



# 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: November 13, 2024	<b>REQUESTS:</b>  The applicant is submitting a request for an optional Pre-Application Conference with staff to discuss development feasibility and rezoning process at Pt SE 1/4SW1/4, Section 32, T41NR116W, "Parcel B" PIDN: 22-41-16-32-3-00-025  For questions, please call Katelyn Page at 307-733-0440 x1302, or email the address shown to the left. Thank you.
Item #: P24-167	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owners:</b> Swan Creek LLC	
<b>Applicant:</b> Y2 Consultants Megan Nelms PO Box 2870 Jackson, WY 83001	
<b>Please respond by: December 4, 2024 (with Comments)</b>	

**RESPONSE:** For Departments not using SmartGov, 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: Swan Creek Property

Physical Address: NA

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.

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Signature of Owner or Authorized Applicant/Agent

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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: October 25, 2024

**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: Michael Allen Title: Manager

Being duly sworn, deposes and says that Swan Creek, LLC is the owner in fee of the premises located at: \_\_\_\_\_  
Name of legal property owner as listed on deed

Address of Premises: Intersection of S HWY 89 and S Park Loop Rd

Legal Description: 'Parcel B', A portion of the SE1/4SW1/4, Section 32, T41N, R116W

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Megan Nelms, Y2 Consultants

Mailing address of Applicant/agent: PO Box 2870 Jackson, WY 83001

Email address of Applicant/agent: megan@y2consultants.com

Phone Number of Applicant/agent: 307-632-5656

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:

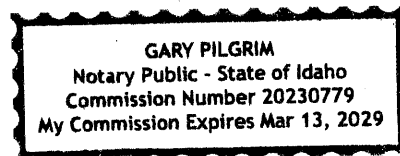
- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application  
☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application  
☐ Demolition Permit    ☐ Home Occupation    ☒ Other (describe) Pre-Application Conference

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.

Michael Allen  
Property Owner Signature

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

STATE OF Idaho )  
 ) SS.  
COUNTY OF Bonneville )



The foregoing instrument was acknowledged before me by Michael Allen this 28th day of October 2024. WITNESS my hand and official seal.

[Signature]  
Notary Public

My commission expires: 3-13-2029



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

October 29, 2024

Delivery via email

Town of Jackson Planning & Building Dept.  
150 East Pearl Avenue  
Jackson, WY 83001

**RE: Pre-Application Conference Request for Development Plan  
Pt SE $\frac{1}{4}$ SW $\frac{1}{4}$ , Section 32, T41NR116W, "Parcel B"**

Dear Mr. Valentine,

The pre-application conference is intended to coordinate with the Town of Jackson Planning Department to discuss topics related to the potential development of this unplatted parcel (PIDN: 22-41-16-32-3-00-025). The narrative below provides a brief contextual history of the property and an overview of conceptual development ideas we would like to discuss with Town staff.

## Property

The property is located on the northwest corner of S HWY 89 and South Park Loop Road. It is an unplatted parcel, however a Record of Survey providing a metes and bounds description was completed in 2013. Historically, the property was mined for highway fill and was last mined in about 1975. Some site reclamation was attempted in 1986, and a site reclamation/analysis was completed as an AML project around 1995, however we were unable to find any evidence of reclamation taking place based on the report recommendations.

## Site Constraints

The topography and location of the property puts many constraints on potential development of the property. Access is limited, as the parcel is surrounded on two sides by a large-acre, single landowner parcel which is encumbered by conservation easements and South Park Loop Road and S Hwy 89 on two sides. The steep slopes and topography on the property make access off South Park Loop Rd or S Hwy 89 the only feasible access points.

## Proposed Development

Re-zoning from the R (Rural Residential-Town) district has been identified to expand the permitted uses allowed on the property. Y2 would like to discuss the opportunities for developing this property, including the potential for a rezone, or possibly a split zone without a subdivision plat, to buffer the surrounding parcels at the top elevation of the property. We would like to discuss options for rezoning the property, specifically the possibility of a change to the CR-3 zone.

Physical development standards may also be an issue and a topic of discussion for the parcel. Initial site design concepts have included making use of the manmade slopes for the development area. Because these areas are on the lower elevation of the property, adjacent to S HWY 89 and S Park Loop Rd, required setbacks for development on the property limit the buildable area.

Using the standards of the desired CR-3 zone, the required street setback and the 20' of required landscaped area adjacent to the S HWY 89 right of way add additional constraints on development for this parcel's limited building area. We would like to discuss a variance application as part of the pre-application conference, as we believe the

topography, shape and size of the parcel create special circumstances, not willfully created by the owner, such that strict application of the required street yard setback and landscaped area would create a hardship.

In drafting conceptual site plans, we do not believe granting a variance to the required setback and landscaped area adjacent to S HWY 89 would be contrary to the desired future character of the site and would not be injurious to the surrounding land nor detrimental to the public welfare. We would like to discuss the potential for a variance request at the pre-application conference.

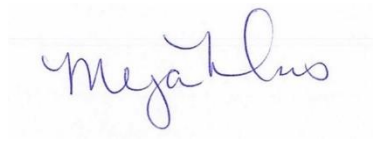
#### **Other Considerations/Questions**

All proposed development would occur on the previously disturbed areas of the property. Conceptually, parking would be provided at grade, or below ground. Initial site designs have not contemplated subdivision and all development occurring on one lot.

For permitted uses, utilizing the CR-3 district standards and no subdivision, we would like to discuss the concept of multiple structures on one parcel and limitations on habitable floor area. Per Section 2.2.13.C.1, Attached Dwellings have a maximum of 8,000 s.f. per *individual use*. If multiple attached dwellings were to be constructed on the property, would the site be limited to a total of 8,000 s.f. of habitable floor area or 8,000 s.f. per building/structure?

Thank you for this opportunity and we look forward to meeting with you to discuss development concepts for the respective site and obtain input in preparation for a future development application for official consideration by the Town.

Sincerely,

A handwritten signature in blue ink that reads "Megan Nelms".

Megan Nelms, AICP  
Senior Planner  
[megan@y2consultants.com](mailto:megan@y2consultants.com)

A handwritten signature in blue ink that reads "Brenda K. Younkin".

Brenda Younkin, MS  
Owner  
[brenda@y2consultants.com](mailto:brenda@y2consultants.com)



PROJECT NOTES:

1. LIMITED SURVEY WAS COMPLETED AUGUST 2024; BOUNDARY AS IDENTIFIED ON MAP EXHIBIT.
2. TOPO SURVEY BY:  
Y2 CONSULTANTS, LLC.
3. ADDITIONAL DATA SOURCES:
  - 3.1. SITE PLAN WAS PRODUCED USING TETON COUNTY GIS DATA INCLUDING 2022 AERIAL IMAGES AND PROPERTY BOUNDARIES.
  - 3.2. EASEMENTS WERE DRAWN ACCORDING TO TETON GIS DATA.
  - 3.3. ALL LOCATIONS ARE APPROXIMATE UNLESS OTHERWISE NOTED.

SUBJECT SITE INFORMATION:

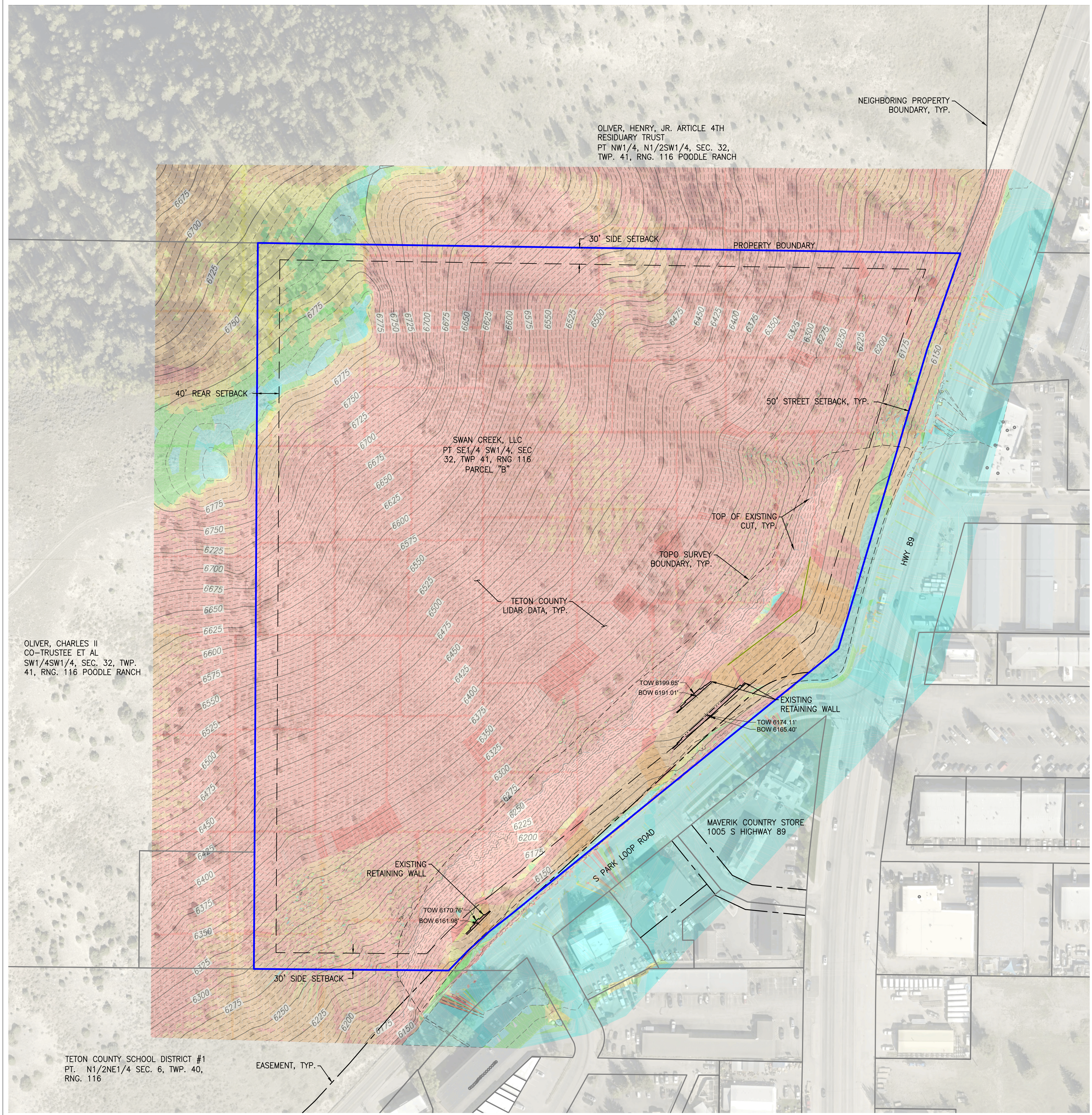
PARCEL: 22-41-16-32-3-00-025  
MAP NUMBER: T-30H  
LOT: B  
OWNER: SWAN CREEK, LLC  
MAILING ADDRESS: PO BOX 159, AFTON, WY 83110-0159  
LOCATION: PT SE1/4 SW1/4, SEC 32, TWP 41, RNG 116 PARCEL "B"  
ACREAGE: 28.83  
ZONING: R

PLAN ACCURACY DISCLAIMER

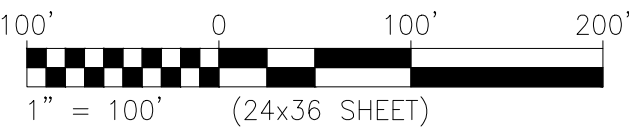
THIS SITE PLAN IS CONCEPTUAL ONLY AND BASED ON PUBLICLY AVAILABLE DATA AND OTHER DOCUMENTS REFERENCED WITH KNOWN INACCURACIES. THIS PLAN IS NOT TO BE UTILIZED FOR CONSTRUCTION OR PERMITTING PURPOSES. ALL MEASUREMENTS AND LOCATIONS ARE APPROXIMATE AND SUBJECT TO CHANGE.

SLOPE TABLE				
NUMBER	MIN. SLOPE	MAX. SLOPE	COLOR	AREA (3D SQ. FT)
1	0%	15%	<span style="color: cyan;">■</span>	364071
2	15%	25%	<span style="color: green;">■</span>	64054
3	25%	35%	<span style="color: yellow;">■</span>	83574
4	35%	55%	<span style="color: orange;">■</span>	382536
5	55%	18598%	<span style="color: red;">■</span>	1599375

LEGEND	
(E) - EXISTING	(P) - PROPOSED
	MAJOR CONTOUR LINE
	MINOR CONTOUR LINE
	PROPERTY BOUNDARY
	NEIGHBORING PROPERTY BOUNDARY
	SETBACK LINE
	BUILDING ENVELOPE
	(E) TOP OF BANK



SITE SLOPE ANALYSIS OVERVIEW



Job No.	24078
Drafter:	AN
Reviewer:	SAH

Y2

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

y2consultants.com  
307.733.2593

ALLEN PARCEL DUE DILIGENCE  
SWAN CREEK, LLC  
PT SE1/4 SW1/4, SEC 32, TWP 41, RNG 116 PARCEL "B"  
TETON COUNTY, WY

Set Title:	
PRE-APPLICATION	
Plot Date:	10/29/24
Desc.	Date
SLOPE EXHIBIT	10.29.24