



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: May 6, 2025	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a for a single-family home and detached ARU located at 225 Spruce Drive, legally known as LOT 2, ASPEN HILL LOTS, 3RD ADDITION. PIDN: 22-41-16-33-4-37-002 For questions, please call Andrew Bowen at 307-733-0440 x1306, or email abowen@jacksonwy.gov . Thank you.
Item #: P25-070	
Planner: Andrew Bowen Phone: 733-0440 ext. 1306 Email: abowen@jacksonwy.gov	
Owner: Scott Brian Anderson 225 Spruce Drive Jackson, WY 83001 Applicant: Rachel Ravitz PO Box 2406 Jackson, WY 83001	

RESPONSE: by May 16, 2025 with Comments.

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



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: _____ Title: _____

Being duly sworn, deposes and says that Scott Brian Anderson is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 225 Spruce Drive Jackson WY 83001

Legal Description: Lot 2 Aspen Hill Lots Subdivision 3rd Addition 22-41-16-33-4-37-002

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Rachel Ravitz, AIA

Mailing address of Applicant/agent: po box 2406 Jackson WY 83001

Email address of Applicant/agent: Rachel@coRRnice.com

Phone Number of Applicant/agent: (307) 699-2454

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) Elective Pre-App Conference re: setbacks

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.

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 Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Scott Brian Anderson this 8th day of January, 2025. WITNESS my hand and official seal.

Karissa Dabel
Notary Public

My commission expires: 06/24/2030

KARISSA DABEL
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 159708
MY COMMISSION EXPIRES: 06/24/2030



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: Anderson House and Detached ARU

Physical Address: 225 Spruce Drive Jackson WY 83001 - NL2

Lot, Subdivision: Lot 2 Aspen Hill Lots Subdivision 3rd Addition

PIDN: 22-41-16-33-4-37-002

PROPERTY OWNER.

Name: Scott Brian Anderson

Phone: (307) 690-0467

Mailing Address: po box 927 Jackson WY

ZIP: 83001

E-mail: sba@ScottAnderson.biz

APPLICANT/AGENT.

Name, Agency: Rachel Ravitz, CoRRnice Architecture LLC

Phone: (307) 699-2454

Mailing Address: po box 2406 Jackson WY

ZIP: 83001

E-mail: Rachel@coRRnice.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: Vince Roux, Harmony Design & Engineering Phone: (208) 354-1331 ext 4022
Mailing Address: po box 369 Driggs, ID 83422 ZIP: 83001
E-mail: Vince.Roux@HarmonyDesignInc.com

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 **Conditional 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?

\$199 **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com for the fees.

LOA **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>.

YES **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)

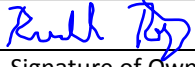
YES **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be 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

YES **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.

Soils **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues. **Geotech Report from Phil Gyr, Nelson Engineering**

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

Rachel Ravitz

Name Printed

April 21 2025

Date

Architect

Title

Pre Application Narrative

April 21 2025

For: Scott Anderson
Po box 927
225 Spruce Drive
Jackson, WY 83001

By: Rachel Ravitz
coRRnice Architecture, LLC
P.O. Box 2406
Jackson, WY 83001

CUP Main house + ARU Master planning

We examined several staff comments and suggestions from our Conditional Use Permit Pre-App on March 12, 2025. As a follow up, we would like to propose this revised site plan. We are looking for feedback from Planning and Engineering regarding our use of setbacks for parking and retainage on this sloped site.

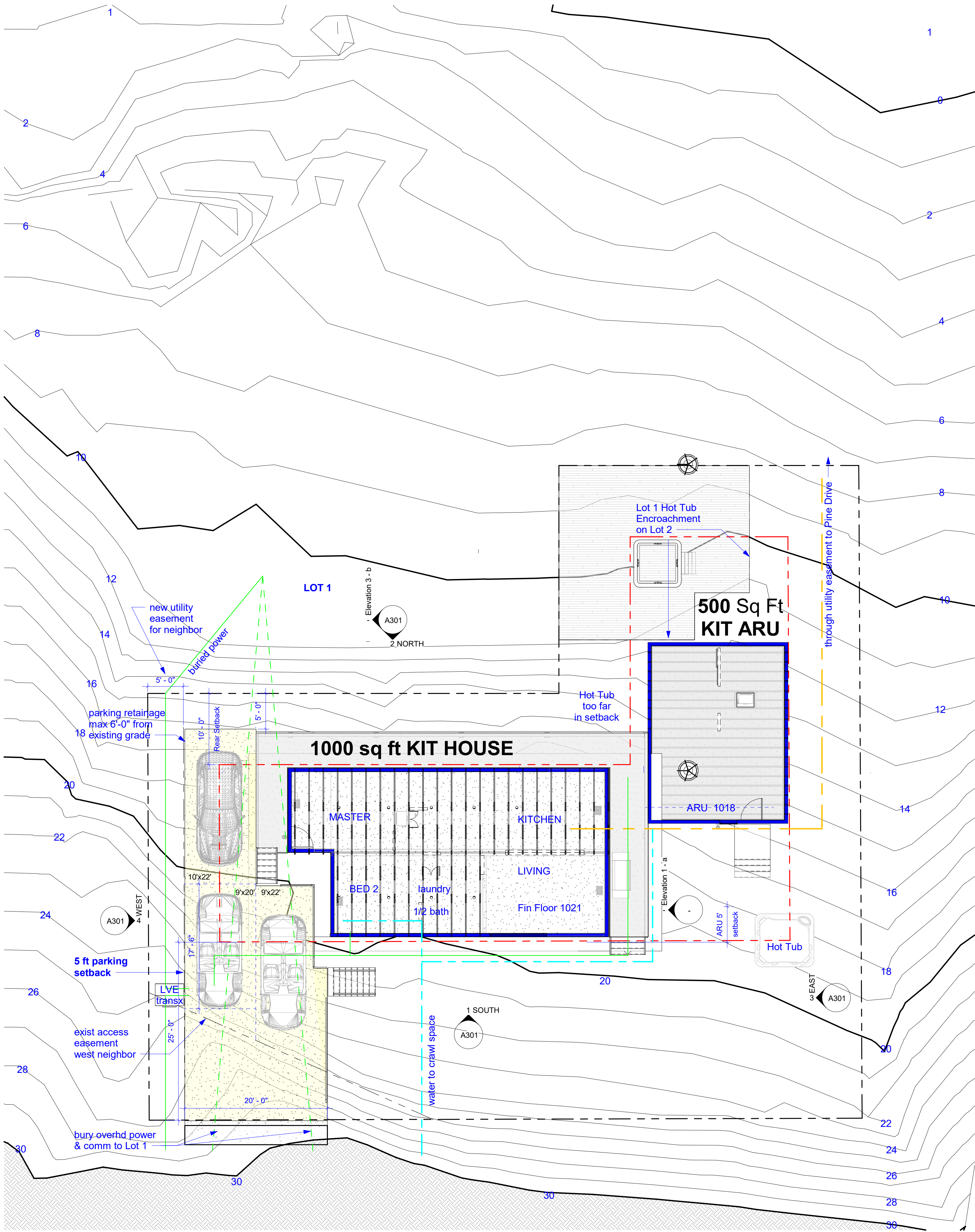
1. We considered staff concerns about the height of the ARU as it appears to surrounding neighbors. We tried a new approach with no garage and a single story ARU with crawl space.
2. We considered staff suggestions about claiming the north east corner of the site for an alternate ARU placement.
3. We explored several alternatives for a driveway configuration, returning to the northwest corner as the spot with the least drop in grade and most direct access to Spruce Drive. To avoid a driveway throat wider than 20 feet, we stretched the parking northward, to within 5 feet of the lot line, parking cars in tandem.

As a reminder, several challenges exist with this small lot:

1. Steep contours, especially as the land drops off from Spruce Drive
2. Tight Building Envelope in L shape
3. Access Easement to West Neighbor 235 Spruce Drive (Triangular Shape)
4. Encroachment Agreement with North Neighbor 230 Pine Drive
5. Overhead Power to 230 Pine Drive
6. Location in the WUI with several mature trees

As it became clear that our design needs to be well developed for the CUP submittal, we would like to review this with staff before proceeding to CUP application. Thank you in advance.

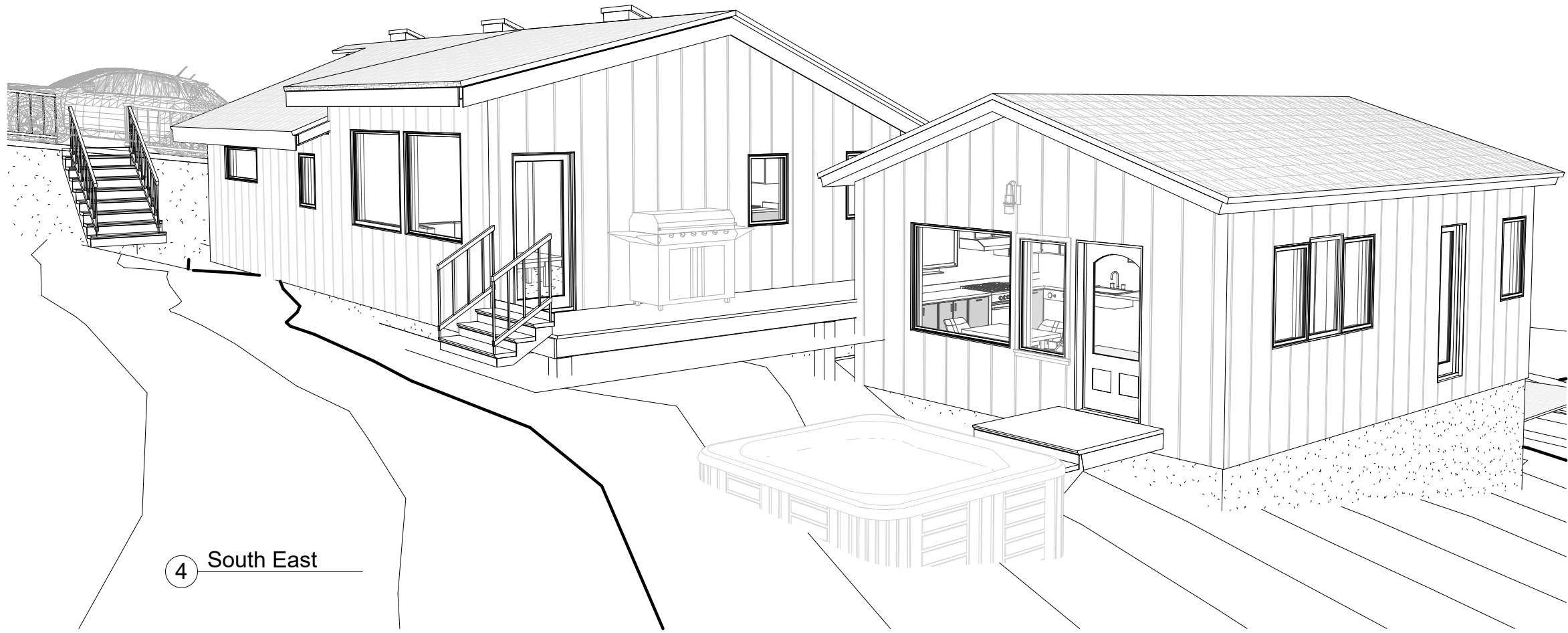
Rachel Ravitz, AIA
Po box 2406 Jackson WY 83001



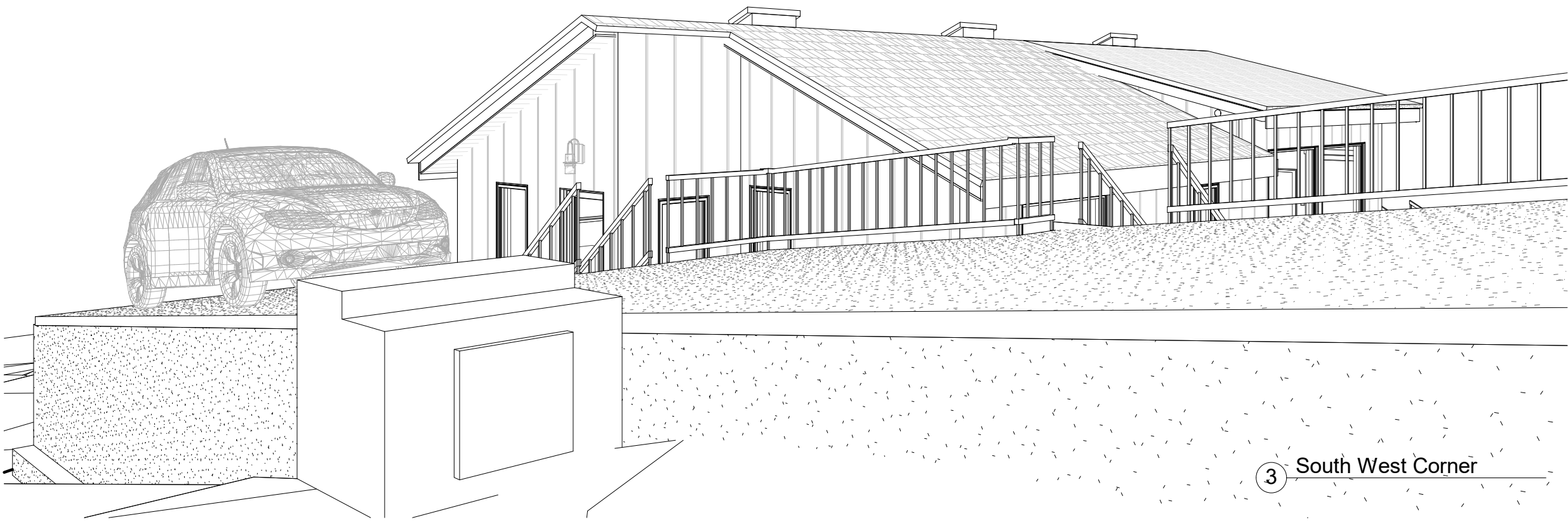
TOPOGRAPHY TAKEN FROM NELSON SURVEY

1 Site
1/8" = 1'-0"

SHEET LIST		
Number	Sheet Name	Engineer
A101	SITE & VICINITY PLANS	Ravitz
A102	FLOOR PLANS	Designer
A301	ELEVATIONS	Ravitz
A401	HOUSE SECTIONS	Ravitz
Kit CS-1	COVER PAGE	Century
Kit CS-2	General Modular Notes	Century
Kit EE-1	Exterior Elevations	Century
Kit EL-1	Electrical & Lighting	Century
Kit EL-2	Electrical Panel Layout	Century
Kit FD-1	Foundation	Century
Kit FD-2	Foundation Details	Century
Kit FP-1	FLOOR PLAN	Century
Kit FS-1	Fastening Schedule	Century
Kit M-1	HVAC Plan & Details	Century
Kit P-1	Plumbing Isometric & Details	Century
Kit P-2	Water Isometric	Century
Kit R-1	Roof Truss Layout	Century
Kit ST-1	STRUCTURAL Floor Plan	Century
Kit ST-2	Structural House Sections	Century
Kit ST-3	Roof & Dormer Framing Details	Century
Kit ST-4	Structural Details	Century
Kit ST-5	Structural Details - Beams	Century
S1	RETAINING WALL	TSE



4 South East



3 South West Corner



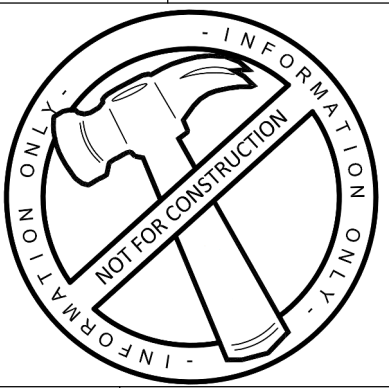
Rachel Ravitz
AIA LEED AP NCARB
p.o. box 2406 Jackson WY 83001
p.o. box 3290 A.I.P. line WY 83128
(307)699-2454
Rachel@cornicearch.com



VINCE ROUX
Civil Engineer
PO Box 1599
Jackson, WY 83001
(307)733-2087
ALee@NelsonEngineering.net

SCOTT ANDERSON
OWNER / DEVELOPER
p.o. box 927 Jackson WY 83001
(307)690-0467
sba@scottanderson.biz

ANDERSON LOT
225 SPRUCE
SITE & VICINITY PLANS



Date APR 18 2025

A101

Scale 1/8" = 1'-0"



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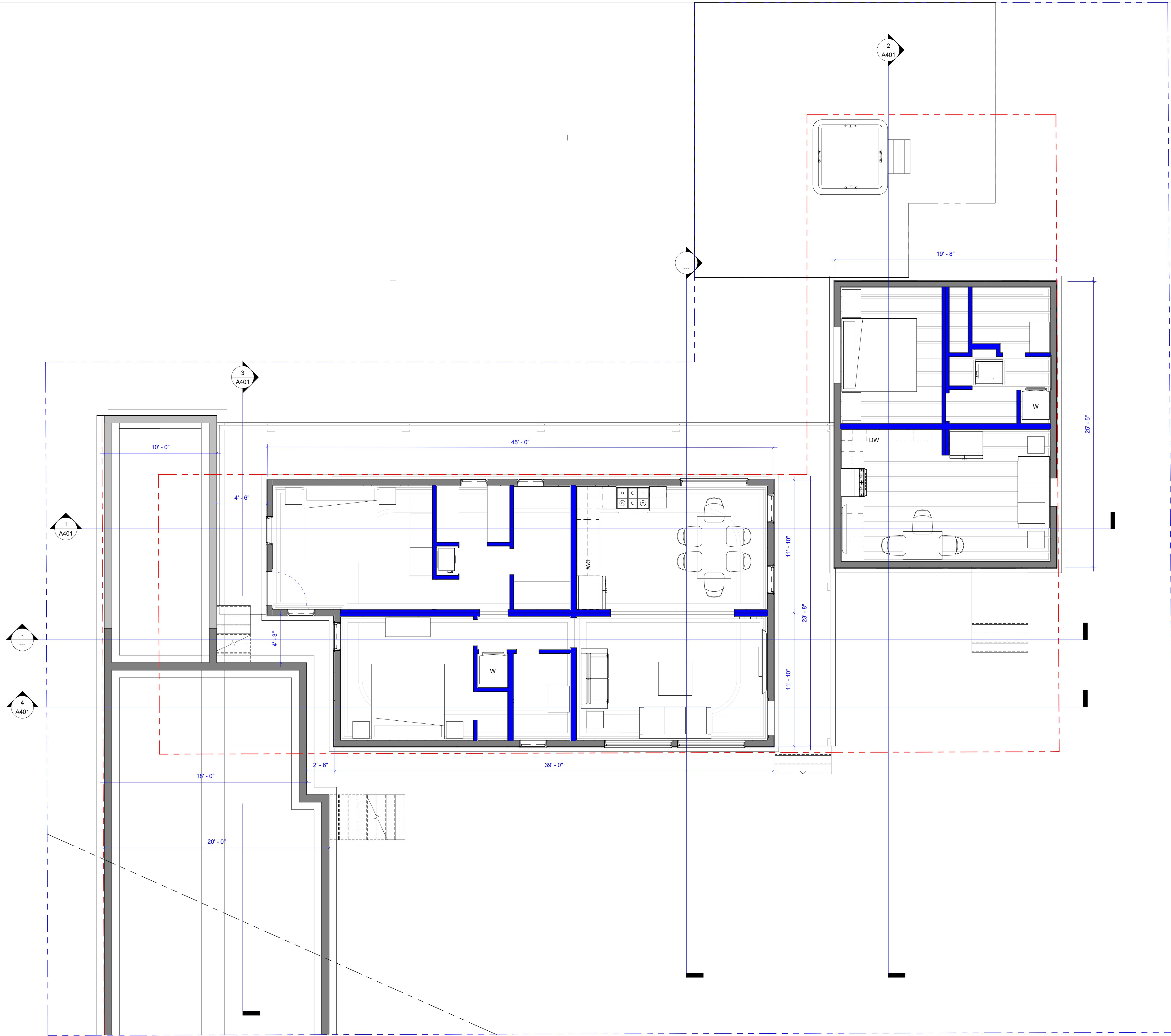
**ANDERSON LOT
225 SPRUCE**

FLOOR PLANS



A102

Scale	1/4" = 1'-0"
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1 Site Floor Plans
1/4" = 1'-0"

1

rij

3

MAIN HOUSE

5:12

3:12

GEO FOAM FILL

12.5%

Roof
7' - 0"

Level 1
0' - 0"

Footer
-4' - 0"

3
A401

③ HOUSE & PARKING
1/4" = 1'-0"

MAIN HOUSE

20' - 6"

Roof
7' - 0"

Level 1
0' - 0"

Footer
-4' - 0"

Geofill

4' - 6"

10' - 0"

D

C

B

A

z

2
A401

cl

3

3
A401

④ Bed 2 Adjacent Parking
1/4" = 1'-0"

Roof
7' - 0"

Level 1
0' - 0"

Footer
-4' - 0"

GEO FOAM FILL

18' - 0"

2' - 6"

D

C

B

A

z

2
A401

cl

3

ARU Roof
8' - 0"

ARU Floor
0' - 0"

② ARU MODULAR
1/4" = 1'-0"

4:12 slope

SPRUCE DRIVE

Finish Grade covers footer

existing paving neighbor encroachment

ARU

① HOUSE / ARU
1/4" = 1'-0"

4:12

ARU Roof
8' - 0"

ARU Floor
0' - 0"



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Date:

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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.

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 Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Scott Brian Anderson this 8th day of January, 2025. WITNESS my hand and official seal.

Karissa Dabel
Notary Public

My commission expires: 06/24/2030

KARISSA DABEL
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 159708
MY COMMISSION EXPIRES: 06/24/2030