



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: February 7, 2025	REQUESTS: The applicant is submitting a request for an optional Pre-Application Conference for potential additional residential development of the properties at 625 E Kelly Ave & 165 W Karns, legally known as Lots 17-18 Blk 4 Hall-2 & Lot: 8, 9. PIDNs: 22-41-16-34-1-28-011 22-41-16-33-1-30-003 For questions, please call Andrew Bowen at 307-733-0440 x1306, or email abowen@jacksonwy.gov . Thank you.
Item #: P25-016, -017	
Planner: Andrew Bowen Phone: 733-0440 ext. 1306 Email: abowen@jacksonwy.gov	
Owner: Community Entry Services PO Box 4259 Jackson, WY 83001 Applicant: Megan Nelms Y2 Consultants 1275 Carey Ave Cheyenne, WY 82001	

RESPONSE: by February 28, 2025 with Comments.

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: _____

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) 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

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: 02.04.2025

LETTER OF AUTHORIZATION

NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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 : Rick Christensen, Director, Community Entry Services, Inc.

Being duly sworn, deposes and says that Community Entry Services, Inc is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 165 W Karns

Legal Description: Lot 8 & W1/2 Lot 9, Blk 4, Third Karns Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Megan Nelms

Mailing address of Applicant/Authorized Representative: _____

Email address of Applicant/Authorized Representative: megan@y2consultants.com

Phone Number of Applicant/Authorized Representative: 307-632-5656

Is authorized to act as property owner's representative 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 ☒ Other (describe) Optional Pre-Application

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.

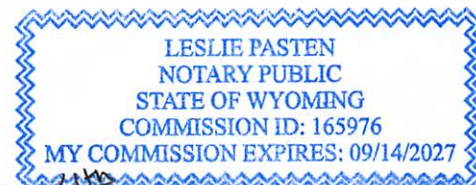
Rick Christensen

Property Owner Signature

Director

Title 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 Rick Christensen this 4th day of Feb. 2025. WITNESS my hand and official seal.

Leslie Pasten

Notary Public

My commission expires: 09.14.2027

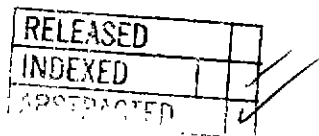
WARRANTY DEED

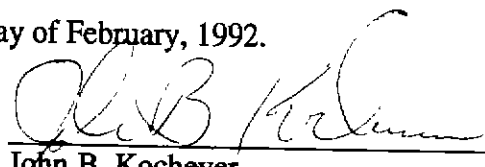
JOHN B. KOCHEVER, a single man, Grantor, of Jackson, Wyoming, for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to THE REAL ESTATE EXCHANGE, a Wyoming corporation, Grantee, of P.O. Box 4128, Jackson, WY 83001, the following-described property situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State, to-wit:

Lot 8 and the West 1/2 of Lot 9, Block 4, Karns Addition to the Town of Jackson.

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, conditions, restrictions, rights-of-way and easements of sight and record, if any.

WITNESS my hand effective the 24 day of February, 1992.



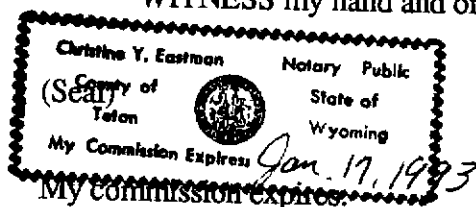

John B. Kochever

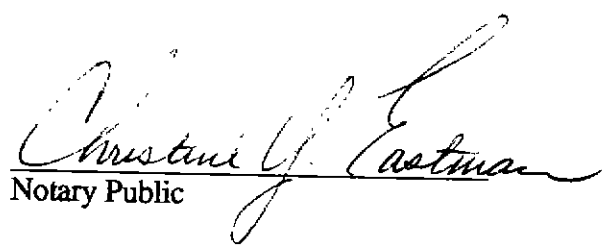
Grantor: KOCHEVER, JOHN B
Grantee: REAL ESTATE EXCHANGE, THE
Doc 324734 bk 247 pg 1184 Filed at 4:09 on 02/25/92
V Jolynn Coonce, Teton County Clerk fees: 6.00
By CLAIRE K ABRAMS Deputy

STATE OF WYOMING)
COUNTY OF TETON) ss.

24 The foregoing Warranty Deed was acknowledged before me by John B. Kochever this day of February, 1992.

WITNESS my hand and official seal.




Notary Public



y2consultants.com
307 733 2999

CONSULTANTS

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

February 3, 2025

Delivery via email

Town of Jackson Building & Planning
Attn: Tyler Valentine
PO Box 1687
Jackson, WY 83001

RE: Pre-Application Request – 165 West Karns Ave, Jackson, WY

Dear Mr. Valentine,

Community Entry Services, Inc. (CES) is currently the legal owner of the following property:

165 W Karns Ave. – Existing single family detached dwelling	PIDN: 22-41-16-33-1-30-003	Lot 8 & W1/2 Lot 9, Blk 4, Karns-3
--	----------------------------	------------------------------------

This pre-application conference request is intended to coordinate with the Town of Jackson Planning Department to discuss topics related to the potential additional residential development of this property. The narrative below provides a brief contextual background and use of the property and an overview of conceptual development ideas we would like to discuss with staff.

PROPERTY

The parcel consists of one platted lot, plus a portion of the adjacent lot in the Third Karns Addition. It is .26-acres or 11,325 sf in size and zoned Neighborhood High Density-1 (NH-1). There is one existing structure on the property, a detached single-family dwelling.

PROPOSED DEVELOPMENT

Community Entry Services, Inc. is a private nonprofit organization which provides services for people with developmental disabilities and acquired brain injuries. CES has community living programs to provide support and services to allow people with limitations to live more independently in their own homes while still in a community or family living setting.

Initial site design concepts include the placement of three (3) 2-story modular living units. Each 2-story structure would contain 2 living units. Using the standards of the NH-1 zone, placement of three of the 2-story structures would be possible on the rear yard of the property.

SITE CONSTRAINTS & NON-CONFORMITIES

We would like to discuss the possibility of placing the modular units on the property and how to ensure their conformance with the Land Development Regulations (LDRs), including but not limited to, site setbacks, FAR, parking and access and design standards, among other items.



Currently, the NH-1 zone states that the minimum density on lots greater than 7,500 sf in size is three or more units. Currently, there exists just one, single family dwelling on the parcel. We would like to discuss how this proposal may be able to bring the property into conformance with the zoning regulations.

Another topic of discussion during conceptual design has been the issue of the property as one lot and a portion of the adjacent lot and potential building setback issues from the property line. Will the Town allow additional units to be placed on the property and/or across the existing property line? Will a resubdivision plat to combine the two existing lots be required?

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

COMMUNITY ENTRY SERVICES
165 W KARNS AVE
MODULAR HOUSING CONCEPT SITE PLAN

PLANNING/BUILDING INFORMATION

TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS

ZONE: NH-1

PRIMARY BUILDING SETBACK
PRIMARY STREET: 20'
SECONDARY STREET: 10'
REAR/SIDE: 10'

ACCESSORY STRUCTURE SETBACK
PRIMARY STREET: 30'
SECONDARY STREET: 10'
SIDE: 5'
REAR ALLEY: 10'

SITE DEVELOPMENT SETBACK
PRIMARY STREET: 20'
SECONDARY STREET: 10'
SIDE/REAR: 5'

PARKING SETBACK
PRIMARY STREET: 0'
SECONDARY STREET: 0'
SIDE: 1'
REAR: 5'
REAR ALLEY: 0'

EXISTING CONDITIONS
LOT SIZE: 11,250 SF OR 0.26 AC
IMPERVIOUS: 4,900 SF OR 0.11 AC
% IMPERVIOUS: 42%

PARKING REQUIREMENTS

PER TOJ LDR 6.2.5.D.1: MINIMUM PARKING STALL DIMENSION SHALL BE 9' WIDE X 20' LONG.

PROPERTY DETAILS:

1. PHYSICAL ADDRESS: 165 W KARNS AVENUE
2. PARCEL: 22-41-16-34-1-28-011
3. LOCATION: LOT 8 & WEST 1/2 OF LOT 9 BLK 4, KARNS-3
4. ACREAGE: 0.26
5. ZONING: NH-1

PROJECT NOTES:

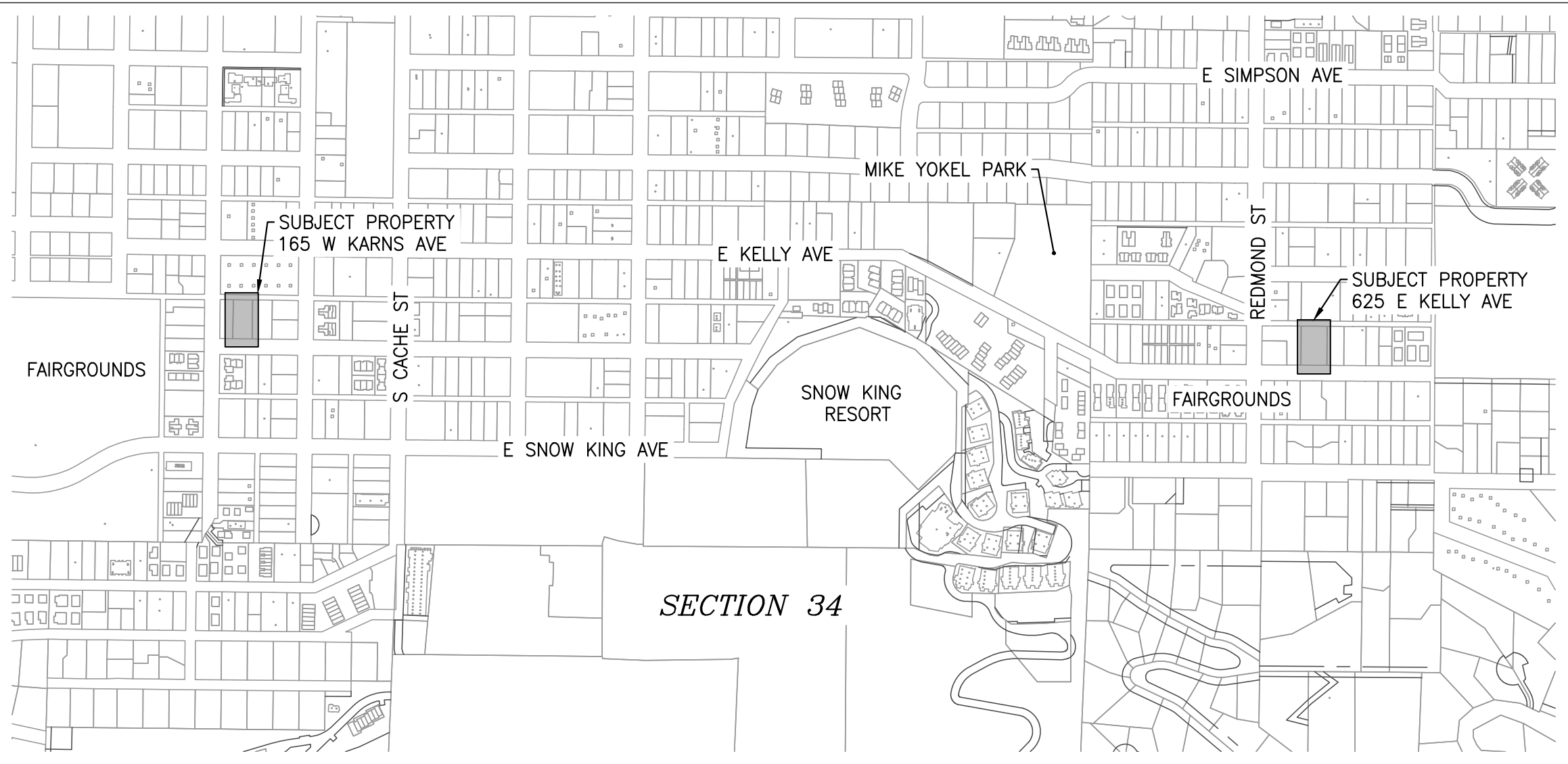
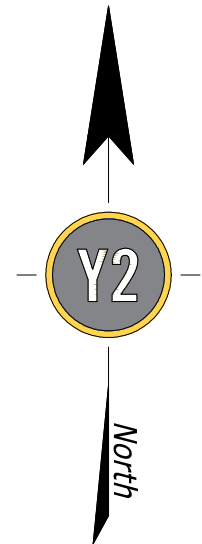
1. LOT DIMENSIONS SHOWN HEREON ARE DERIVED USING TETON COUNTY GIS DATA
2. NO SURVEY WAS CONDUCTED
3. ADDITIONAL DATA SOURCES:
 - 3.1. SITE PLAN WAS PRODUCED USING TETON COUNTY GIS DATA INCLUDING 2022 AERIAL IMAGES, PROPERTY BOUNDARIES AND LIDAR DATA.
4. ALL LOCATIONS ARE BASED ON AERIAL IMAGERY. LOCATIONS ARE TO BE VERIFIED IN FIELD AND ADJUSTED TO EXISTING CONDITIONS.
5. ALL PROPERTY AND DEVELOPMENT SETBACKS ARE TO BE VERIFIED.
6. NO UNDERGROUND UTILITIES OR SUBSURFACE IMPROVEMENTS WERE MAPPED AS PART OF THIS CONCEPT DESIGN.
7. EASEMENTS OF SIGHT AND RECORD NOT SHOWN HEREON MAY EXIST.
8. NO ADA PARKING WAS CONSIDERED AS PART OF THIS CONCEPT DESIGN.

PLAN ACCURACY DISCLAIMER

THIS SITE PLAN IS CONCEPTUAL ONLY AND BASED ON PUBLICLY AVAILABLE DATA WITH KNOWN IMACCURACIES. THIS PLAN IS NOT TO BE UTILIZED FOR CONSTRUCTION OR PERMITTING PURPOSES. ALL MEASUREMENTS AND LOCATIONS ARE APPROXIMATE AND SUBJECT TO CHANGE UPON EXISTING CONDITIONS SURVEY. AN EXISTING CONDITIONS SURVEY SHOULD BE CONDUCTED TO FURTHER PROGRESS THIS CONCEPT DESIGN AND FUTURE PERMITTING EFFORTS. THE CONCEPTUAL PARKING STALL LOCATIONS DISPLAYED ON THIS PLAN HEREIN ARE FOR CONCEPT SITE PLAN REVIEW ONLY.

OWNER
COMMUNITY ENTRY SERVICES
RICK CHRISTENSEN
PO BOX 4259
JACKSON, WYOMING 83001

ENGINEER
Y2 CONSULTANTS
PO BOX 2870
JACKSON, WYOMING 83001
307-733-2999



LEGEND	
(E) - EXISTING	(P) - PROPOSED
	SUBJECT PROPERTY BOUNDARY
	ADJOINING PROPERTY BOUNDARY
	EASEMENT LINE
	SETBACK LINE
	(E) STRUCTURE
	(P) STRUCTURE
	(E) EDGE OF ASPHALT
	(E) EDGE OF CONCRETE
	(E) WOODEN FENCE
	(E) DRIPLINE
	(E) OVERHEAD WIRE
	(E) CONCRETE
	(E) ASPHALT

PROJECT MAP



VICINITY MAP



Job No.	24172
Drafter:	TK
Reviewer:	SH

Y2 CONSULTANTS

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

y2consultants.com
307 733 2999

CONCEPT PLAN FOR TOJ
PRE APP REVIEW ONLY

COMMUNITY ENTRY SERVICES HOUSING
COMMUNITY ENTRY SERVICES, INC.
165 KARNS & 625 E KELLY
JACKSON, WY 83001

Set Title:

CONCEPT SITE PLAN

Plot Date:	PLOT DATE
Desc.	Date
PLANNING PRE APP	1.27.25

165 KARNS SITE PLAN

C1.1



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

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P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

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For additional information go to 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

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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.

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_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
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_____ Optional
_____ For an Environmental Analysis
_____ For grading

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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

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: 02.04.2025

LETTER OF AUTHORIZATION

NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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 : Rick Christensen, Director, Community Entry Services, Inc.

Being duly sworn, deposes and says that Community Entry Services, Inc is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 625 E Kelly

Legal Description: Lots 17 & 18, Blk 4, Hall No. 2

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Megan Nelms

Mailing address of Applicant/Authorized Representative: _____

Email address of Applicant/Authorized Representative: megan@y2consultants.com

Phone Number of Applicant/Authorized Representative: 307-632-5656

Is authorized to act as property owner's representative 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 ☒ Other (describe) Optional Pre-Application

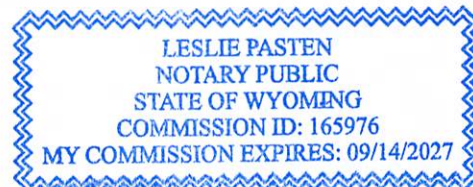
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Pickey Christensen
Property Owner Signature

Director

Title 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 Pickey Christensen this 4th day of Feb. 2025. WITNESS my hand and official seal.

Leslie Pasten
Notary Public

My commission expires: 09.14.2027

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS THAT COMMUNITY ENTRY SERVICES, INC.,
A WYOMING NON-PROFIT CORPORATION grantor, of the County of TETON, State of Wyoming,
for the consideration of TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION in
hand paid, the receipt whereof is hereby acknowledged, hereby CONVEY(S) and QUITCLAIM(S) to COMMUNITY ENTRY SERVICES, INC., A WYOMING NON-PROFIT CORPORATION, P.O. BOX
4259, TOWN of JACKSON, County of TETON, State of WYOMING all interest in the following
described real property, situate in the County of TETON, in the State of Wyoming, to wit:

LOT 17 AND 18 OF BLOCK 4 OF THE SECOND JOHN D. HALL PLAT, TOWN OF JACKSON,
TETON COUNTY, WYOMING, ACCORDING TO THAT PLAT RECORDED JULY 8, 1948 AS
PLAT NO. 135.

SUBJECT TO THE TERMS AND CONDITIONS OF THE HOME AGREEMENT BETWEEN COMMUNITY ENTRY SERVICES, INC. AND WYOMING COMMUNITY DEVELOPMENT
AUTHORITY DATED 8/18, 2000, RECORDED 8/18, 2000 AS
INSTRUMENT NUMBERED 52302, IN BOOK 404 AT PAGE 305-315
SAID AGREEMENT CREATING RESTRICTIONS AND COVENANTS WHICH RUN WITH
THE LAND AND ARE INCORPORATED HEREIN BY REFERENCE.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the
State of Wyoming.

Dated this 15 day of August, 2000.

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	



Pat Harris
Sharon Griffith

STATE OF WYOMING)
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Pat Harris - Chief Financial Officer
and Sharon Griffith - Chief Executive Officer of COMMUNITY ENTRY SERVICES, INC., A WYOMING
NON-PROFIT CORPORATION, this 15 day of August, 2000.

Witness my hand and official seal.

6-14-04
My commission expires

Kimberly Villarreal
Notary Public

Grantor: COMMUNITY ENTRY SERVICES INC
Grantee: COMMUNITY ENTRY SERVICES INC
Doc 0523108 bk 404 pg 316-316 Filed at 1:37 on 08/18/00
Sherry L Daigle, Teton County Clerk fees: 6.00
By JULIE A HODGES Deputy



y2consultants.com
307 733 2999

CONSULTANTS

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

February 3, 2025

Delivery via email

Town of Jackson Building & Planning
Attn: Tyler Valentine
PO Box 1687
Jackson, WY 83001

RE: Pre-Application Request – 625 E Kelly Avenue, Jackson, WY

Dear Mr. Valentine,

Community Entry Services, Inc. (CES) is currently the legal owner of the following property:

625 E Kelly Ave. – Existing 4-unit attached residential structure	PIDN: 22-41-16-34-1-28-011	Lots 17 & 18, Block 4, Hall 2
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This pre-application conference request is intended to coordinate with the Town of Jackson Planning Department to discuss topics related to the potential additional residential development of this property. The narrative below provides a brief contextual background and use of the property and an overview of conceptual development ideas we would like to discuss with staff.

PROPERTY

The parcel consists of two (2) platted lots, effectively considered one parcel for development and taxation purposes. The development parcel is .34-acres in size and zoned Neighborhood Medium Density-1 (NM-1). There is one existing structure on the property, a 4-unit attached multi-family residential building.

PROPOSED DEVELOPMENT

Community Entry Services, Inc. is a private nonprofit organization which provides services for people with developmental disabilities and acquired brain injuries. CES has community living programs to provide support and services to allow people with limitations to live more independently in their own homes while still in a community or family living setting.

Initial site design concepts include the placement of 2-story modular living units. Each 2-story structure would contain 2 living units. Using the standards of the NM-1 zone, placement of two of the 2-story structures would be possible on the alley side of the property.

SITE CONSTRAINTS & NON-CONFORMITIES

We would like to discuss the existing structures and uses on the property and their conformance with the Land Development Regulations (LDRs) and how the existing structures may affect the ability to place additional residential units on the property.



Currently, the NM-1 zone states that the maximum allowed density on an individual lot greater than 7,500 sf in size is four units (two primary unit and two ARUs). Currently, the two platted lots together have a 4-unit residential structure that could be defined as an Apartment or Attached Dwelling. We would like to discuss how the Town is currently defining the residential structure on the property and the number of additional residential units that could be placed on the property.

Another topic of discussion during conceptual design has been the issue of the property as (2) existing platted lots and potential building setback issues from the center property line. Will the Town allow additional units to be placed on the property and/or across the existing property line? Will a resubdivision plat to combine the two existing lots be required?

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

COMMUNITY ENTRY SERVICES
625 E KELLY AVE
MODULAR HOUSING CONCEPT SITE PLAN

PLANNING/BUILDING INFORMATION

TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS

ZONE: NM-1

PRIMARY BUILDING SETBACK
PRIMARY STREET: 20'
SECONDARY STREET: 10'
REAR/SIDE/ALLEY: 10'

ACCESSORY STRUCTURE SETBACK
PRIMARY STREET: 30'
SECONDARY STREET: 10'
SIDE STRUCTURE >14' TALL: 10'
REAR ALLEY: 10'

SITE DEVELOPMENT SETBACK
PRIMARY STREET: 20'
SECONDARY STREET: 10'
SIDE/REAR: 5'

PARKING SETBACK
PRIMARY STREET: 0'
SECONDARY STREET: 0'
SIDE: 5'
REAR: 5'
REAR ALLEY: 2'

EXISTING CONDITIONS
LOT SIZE: 15,000 SF OR 0.34 AC
IMPERVIOUS: 6,555 SF OR 0.15 AC
% IMPERVIOUS: 44%

PARKING REQUIREMENTS

PER TOJ LDR 6.2.5.D.1: MINIMUM PARKING STALL DIMENSION SHALL BE 9' WIDE X 20' LONG.

PROPERTY DETAILS:

1. PHYSICAL ADDRESS: 625 E KELLY AVE
2. PARCEL: 22-41-16-34-1-28-011
3. LOTS 17-18 BLK 4 HALL-2
4. ACREAGE: 0.34
5. NM-1

PROJECT NOTES:

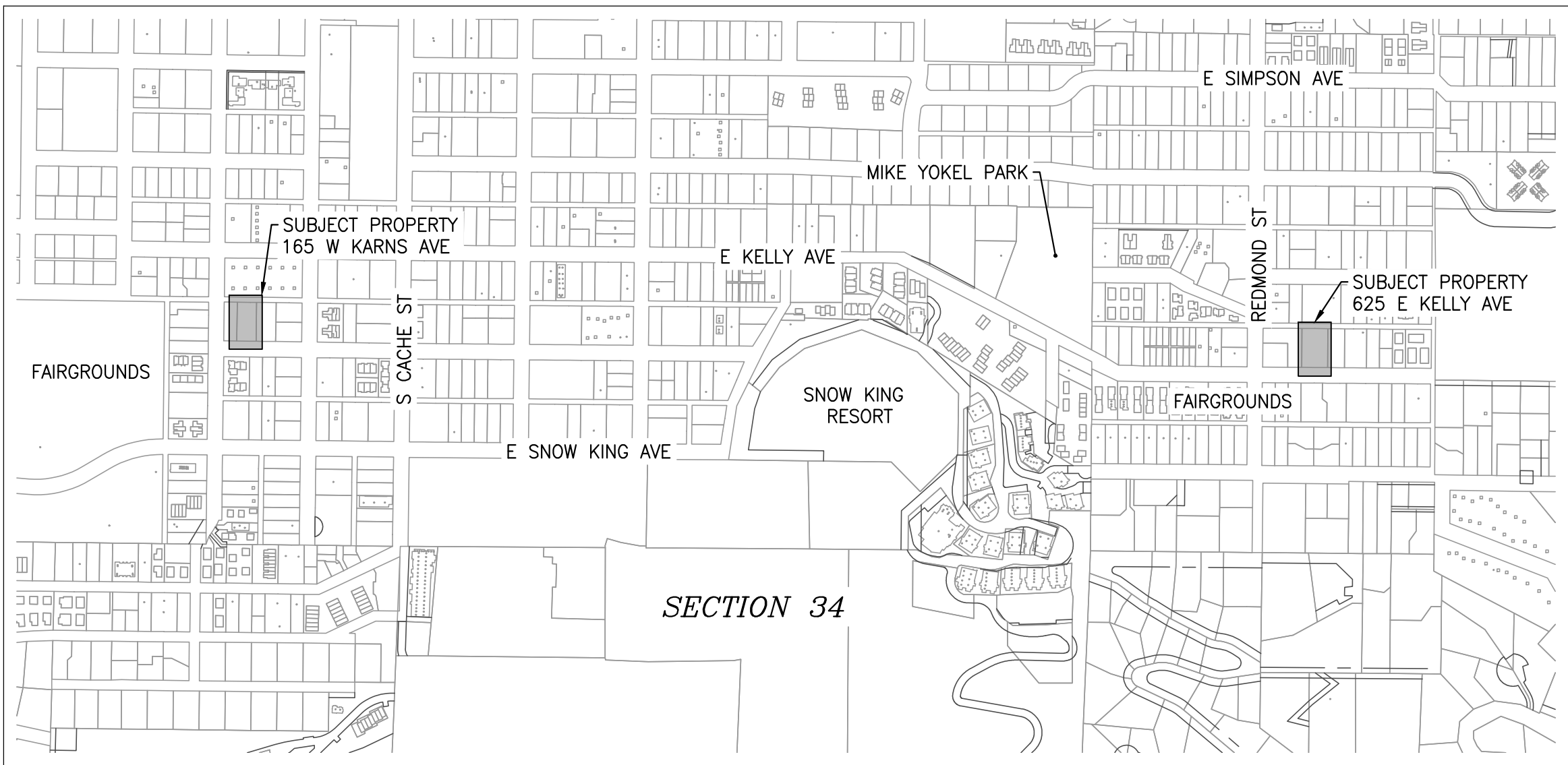
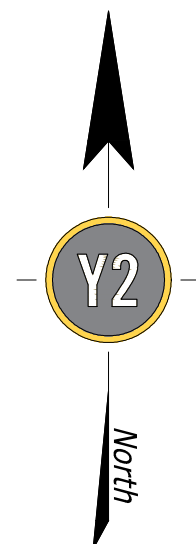
1. LOT DIMENSIONS SHOWN HEREON ARE DERIVED USING TETON COUNTY GIS DATA
2. NO SURVEY WAS CONDUCTED
3. ADDITIONAL DATA SOURCES:
 - 3.1. SITE PLAN WAS PRODUCED USING TETON COUNTY GIS DATA INCLUDING 2022 AERIAL IMAGES, PROPERTY BOUNDARIES AND LIDAR DATA.
4. ALL LOCATIONS ARE BASED ON AERIAL IMAGERY. LOCATIONS ARE TO BE VERIFIED IN FIELD AND ADJUSTED TO EXISTING CONDITIONS.
5. ALL PROPERTY AND DEVELOPMENT SETBACKS ARE TO BE VERIFIED.
6. NO UNDERGROUND UTILITIES OR SUBSURFACE IMPROVEMENTS WERE MAPPED AS PART OF THIS CONCEPT DESIGN.
7. EASEMENTS OF SIGHT AND RECORD NOT SHOWN HEREON MAY EXIST.
8. NO ADA PARKING WAS CONSIDERED AS PART OF THIS CONCEPT DESIGN.

PLAN ACCURACY DISCLAIMER

THIS SITE PLAN IS CONCEPTUAL ONLY AND BASED ON PUBLICLY AVAILABLE DATA 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 UPON EXISTING CONDITIONS SURVEY. AN EXISTING CONDITIONS SURVEY SHOULD BE CONDUCTED TO FURTHER PROGRESS THIS CONCEPT DESIGN AND FUTURE PERMITTING EFFORTS. THE CONCEPTUAL PARKING STALL LOCATIONS DISPLAYED ON THIS PLAN HEREIN ARE FOR CONCEPT SITE PLAN REVIEW ONLY.

OWNER
COMMUNITY ENTRY SERVICES
RICK CHRISTENSEN
PO BOX 4259
JACKSON, WYOMING 83001

ENGINEER
Y2 CONSULTANTS
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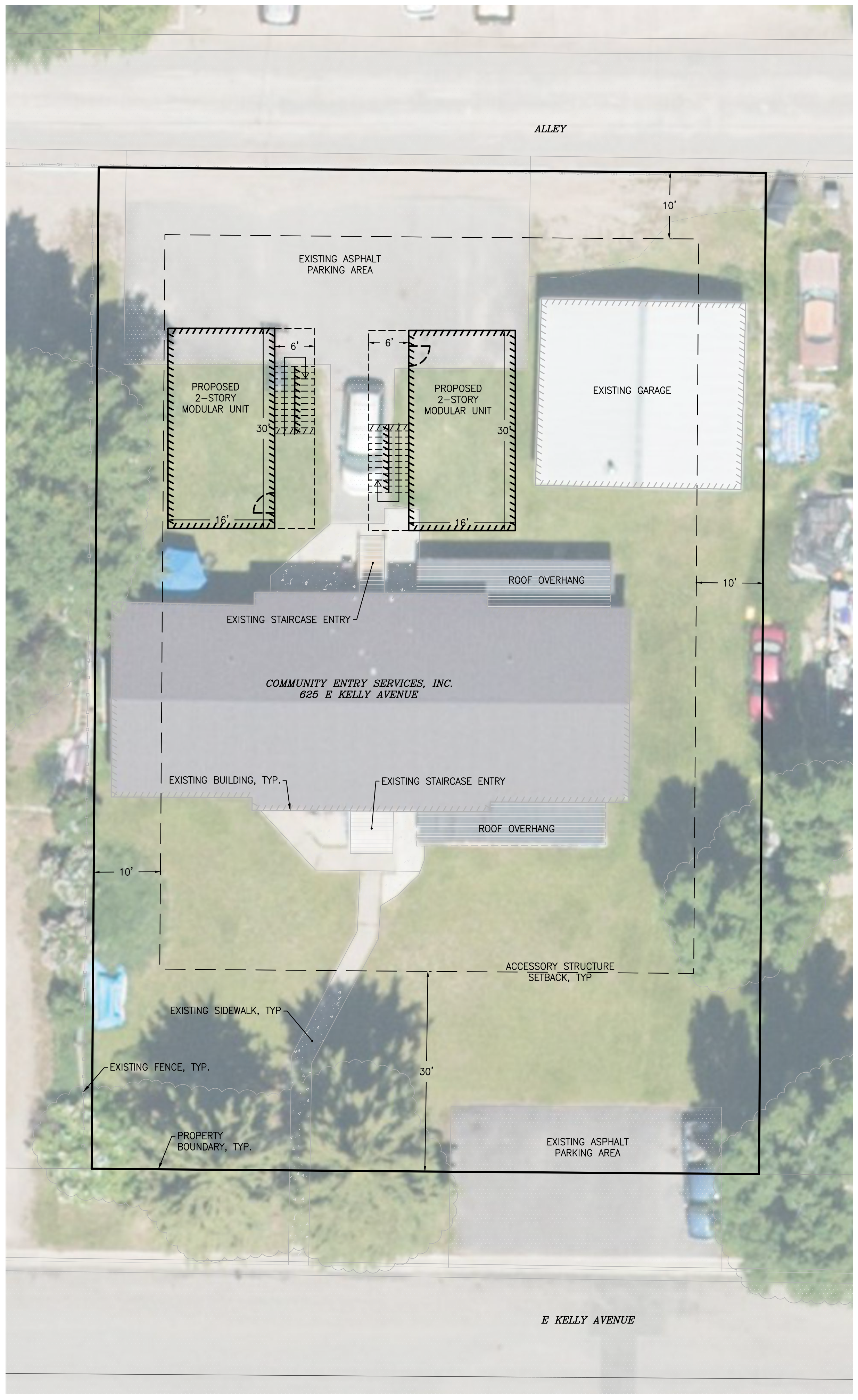


LEGEND	
(E) - EXISTING	(P) - PROPOSED
	SUBJECT PROPERTY BOUNDARY
	ADJOINING PROPERTY BOUNDARY
	EASEMENT LINE
	SETBACK LINE
	(E) STRUCTURE
	(P) STRUCTURE
	(E) EDGE OF ASPHALT
	(E) EDGE OF CONCRETE
	(E) WOODEN FENCE
	(E) DRIPLINE
	(E) OVERHEAD WIRE
	(E) CONCRETE
	(E) ASPHALT

VICINITY MAP



PROJECT MAP



Job No.	24172
Drafter:	TK
Reviewer:	SH

Y2 CONSULTANTS

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

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307.733.2999

CONCEPT PLAN FOR TOJ
PRE APP REVIEW ONLY

COMMUNITY ENTRY SERVICES HOUSING
COMMUNITY ENTRY SERVICES, INC.
165 W KARNES AVE & 625 E KELLY AVE
JACKSON, WY 83001

Set Title:

CONCEPT SITE PLAN

Plot Date:	PLOT DATE
Desc.	Date
PLANNING PRE APP	1.27.25

625 E KELLY SITE PLAN

C1.2