



# TOWN OF JACKSON

## PLANNING & BUILDING DEPARTMENT

### TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police
- Ecosystem Stewardship

**Joint Town/County**

- Parks & Recreation
- Pathways
- Joint Housing Dept.

**Teton County**

- Planning Division
- Engineer
- Surveyor
- Assessor
- Clerk & Recorder
- Road & Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game & Fish
- DEQ

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- Start
- Jackson Hole Fire/EMS
- Regional Transportation

Date: March 24, 2025	REQUEST:
Item: P25-054	The applicant is submitting a request for a Required Pre-Application Conference Request for Zone Map Amendment for the property located at PT SE1/4 SW1/4, SEC 32, TWP 41, RNG 116 PARCEL "B", known as the Swan Creek Property.
Planner: Andrew Bowen Phone: 733.0440 ext. 1306 Email: <a href="mailto:abowen@jacksonwy.gov">abowen@jacksonwy.gov</a>	<b>PIDN:</b> 22-41-16-32-0-00-025
<b>Owner:</b> Swan Creek LLC	
<b>Applicant:</b> Y2 Consultants Attn: Megan Nelms PO Box 2870 Jackson, WY 83001	For questions, please call Andrew Bowen at 733-0440, x 1306, or email to the address shown below. Thank you.
<b>Please respond by: April 14, 2025</b> For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	

**Owner:****Applicant:**



**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 processed 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  
 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

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Name Printed

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Title



y2consultants.com  
307 733 2999

# CONSULTANTS

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

March 21, 2025

Delivery via email

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

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

Dear Mr. Valentine,

This request is being submitted as the required Pre-Application Conference prior to submittal of a Zone Map Amendment for the unplattd "Parcel B" (PIDN: 22-41-16-32-3-00-025), as directed by staff at the previous, optional Pre-Application Conference held regarding this property. The narrative below provides a brief contextual history of the property and an overview of the forthcoming zone map amendment application.

### **Property**

The property is located on the northwest corner of S HWY 89 and South Park Loop Road. It is an unplattd 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 are unable to find any recorded project closeout documents indicating successful completion of reclamation taking place based on the report recommendations.

The topography and location of the property puts 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 feasible access points.

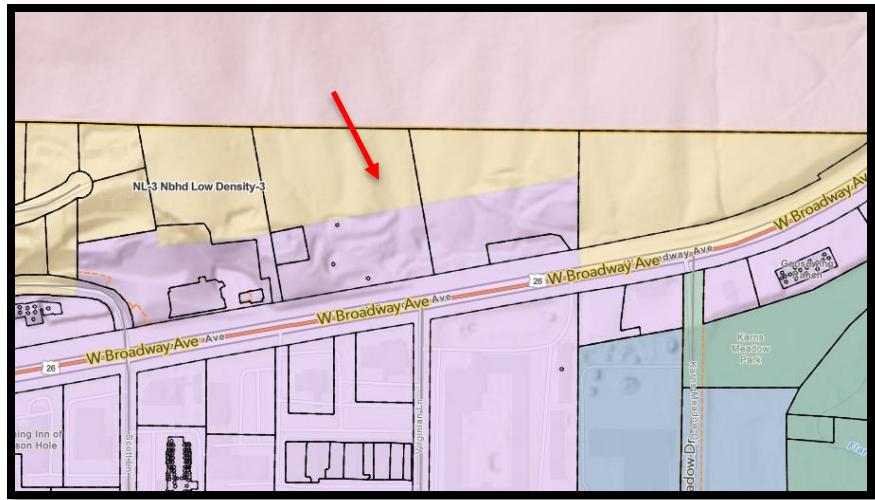
### **Zone Map Amendment**

The purpose of the ZMA application is to re-zone the property from the R (Rural Residential-Town) district in order to increase the number of permitted uses allowed on the property. At this time, the applicant intends to submit a zone map amendment to split zone the property, with the upper portion remaining R (Rural) and the lower portion proposed to be rezoned to CR-3 (Commercial Residential-3). This split zoning of the parcel would be like other parcels along Broadway Avenue within the town. Numerous parcels on the north side of Broadway, which also back up to, or include, steep hillsides, have split zoning of CR-3 and R or NL-3 (Neighborhood Low Density-3) across a single parcel, thus making the proposed zone map amendment in line with the zoning of nearby properties.

The applicant has also contemplated requesting rezoning to a residential district that would allow increased density and use options and is open to discussion with staff regarding which residential district would best fit the property and the S HWY 89 commercial corridor. Zones currently contemplated include NH-1 (Neighborhood High Density-1), NL-5 (Neighborhood Low Density-5) and OR (Office Residential).



Example split zoning along W Broadway Ave.



The proposed zone map amendment for the subject parcel is consistent with the purposes of the LDRs and the Official Town Zoning Map. It also improves implementation of the future character districts described in the Illustration of our Vision chapter of the Comprehensive Plan. The parcel was annexed into the Town in 2014, it is not identified in any specific character district in the 2012 Comprehensive Plan or the 2020 update. The adjacent character districts include West Jackson and Midtown. The property is most immediately adjacent to the West Jackson Highway Corridor and the Midtown Highway Corridor subareas, both of which are identified as transitional sub areas intended for development, redevelopment and revitalization to provide enhanced services to the community.

#### Other Requirements & Standards

As future development will likely occur on the previously disturbed areas of the property, a ZCV for determination of manmade slopes was submitted to the Town on 2/18/25. The neighborhood meeting



**CONSULTANTS**

required prior to submitting the zone map amendment will be scheduled sometime before the end of April 2025.

As we have previously completed an optional Pre-Application Conference regarding this property, we are aware of the application process, LDR standards and procedural requirements for the zone map amendment request. Thank you for your time and we look forward to submitting the full zone map amendment application.

Sincerely,

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



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: 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](mailto: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 in 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

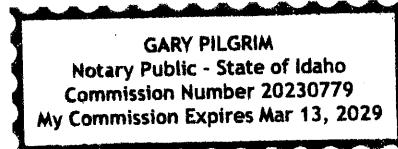
Demolition Permit     Home Occupation     Other (describe) Pre-Application Conference

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.

Malin C.  
Property Owner Signature

**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 28<sup>th</sup> day of October 2024. WITNESS my hand and official seal.



My commission expires: 3-13-2029