading, which define temporary material stockpile locations. The permits for Lot 9 (745 Farah Lane) and Lot 11 (775 Farah Lane) have been approved by TOJ and provided to the developer’s team. Lots 8, 10 and 12 are currently in the review process. Refer to these permits and submittal packages for illustrations of how the sites will be finished.

The purpose of this Basic Use Permit request is to cover the temporary on-site soil screening (processing) that occurred in August of 2023. No further material screening or processing has continued since August and none is proposed. Temporary gravel processing requires a Basic Use Permit when performed in the zone district. Key elements of the temporary gravel processing work were as follows:

1. The temporary gravel processing area was located within the property boundaries.
2. The limits of disturbance are completely within the property boundaries and occur on slopes between 0% and 5% slopes.
3. The gravel processing activities did not require dewatering, construction water discharge nor washing.
4. All processing and grading work were proposed on-site, therefore no impacts to Nelson Drive or other streets occurred.
5. The screened rock was placed immediately within the roadway and utility main corridor. This eliminates the need haul off or import additional soils.
6. The screened topsoil is stockpiled and will be placed during final individual lot reclamation. The topsoil stockpile location will vary as construction within the 5-lot development progresses.
7. A Large Construction General Permit (LCGP) and storm water pollution prevention plan for the Wyoming Department of Environmental Quality (WDEQ) are not needed as the limits of disturbance are under the threshold.

Other use specific standards are detailed and depicted on the individual lot building plan sets.

Your time in consideration of this submittal package is greatly appreciated.

Sincerely,

Summit Consulting Group, LLC



A handwritten signature in black ink, appearing to read "Randy Schrauder, P.E." The signature is fluid and cursive, with a large, stylized "R" at the beginning.

Randy Schrauder, P.E.

LETTER OF AUTHORIZATION

CONTINENTAL DIVIDE HOLDINGS LLC, "Owner" whose address is: _____
115 W SNOW KING AVE JACKSON WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: 22-41-16-34-1-AZ-001 (LOT 8)

(If too lengthy, attach description)

HEREBY AUTHORIZES ZDC PLDORY as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: MANAGER

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

STATE OF Wyoming

)

COUNTY OF Teton

)
SS.

)

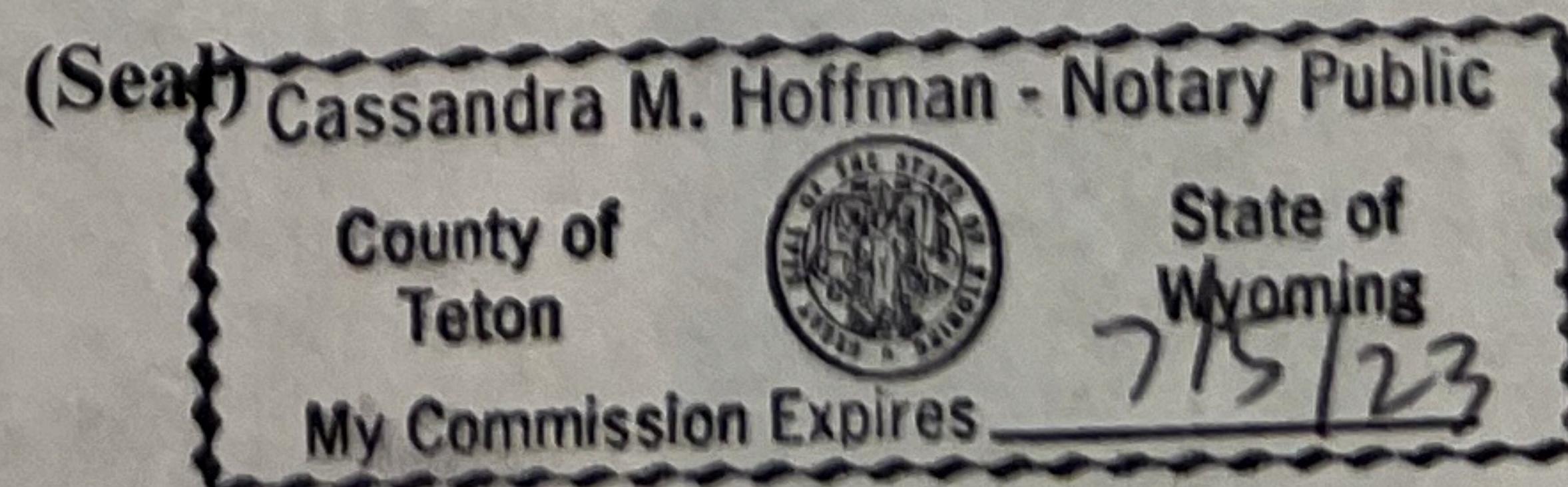
The foregoing instrument was acknowledged before me by John Stricklin this 13 day of June, 2023.

WITNESS my hand and official seal.

Cassandra M. Hoffman

(Notary Public)

My commission expires: 7/5/23



LETTER OF AUTHORIZATION

CONTINENTAL DIVIDE HOLDINGS LLC, "Owner" whose address is: 115 W SNOW KING AVE JACKSON WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

as the owner of property
more specifically legally described as: 22-41-16-34-1-AZ-002 (LOT 9)

(If too lengthy, attach description)

HEREBY AUTHORIZES Zac MADORY as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: MANAGER

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

STATE OF Wyoming

)

COUNTY OF Teton

)

)

The foregoing instrument was acknowledged before me by John Stricklin this 13 day of June, 2023.

WITNESS my hand and official seal.

Cassandra Hoffman

(Notary Public)

My commission expires: 7/15/23

(Seal)



LETTER OF AUTHORIZATION

CONTINENTAL DIVIDE HOLDINGS LLC, "Owner" whose address is: _____
115 W SNOW KING AVE JACKSON WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

more specifically legally described as: 22-41-16-34-1-42-003 (LOT 10)

(If too lengthy, attach description)

HEREBY AUTHORIZES ZDC HODDOR as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Manager

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

STATE OF Wyoming

)

)
SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by

June, 2023.

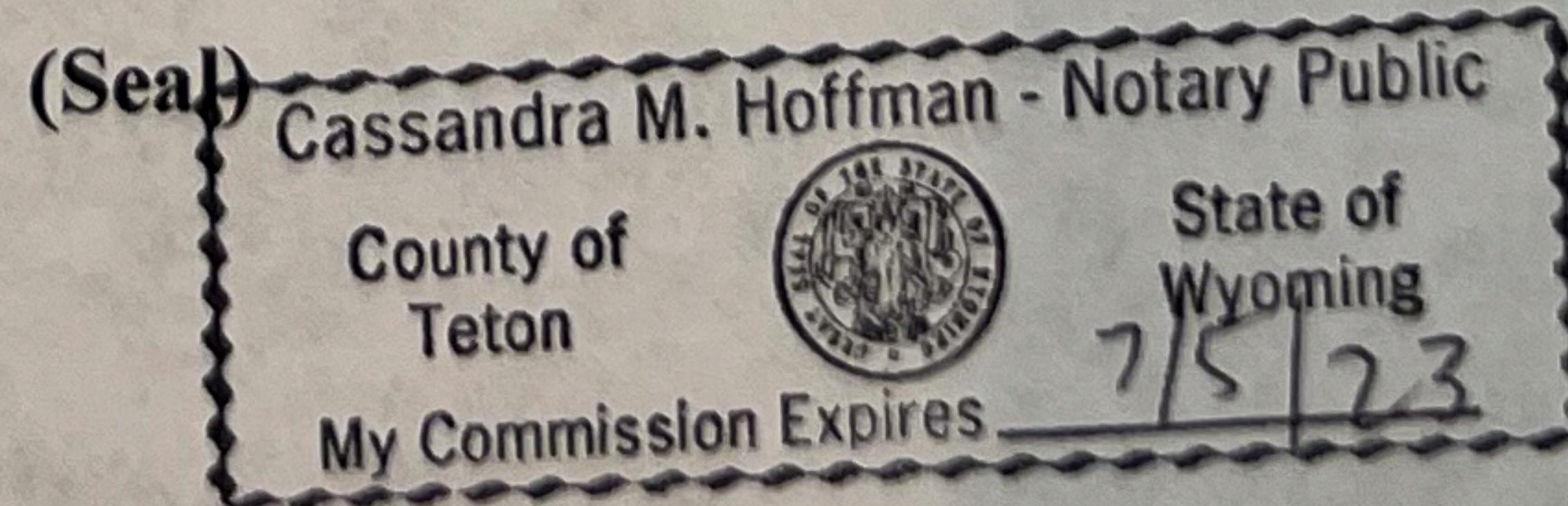
John Stricklin this 13 day of

WITNESS my hand and official seal.

Cassandra M. Hoffman

(Notary Public)

My commission expires: 7/5/23



LETTER OF AUTHORIZATION

CONTINENTAL DIV. OF HOLDINGS LLC, "Owner" whose address is: _____
115 N SNOW KING DR JACKSON WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: 22-41-16-34-1-A2-004 (LOT 11)

(If too lengthy, attach description)

HEREBY AUTHORIZES Zac Maddry as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Manager

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

STATE OF Wyoming

)

COUNTY OF Teton

)

)

The foregoing instrument was acknowledged before me by _____

John Stricklin this 13 day ofJune, 2023.

WITNESS my hand and official seal.

Cassandra M. Hoffman

(Notary Public)

My commission expires:



LETTER OF AUTHORIZATION

CONTINENTAL PRIDE HOLDINGS LLC, "Owner" whose address is: 115 W SNOW KING AVE JACKSON WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

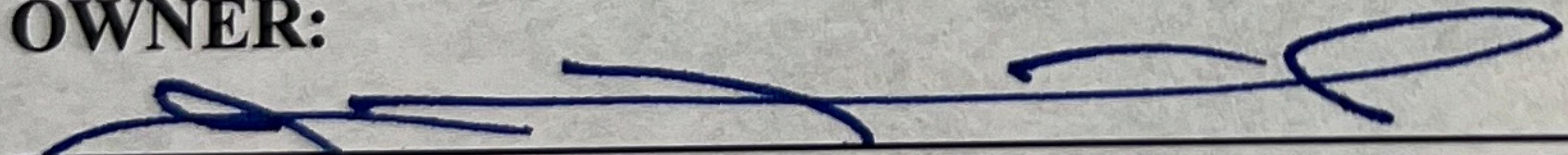
more specifically legally described as: 22-41-16-3A-1 - AZ-005 (LOT 12), as the owner of property

(If too lengthy, attach description)

HEREBY AUTHORIZES ZAC MADDOX as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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OWNER:


(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: MANAGER

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

STATE OF Wyoming

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COUNTY OF Teton

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(Notary Public)

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7/15/23

(Seal)

