



# 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

**Teton County**

- Planning Division
- Engineer

- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee
- Housing Authority

**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

<p>Date: August 30, 2016</p> <p>Item #: P16-093 &amp; 094</p> <hr/> <p>Planner: Paul Anthony</p> <p>Phone: 733-0440 ext. 1303</p> <p>Fax: 734-3563</p> <p>Email: <a href="mailto:panthony@ci.jackson.wy.us">panthony@ci.jackson.wy.us</a></p> <hr/> <p><b>Applicant:</b> Y2 Consultants Attn: Heather Smith PO Box 2674 Jackson, WY 83001 307-733-2999 <a href="mailto:Heather@y2consultants.com">Heather@y2consultants.com</a></p> <hr/> <p><b>Owner:</b> Four Lazy F Ranch PO Box 453 Jackson, WY 83001</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Zoning Compliance Verification (P16-093) and Subdivision Plat (P16-094) for the properties located at 3042, 3044, 3046, 3048, 3052 and 3054 Whitehouse Drive legally known as Lot 12,13, 14, 16, 17, 18, and 20 of Homestead Neighborhood Third Filing.</p> <p>For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: September 13, 2016 ( for Sufficiency) September 20, 2016 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [jcaruth@ci.jackson.wy.us](mailto:jcaruth@ci.jackson.wy.us)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**  
**Planning Division**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

<i>For Office Use Only</i>		
Fees Paid _____		
Check # _____	Credit Card _____	Cash _____
Application #s _____	_____	_____

**PROJECT.**

Name/Description: Homestead Neighborhood  
Physical Address: see attached  
Lot, Subdivision: Lots 12, 13, 14, 16, 17, 18, and 20 of Homestead 3rd Filing      PIDN: see attached

**OWNER.**

Name: Four Lazy F Ranch, Inc.      Phone: 307-733-2999  
Mailing Address: PO Box 453 Jackson, WY      ZIP: 83001  
E-mail: todd-oliver@comcast.com

**APPLICANT/AGENT.**

Name: Y2 Consultants, LLC      Phone: 307-733-2999  
Mailing Address: PO Box 2674 Jackson, WY      ZIP: 83001  
E-mail: heather@y2consultants.com

**DESIGNATED PRIMARY CONTACT.**

Owner       Applicant/Agent

**TYPE OF APPLICATION.** *Please check all that apply; see Fee Schedule for applicable fees.*

<b>Use Permit</b> <input type="checkbox"/> Basic Use <input type="checkbox"/> Conditional Use <input type="checkbox"/> Special Use	<b>Physical Development</b> <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Development Plan	<b>Interpretations</b> <input type="checkbox"/> Formal Interpretation <input checked="" type="checkbox"/> Zoning Compliance Verification
<b>Relief from the LDRs</b> <input type="checkbox"/> Administrative Adjustment <input type="checkbox"/> Variance <input type="checkbox"/> Beneficial Use Determination <input type="checkbox"/> Appeal of an Admin. Decision	<b>Development Option/Subdivision</b> <input type="checkbox"/> Development Option Plan <input checked="" type="checkbox"/> Subdivision Plat <input type="checkbox"/> Boundary Adjustment (replat) <input type="checkbox"/> Boundary Adjustment (no plat)	<b>Amendments to the LDRs</b> <input type="checkbox"/> LDR Text Amendment <input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Planned Unit Development





**Legal Descriptions of Homestead Neighborhood Third Filing Lots included in these Applications:**

3054 Whitehouse Drive, Lot 20 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-008

3052 Whitehouse Drive, Lot 18 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-007

3050 Whitehouse Drive, Lot 17 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-006

3048 Whitehouse Drive, Lot 16 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-005

3046 Whitehouse Drive, Lot 14 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-003

3044 Whitehouse Drive, Lot 13 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-002

3042 Whitehouse Drive, Lot 12 of Homestead Neighborhood Third Filing according to Plat Number 814,  
Parcel ID 22-40-16-06-2-43-001

## **Narrative & Findings:**

Introduction. Four Lazy F Ranch, Inc. (the “Applicant”) was the developer of the Homestead Neighborhood Third Filing Addition to the Town of Jackson, according to Plat Number 814 (“Homestead Third Filing”). The properties described above, which are the subject of these Applications (the “Subject Properties”), are part of the Homestead Third Filing and are still owned by the Applicant. The Subject Properties are undeveloped.

According to the Resolution Adopting the Uses and Densities of Cottonwood Park as Approved by the Town of Jackson, and the Teton County Board of County Commissioner minutes dated April 19, 1983 (both enclosed), an overall density of 785 dwelling units was approved for the entire Cottonwood Park Master Plan. Following the most recent Cottonwood Park approval on March 16, 2009 of the Cottonwood Flats Addition to the Town of Jackson (being a replat of Lot 23, Cottonwood Park Homestead Neighborhood Fourth Filing Addition), 726 of the approved 785 residential units have been developed (see enclosed staff report and Town of Jackson file on Item P09-002).

The initially adopted Cottonwood Park Master Plan designated the Subject Properties for “Residential” use and allocated 11.8 dwelling units per acre (“du/ac”) to the area we know today as the Homestead Third Filing (see enclosed Overlay Map prepared by Y2 Consultants). In a subsequent approval related to the Subject Properties<sup>1</sup>, the Applicant was informed that residential use with a density of 3.7 du/ac was allowed under the Master Plan, and the Subject Properties along with three other lots were preliminary approved for subdivision as single-family lots. It is the Applicant’s position that the Master Plan’s use and density designations for the Subject Properties were not amended by that subsequent approval; the use designation under the Master Plan remained “residential” and the reduced density of 3.7 du/ac was merely allowed by the Master Plan. To clarify, the Subject Properties’ residential use designation and 11.8 du/ac density designation was not changed by such approval. The sole effect of that portion of the approval was to clarify that a lesser density was allowed under the Master Plan. The other portion of the approval was to provide preliminary plat approval for the subdivision of the Subject Properties for single-family use utilizing the allowed 3.7 du/ac density.

Application for ZCV. At the request of the Town Planning Department, the Applicant is including with this application packet an application for a Zoning Compliance Verification. In light of the Town Council approvals detailed in the letters and files referenced above, the Applicant requests verification of the following with respect to the Subject Properties:

1. The Cottonwood Master Plan approved in 1983 designated the Subject Properties for residential use and allocated the density of 11.8 du/ac to the Subject Properties;
2. Pursuant to the Town of Jackson’s approval of Item 93-113 on December 20, 1993, residential use with a density of 3.7 du/acre was allowed because it complied with the

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<sup>1</sup> Please refer to the enclosed letter from the Town of Jackson, dated December 21, 1993, wherein the Applicant is notified that the Town Council voted to approve “an amendment to the Cottonwood Park Master Plan to allow ‘Residential, 3.7 du/ac’ where the present designation is ‘Residential, 11.8 du/ac.’” Also note that Plat Number 814 includes a table of uses that designates the Subject Properties for single-family use.

designation of the Subject Properties under the Cottonwood Master Plan as residential use with a density of 11.8 du/ac;

3. The development of a duplex on each of the Subject Properties complies with the Master Plan's "Residential, 11.8 du/acre" designation on the Subject Properties, and therefore an amendment to the Master Plan is not required;
4. As of the date hereof, 59 residential units of the original 785 residential units approved pursuant to the Cottonwood Park Master Plan remain available for development within Cottonwood Park; and
5. The structure location and mass, maximum scale of development, and site development setbacks for the Subject Properties.

Application for Partial Vacation of Plat. It is the Applicant's belief that the proposed duplex development is allowed under the Cottonwood Park Master Plan due to the "Residential, 11.8 du/acre" designation for the Subject Properties. However, Plat Number 814 must be partially vacated in order to revise the tables of uses on such plat to permit duplex and single-family uses on the Subject Properties, as opposed to only single-family use. Therefore, in addition to the application for a Zoning Compliance Verification described above, the Applicant is submitting an application for a partial vacation of plat.

Purpose of Applications; Impact. The purpose of these applications is to partially vacate Plat No. 814 to allow a duplex on each Lot within the Subject Properties, which the Applicant intends to develop for rental purposes.

The Applicant believes that the partial vacation would not abridge or destroy any of the rights or privileges of other proprietors in Plat Number 814, in accordance with Wyoming Statute 34-12-110, for the following reasons:

1. Although two families may occupy each Lot as opposed to one, the bulk and scale (i.e. gross floor area and height) of any duplex structure would be the same bulk and scale as a single-family home currently permitted on each Lot.
2. Primary access from all directions to the Subject Properties will be from Whitehouse Drive, where it runs along the northwestern boundary of the Subject Property. Three out of the four sides of the Subject Properties are bordered by multi-family housing developments – the front access boundary and the two sides of each Lot.
3. Only the fourth side at the rear of each of the Subject Properties is bordered by the single-family lots in the Homestead Neighborhood Third Filing and the Cottonwood Park Rangeview Park Phase Two neighborhoods. We do not believe that there will be significant traffic impacts to those single-family lots, as only the first 400 feet of Rangeview Drive would be utilized for access to the connection point of Whitehouse Drive. Additionally, the single-family lots in those adjoining neighborhoods would not be visually impacted as the bulk and scale will not change.

Findings for Approval. Pursuant to Section 8.5.3. of the Town of Jackson Land Development Regulations, a plat shall be approved upon finding the application:

1. *Is in substantial conformance with an approved development plan or development option plan*

The application is in substantial conformance with the approved Cottonwood Park Master Plan. As described in the narrative, the Cottonwood Park Master Plan includes a designation for the Subject Properties of "Residential, 11.8 du/acre." Therefore, it is the Applicant's belief that the proposed duplex development is allowed pursuant to the approved Master Plan. However, Plat Number 814 must be partially vacated in order to revise the tables of uses to specify duplex and single-family uses on the Subject Properties, as opposed to only single-family use.

*2. Complies with the standards of this Section*

The application complies with the standards of Section 8.5.3. Subdivision Plat. The partial vacation of Plat 814 proposes to revise the designated uses to permit duplex and single-family uses on the Subject Properties. This is the only proposed change to Plat No. 814 and it is in accordance with the approved Cottonwood Park Master Plan.

*3. Complies with the subdivision standards of Division 7.7*

The application complies with the subdivision standards of Division 7.7. Required Utilities. The proposed partial vacation of Plat No. 814 revises the Table of Uses to permit duplex and single-family use on the Subject Properties. All utility standards are met.

*4. Complies with all other relevant standards of these LDRs and other Town Ordinances*

The application complies with all other relevant standards of these LDRs and other Town Ordinances. All development standards (setbacks, FAR, LSR, etc) will be met when development is proposed.

Attachments

1. Resolution Adopting the Uses and Densities of Cottonwood Park as Approved by the Town of Jackson, and the Teton County Board of County Commissioner minutes dated April 19, 1983 Staff Report
2. Staff Report and Town of Jackson file on Item P09-002
3. Master Plan Overlay Map prepared by Y2 Consultants
4. Town of Jackson letter, dated December 21, 1993
5. Proposed Plat



# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** MARCH 10, 2009  
**MEETING DATE:** MARCH 16, 2009

**SUBMITTING DEPARTMENT:** PLANNING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** SHAWN W. HILL, AICP

**SUBJECT:** ITEM P09-002: A REQUEST FOR A FINAL PLAT APPROVAL OF COTTONWOOD FLATS ADDITION

**APPLICANT:** COTTONWOOD FLATS, LLC

**OWNER:** COTTONWOOD FLATS, LLC

**REPRESENTATIVE:** WES WHITE

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## STATEMENT/PURPOSE

The applicant is requesting Final Plat approval of Cottonwood Flats Addition to the Town of Jackson, being a replat of Lot 23, Cottonwood Park Homestead Neighborhood 4<sup>th</sup> Filing Addition, containing 65 residential lots, three (3) utility lots, and one (1) (private) park lot on 6.37 acres, addressed as 1250 South Park Loop Road.

## APPLICABLE REGULATIONS

Section 6100 Final Plat.

## BACKGROUND/ALTERNATIVES

The project site has historically been vacant. In 1984, Teton County approved the Cottonwood Complete Neighborhood Master Plan (CNMP). The subject property was designated in the CNMP as commercial until it was amended in 2007 to allow for 65 residential units. The applicant is now seeking to plat these units.

## LOCATION

The property is currently described as Lot 23 of the Cottonwood Park Homestead Neighborhood 4<sup>th</sup> Filing and is addressed as 1250 South Park Loop Road. An aerial photo and zoning map are shown on the following page:



**PROJECT DESCRIPTION**

The plat contains 65 residential lots, one (1) (private) park lot, and three (3) utility lots. The residential lots have designated building pads with the areas outside of the pads placed under an easement to be held by the Owner's Association. Although these areas will be owned by individual lot owners, they will be under the control of and maintained by the Association.

**STAFF ANALYSIS**

Staff finds that the proposed plat is in conformance with the previously approved CNMP Amendment (Sketch Plan) and Final Development Plan (FDP) and, on the condition that all requirements in the departmental

reviews are met, it presents no significant issues. The applicant's surveyor has submitted a response (that is attached) detailing how they intend to meet said requirements.

ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposed plat meets the Council's strategic intent in that it provides housing within Town limits and is generally consistent with established neighborhood character.

ATTACHMENTS

Departmental Reviews  
February 20, 2009 Surveyor Correspondence  
Applicant Submittal

FISCAL IMPACT

Staff has found that all school and park exactions were provided in the form of school and park sites as part of the CNMP. There was some question as to whether the 65 units being developed were covered by the original exactions, as they are being developed on land designated as commercial in CNMP, a use for which exactions are not required. It was found, however, that the CNMP was entitled for 785 residential units and with the proposed units included, the total number comes to 726. As such, Staff finds that the school and park exaction requirements have been met.

STAFF IMPACT

None identified.

LEGAL REVIEW

Complete.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Director recommends **approval** of a Final Plat for Cottonwood Flats Addition to the Town of Jackson, containing 65 residential lots, three (3) utility lots, and one (1) (private) park lot on 6.37 acres with the following condition:

1. Within twenty (20) working days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson, along with the other reviewing entities, included in the attached Departmental Reviews.

SUGGESTED MOTION

I move to **approve** a Final Plat for Cottonwood Flats Addition to the Town of Jackson, pursuant to the requirements of Article VI Platting and Land Records and other applicable requirements of the Land Development Regulations and the departmental reviews attached to the Staff Report for Item P09-002, subject to one (1) condition of approval.

3/11/2009

### Town of Jackson Project Reviews

<b>Project Number</b> P09-002	<b>Applied</b> 1/14/2009	JG
<b>Project Name</b> Cottonwood Flats Addition	<b>Approved</b>	
<b>Type</b> FINAL PLAT	<b>Closed</b>	
<b>Subtype</b> Residential	<b>Expired</b>	
<b>Status</b> TOWN COUNCIL	<b>Status</b> 3/16/2009	AD
<b>Applicant</b> Cottonwood Flats, LLC	<b>Owner</b> COTTONWOOD FLATS, LLC	
<b>Site Address</b> 1250 South Park Loop	<b>City</b> JACKSON	<b>State</b> WY <b>Zip</b> 83001
<b>Subdivision</b>	<b>Parcel No</b> 22401606247001	

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
Building	APPROVED	1/15/2009	2/4/2009	2/2/2009	
Fire	APPROVED	1/15/2009	1/15/2009	1/26/2009	
Legal	APPROVED W/COND	1/15/2009	1/15/2009	1/23/2009	see comments
Under Certificate of Acceptance, the reference to "Wyoming Statutes, 1977, as amended" needs to be changed to "Wyoming Statutes".					
Under Certificate of Owner, the Utility Easement recorded in Book 284 of Photo, pages 325-327, records of Teton County needs to be referenced.					
The 3rd "That" clause under the Certificate of Owner references the CC&R's for "Cottonwood Flats", but the CC&R's submitted state they are for "The Townhomes at Cottonwood Flats." Such needs to match and be clarified one way or the other. If this is to be a townhome plat, then common areas need to be designated.					
Is Lot 23 being vacated or not? If not, then this area needs to be dedicated to the HOA in the CC&R's.					
The Development Agreement previously executed, if not already recorded, needs to be recorded and referenced under Certificate of Owner.					
A Subdivision Improvement Agreement will need to be entered into and executed solely to delineate the standard paragraph 12.B which outlines the procedure for the Town's acceptance of improvements. An alternative to the SIA, would be to amend the Development Agreement to add the terms of paragraph 12.B and then recording the Amendment.					
The zoning district is incorrect. It is the NC-PUD zoning district.					
Parks and Rec	APPROVED	1/15/2009	1/15/2009	1/27/2009	No comments
Planning	APPROVED W/COND	1/15/2009	1/15/2009	2/27/2009	

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	

The following items shall be corrected prior to recordation.

1. The Development Agreement shall be referenced in the Certificate of Owner on the plat.
2. The correct zoning district (NC-PUD) shall be referenced in the plat.
3. All references to the Wyoming Statutes "1977, as amended" shall be removed.
4. The CCRs shall refer to the correct name of the plat (and strike the term "townhome").
5. The deed restriction for the affordable housing units shall be reviewed and approved by Staff prior to recordation.
6. The "common elements" in the CCRs shall specifically reference the utility and park lots, particularly in regard to maintenance.

In addition, any and all fees due shall be paid prior to plat recordation.

Plat Review-Survey	APPROVED W/COND	1/15/2009	1/15/2009	1/30/2009
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Raymond A. Soctt, PLS  
Pierson Land Works, Inc.  
733-5429

1. Suggest reviewing Sheet 1 to correct the date (2008) on all Certificates and Acknowledgements.
2. The Title Block should read "identical with Lot 23..." instead of "of Lot 23..."
3. The Legend and/or the Plat should provide identifying information on the "Found Rebar and Cap" symbol.
4. The Legend is missing a line type for Section Line.
5. The Legend is missing a symbol for the Section Corner. Is there a CP&F? What about 1/4 corners?
6. Is the "East Limit of South Park County Road 22-1" the same as the "Right-Of-Way"?
7. Based on the text size, the line and curve tables and the line and curve labels shown on the lots, I think this plat will be very difficult to read when it is reduced.
8. This Plat should contain enough pertinent information to be independent from Plat 1157:
  - a. Town regulations state "Boundary of the proposed development accurately related to at least two (2) corners of the Public Land Survey System (PLSS); even if this information is copied from Plat 1157.
  - b. The Basis of Bearing for this map should be shown of this Plat.
  - c. Useful information would be Right-Of-Way widths for South Park County Road and South Park Loop Road.
  - d. Section lines should be labeled with bearings and distances.
9. The Title Block on the Plat and all Certificates should have the same name as the Declaration, The Townhomes at Cottonwood Flats. See 1.45 Plat (definition), Page 5.
10. Lot 23 of Cottonwood Park Homestead Neighborhood 4th Filing Addition (Plat 1157) is being vacated with this re-plat and it should be addressed in the Certificate.

Plat Review-Title	APPROVED W/COND	1/15/2009	1/15/2009	2/19/2009
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Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
<p>Joaquin K. Hanson, President Jackson Hole Title &amp; Escrow Company 733-3153</p> <p>Requirements:</p> <p>1. The complete name of the plat "Cottonwood Flats Addition to the Town of Jackson" should be used throughout the plat, including the Certificates of Owner, Surveyor and Acceptance.</p> <p>2. Teton County Housing Authority is not in title and should not execute the Certificate of Owner. Cottonwood Flats, LLC, a Wyoming limited liability company is the entity in title.</p> <p>3. The signature line for the Certificate of Owner should read as follows:</p> <p>Cottonwood Flats, LLC, a Wyoming limited liability company By: Erik Bedford, Managing Member of CF, LLC, a Wyoming limited liability company Its: Manager</p> <p>4. The Proposed Declaration of Covenants, Conditions and Restrictions for Cottonwood Flats defines "Common Area Lot(s)" and "Common Elements" which do not appear to be shown on the proposed plat. The issue of Common Areas should be resolved prior to platting.</p> <p>5. The name of the proposed subdivision should be corrected throughout the covenants to "Cottonwood Flats Addition to the Town of Jackson", instead of "The Townhomes at Cottonwood Flats".</p> <p>6. Add the Development Agreement recorded at Book 713, Pages 1008-1020 to the Certificate of Owner.</p> <p>7. The current Mortgagee for the subject property is Wells Fargo Bank NA, as successor to the Jackson State Bank and Trust. Active mortgage is recorded at Book 699, Pages 483-488. Remove First Bank of Idaho as Mortgagee from Sheet 1 of the plat.</p> <p>Comments:</p> <p>1. Cottonwood Flats, LLC, is an entity in good standing with the Wyoming Secretary of State's Office as of February 13, 2009.</p> <p>2. Building Footprints as shown on the proposed plat do not show dimensions.</p> <p>3. The Declaration of Covenants, Conditions and Restrictions for Cottonwood Flats Addition is to be recorded concurrently with the plat. This document must be executed by Cottonwood Flats, LLC, as shown in Requirement #3 above.</p>					
Police	APPROVED	1/15/2009	1/15/2009	2/3/2009	No comments
Public Works	APPROVED W/COND	1/15/2009	1/15/2009	1/22/2009	
<p>Please be advised that an AutoCAD compatible dxf format file or an AutoCAD drawing file with layer separation for each plan view sheet, which defines ownership boundaries shall be provided to the Town following approval of the plat in accordance with LDR Article VI, Section 6110. The development boundary lines, easement lines, and line annotation shall be provided on separate working layers from other sheet information.</p>					
START	APPROVED	1/15/2009	1/15/2009	1/27/2009	
TC Housing Authority	APPROVED W/COND	1/15/2009	1/15/2009	2/4/2009	

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	

Emily Van Engel, Associate Planner  
 Teton County Housing Authority  
 732-0867

Housing Authority staff's comments are based on Section 49400 Residential Affordable Housing Standards of the Town of Jackson LDRs, which require a housing mitigation plan:

**AFFORDABLE HOUSING MITIGATION PLAN (Section 49460)**

**1. CALCULATIONS**

There is a requirement to house 15.67 persons in Categories 1-3 and 7.42 persons in Categories 4 and 5.

**2. METHOD**

The applicant is meeting the affordable housing requirement on-site with nine affordable homes. 15.75 persons will be in Categories 1-3 and 7.5 persons will be in Categories 4 and 5.

**3. UNIT DESCRIPTIONS**

Housing Authority staff reviewed the units at Final Development Plan and found that they comply with our regulations and Housing Authority Guidelines.

**4. UNITS DEVELOPED**

The applicant has labeled the affordable units on the plat. The applicant shall also record deed restrictions on the affordable units to ensure long-term affordability. Housing Authority staff will provide the applicant with a deed restriction that the applicant will sign and record concurrent with Final Plat recordation.

**NELSON**

**ENGINEERING**

Professional Engineers, Land Surveyors & Planners

MQ/07-023-01

February 20, 2009

Teton County Planning  
P.O. Box 1727  
Jackson, WY 83001

ATTN: Annette Despain, Assistant Planner

RE: Cottonwood Flats Addition

Dear Annette:

The following is in response to the reviews received for the above-referenced Subdivision:

**Cottonwood Flats Addition**

In response to the comments by the acting County Surveyor:

1. The dates on the certifications and acknowledgements have been changed to 2009.
2. The Title has been changed to read: "*a subdivision of Lot 23...*"
3. I have included identifying information for the found corners.
4. The referenced linetype has been added to the legend.
5. The Section Corner symbol has been added and "Corner Recordation has been added to the Legend.
6. I have reworded "...East Limit of South Park County Road 22-1" to "...Right-of-way Line...".
7. The text size has been enlarged.
8. State Plane coordinates have been added along with record bearing and distances from Plat No. 1157.  
The Basis of Bearings has been noted as being along the west boundary of the subdivision.
9. The Declarations shall be corrected to show the correct name of the plat as "Cottonwood Flats Addition to the Town of Jackson".
10. The vacation language for Lot 23 of Cottonwood Park Homestead Neighborhood 4<sup>th</sup> Filing has been added to the Certificate of Owners.

In response to the comments of Jackson Hole Title and Escrow:

1. The complete name of the subdivision has been added throughout the plat.
2. Teton County Housing Authority has been removed from the Certificate of Owners.
3. The correct signature of owner for the subdivision has been added.
4. The Declaration defines "common areas" as those areas shown on the plat as "Yard areas", so there is no contradiction or ambiguity between the two documents.

5. The name of the plat shall be corrected before recording the Declaration.
6. The recording information for the Development Agreement has been added to the plat.
7. The mortgagee has been corrected to be: Wells Fargo Bank NA as successor to Jackson State Bank and Trust.

In response to the comments by the Public Works Department:

1. An AutoCAD digital drawing file will be provided to the Public Works Department.

In response to the comments by the Town of Jackson Legal Department:

1. The reference to Wyoming Statutes, 1977, as amended" has been changed to "Wyoming Statutes".
2. The Utility Easement is referenced under the Certificate of Owners.
3. The Declaration shall be corrected to correctly reference the plat as: "Cottonwood Flats Addition to the Town of Jackson."
4. Language vacating Lot 23 has been added.
5. The Development Agreement has been filed and the recording information has been added under the Certificate of Owners.
6. Christopher Hawks, attorney for the applicant, will ensure that this comment is addressed prior to recordation of the plat.
7. The Zoning District has been changed to NC-PUD.

In response to the comments by the Town of Jackson Planning Department:

1. The Development Agreement recordation information has been added under the Certificate of Owners.
2. The Zoning District has been changed to NC-PUD.
3. All references to "Wyoming Statutes 1977, as amended" have been changed to "Wyoming Statutes".
4. The Declaration shall be corrected to correctly reference the plat as: "Cottonwood Flats Addition to the Town of Jackson."
5. Christopher Hawks, attorney for the applicant, will ensure that this comment is addressed prior to recordation of the plat.

I believe this address all the comments and requirements applicable to the approval of the accompanying plat. Please call me if you have any questions or concerns.

Sincerely,

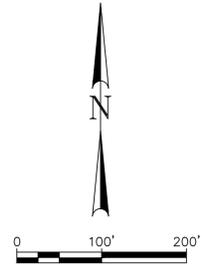
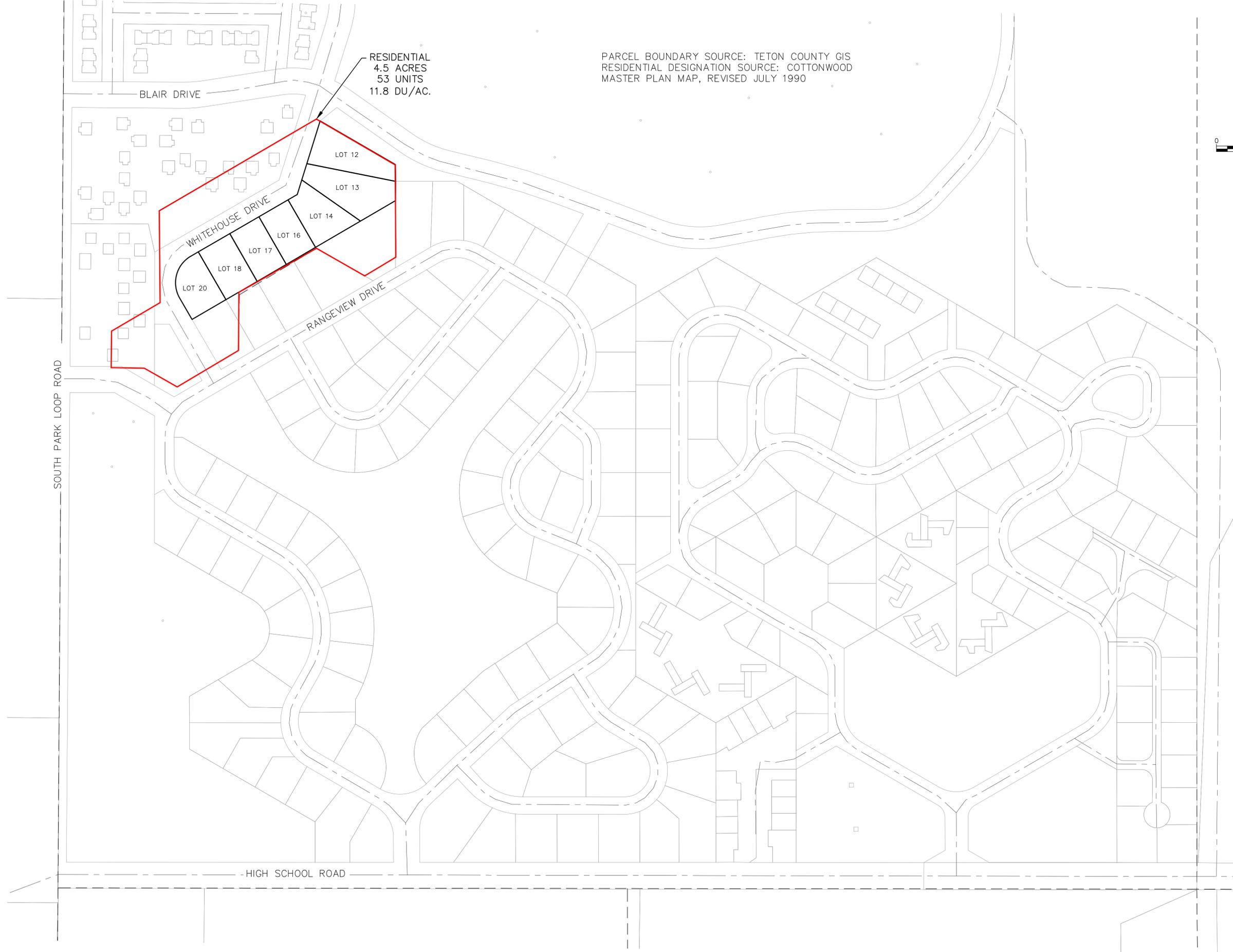


Mike Quinn

MQ/jg

Encl.

LAST SAVED: 8/27/2016 9:42 PM  
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DATE	DRAWING SET TITLE
<b>Y2 Consultants</b>	
215 East Simpson P.O. Box 2674 Jackson, WY 83001 Ph: 307-733-2999	
<b>OVERLAY MAP</b>	
<b>FOUR LAZY F RANCH, INC.</b>	
WHITEHOUSE DRIVE JACKSON, WYOMING	
OVERLAY	
<b>C1.1</b>	

DRAWN BY: HS  
CHECKED BY: ....  
JOB #: 16-032

# Town of Jackson WYOMING

15 copies

3<sup>rd</sup> Mon. July  
18<sup>th</sup>  
or  
Aug 1

Straight to  
Town  
Council.  
within 3 wks ±  
from.

December 21, 1993

Dan Hazen  
Four Lazy F Ranch, Inc.  
P.O. Box 458  
Jackson, Wyoming 83001

Re: Item 93-113 (PC); Amendment to Cottonwood Park Master Plan,  
and Preliminary Plat for Homestead Neighborhood Third Filing

Dear Danny:

As you are aware, on December 20, 1993, the Jackson Town Council  
voted to approve the following two items:

- A. Item 93-113 (PC) A: An amendment to the Cottonwood  
Park Master Plan to allow "Residential, 3.7 du/ac"  
where the present designation is "Residential, 11.8  
du/ac;"
- B. Item 93-113 (PC) B: Preliminary Plat approval to  
allow 11 single-family lots on approximately 3.85  
acres.

The action on the Preliminary Plat included the following condi-  
tions of approval:

1. A final grading and drainage plan shall be reviewed  
and approved by the Town Engineer;
2. The Homeowners Declarations to be filed for the  
proposed residential project shall be reviewed and  
approved by the Town Attorney;
3. Any comments from the Plat Review Committee gener-  
ated by this Preliminary Plat shall be incorporated  
into the Final Plat;



Dan Hazen  
Item 93-113 (PC)  
December 21, 1993  
Page 2

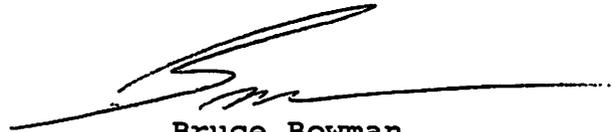
4. An **as-built utility plan** shall be submitted to the Engineering Department upon completion of installation;
5. A **DEQ Permit** shall be obtained from the Wyoming Department of Environmental Quality prior to obtaining building permits;
6. The **Preliminary Plat** shall be approved by the Town Attorney and planning staff.

*Cannot be done until in.*

In answer to an earlier question of yours, the approved Preliminary Plat will expire on December 20, 1994 unless a Final Plat has subsequently been approved and recorded.

Please contact me at 733-0440 if you have any questions.

Sincerely,



Bruce Bowman  
Senior Planner

BB:ja  
cc: Mary Glenn, Pierson Land Surveys  
Laura Yokel  
File 93-113 (PC)

COUNTY COMMISSIONER'S MINUTES  
 April 5, 1983  
 Continued

ATTEST: Robert F. LaLonde, Commissioner

V. Jolynn Coonce, Clerk

Margaret E. Feuz, Commissioner

OFFICIAL PROCEEDINGS OF THE BOARD OF  
 COUNTY COMMISSIONERS, TETON COUNTY, WYOMING

The Board of County Commissioners, Teton County, Wyoming met in regular session Tuesday, April 19, 1983 at 9:00 A.M. in the City Councilroom of the Courthouse.

PRESENT: Muffy Moore, Chairman; Peggy Feuz and Bob LaLonde, Commissioners; Paul Vaughn, Deputy County Attorney, Dan Cowee, Administrator of Planning Service, Tom Fudala, Assistant Planner and V. Jolynn Coonce, Clerk.

The minutes of the previous meeting were read and approved by the Board.

The following correspondence was read and reviewed by the Board:

1. Mary Baker - Block Grants
2. Federal Emergency Management Agency - concerning flood and Hazard Insurance Program.
3. Ken Neal - regarding the plowing of the Gros-Vent Road.

OLD BUSINESS:

1. Applicant: Henry and Charles Oliver  
 Request: Development Permit for a Planned Residential and Mixed-use Community Development known as "Cottonwood Park".  
 Location: Section 6, T40N., R116W; generally described as the "Blair Place" on South Park Road, 1/2-mile west of Jackson.

(see minutes of April 5, 1983 for background)

Dan presented the new list of conditions. The Board made a review on the conditions making changes where necessary. After all the changes were discussed, Bob made the following motion:

MOTION

I move that, having taken into account the required considerations of Section 8 of Chapter VI of the Land Use and Development Regulations, we, find in the affirmative all of the required Findings of Fact in paragraphs a through q of Section 9 and that we approve the issuance of a Master Plan Development Permit for Cottonwood Park Subdivision subject to the following conditions as amended:

CONDITIONS PLACED ON THE APPROVAL  
 OF THE MASTER PLAN FOR COTTONWOOD PARK

1. That the Board of County Commissioners formally recognize by resolution the uses and densities of Cottonwood Park as approved by the Town.
2. That an accord be reached with the Town of Jackson and Teton County regarding relative areas of authority (procedures) for subdivision plat approval, enforcement of any conditions of approval, variances and exactions.
3. That the project develop a private water system or connect to the Town Water system.
4. That the design of the water system meet Town, County and Department of Environmental Quality standards.
5. That the water system be sized to meet Town standards for future incorporation into the Town system and eventual annexation of the property by the Town.
6. That a provision be made for fire hydrants "T" connections, if the water line from Town is planned and constructed along South Park Road.
7. That provisions be made by the developer for water line easements, if necessary and submitted with preliminary subdivision plat materials.
8. That the development be connected to the Town sewer system.
9. That the sizing of main collectors is coordinated and approved by the Town.
10. That the design of the sewage collection system meets Town, County and Department of Environmental Quality standards.
11. That the applicant comply with the drainage and erosion sections of Chapter IV of the Land Use and Development Resolution.
12. That the same standard of roadway structure which now exists on the High School Road will be provided with necessary left-turn and right-turn deceleration lanes for the High School road

COUNTY COMMISSIONER'S MINUTES

April 19, 1983

Continued

27. That the applicant meet current State and County water rights requirements.
28. That all building and utility construction shall be in accordance with applicable Town, County and State codes, to be inspected to Town standards by qualified individuals with appropriate verification to the Town, County and State at the developer's expense.
29. That the applicant reconstruct the intersections of South Park Road and Neighborhoods #2 and #3 to provide for left-turn and right-turn deceleration lanes at time of construction of the entrances.
30. That all subdivision intersections will meet County design standards for site distance and road classifications current at the time of permit application for preliminary plat. The Board of County Commissioners may require the relocation of the subdivision access road in Neighborhood #3 to South Park Loop Road.
31. That the master plan addendum indicating the location of additional recreational vehicle storage be submitted at the time of County Commissioner Master Plan approval.
32. The applicant shall work with the School District to secure a 60-foot County Road right-of-way from the State of Wyoming along the south property line of the High School property from the end of the County Road to the west property line of the High School property.

Motion seconded by Peggy and carried.

Bob read the following Resolution to the Board:

RESOLUTION ADOPTING THE USES AND DENSITIES  
OF COTTONWOOD PARK AS APPROVED BY  
THE TOWN OF JACKSON

WHEREAS, Cottonwood Park is a proposed planned development, located in the RPJ District (Jackson Planned Expansion District), which land has had such designation since the Comprehensive Plan was adopted on January 1, 1978; and

WHEREAS, the Comprehensive Plan requires in Chapter 11 Section 8 a. that the "uses" and "densities" developed within the RPJ District shall conform with the Zoning ordinance, Subdivision Ordinance and Master Plan of the Town of Jackson; and

WHEREAS, Cottonwood Park has been presented to the Town of Jackson for a review consistent with all applicable regulations; and

WHEREAS, the Town Planning Commission following a formal public review on March 9, 1983, approved the Complete Neighborhood concept for Cottonwood Park and in approving the project specifically found that:

- A. The uses consisting of single family dwellings, multi-family dwellings, apartments and local convenience commercial as shown on the Master Plan for Cottonwood Park are approved;
- B. The overall density of 785 dwelling units for Cottonwood Park is approved;

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Teton County, Wyoming, in regular session, duly assembled, as follows:

1. That the uses consisting of single family dwellings, multi-family dwellings, apartments and local convenience commercial as shown on the Master Plan for Cottonwood Park and the overall density of 785 dwelling units for Cottonwood Park, all as approved by the Town Planning Commission on March 9, 1983, are hereby approved and adopted.
2. That because of approval by the Town, the uses and densities of Cottonwood Park are hereby determined to be authorized uses and densities in accordance with Chapter 11 Section 8 of the Comprehensive Plan.
3. The adoption of the uses and densities embodied herein is based upon a thorough review of the Cottonwood Park Master Plan and those other matters listed on the sheet annexed hereto and is specific to the design and site referred to, and does not constitute a general establishment of permitted uses and densities elsewhere in the RPJ District.

The foregoing resolution was offered by Commissioner LaLonde, who moved its adoption. The motion was seconded by Commissioner Feuz, and upon being put to a vote, the vote was as follows:

Muffy Moore - yes  
Bob LaLonde - yes  
Peggy Feuz - yes

The Chairman thereupon declared the resolution duly passed and adopted this 19th day of April, 1983.

BOARD OF COUNTY COMMISSIONERS  
OF TETON COUNTY, WYOMING

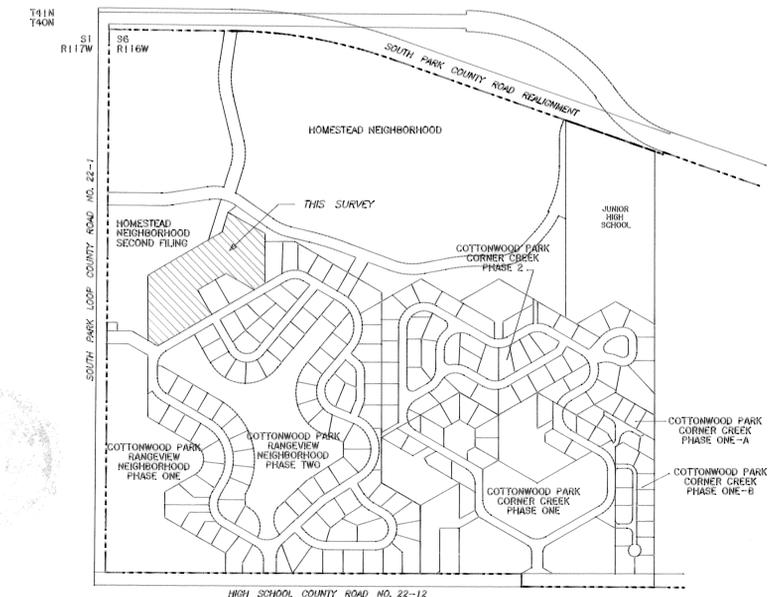
By: \_\_\_\_\_  
Muffy Moore, Chairman

ATTEST:

\_\_\_\_\_  
V. Jolynn Coonce, County Clerk

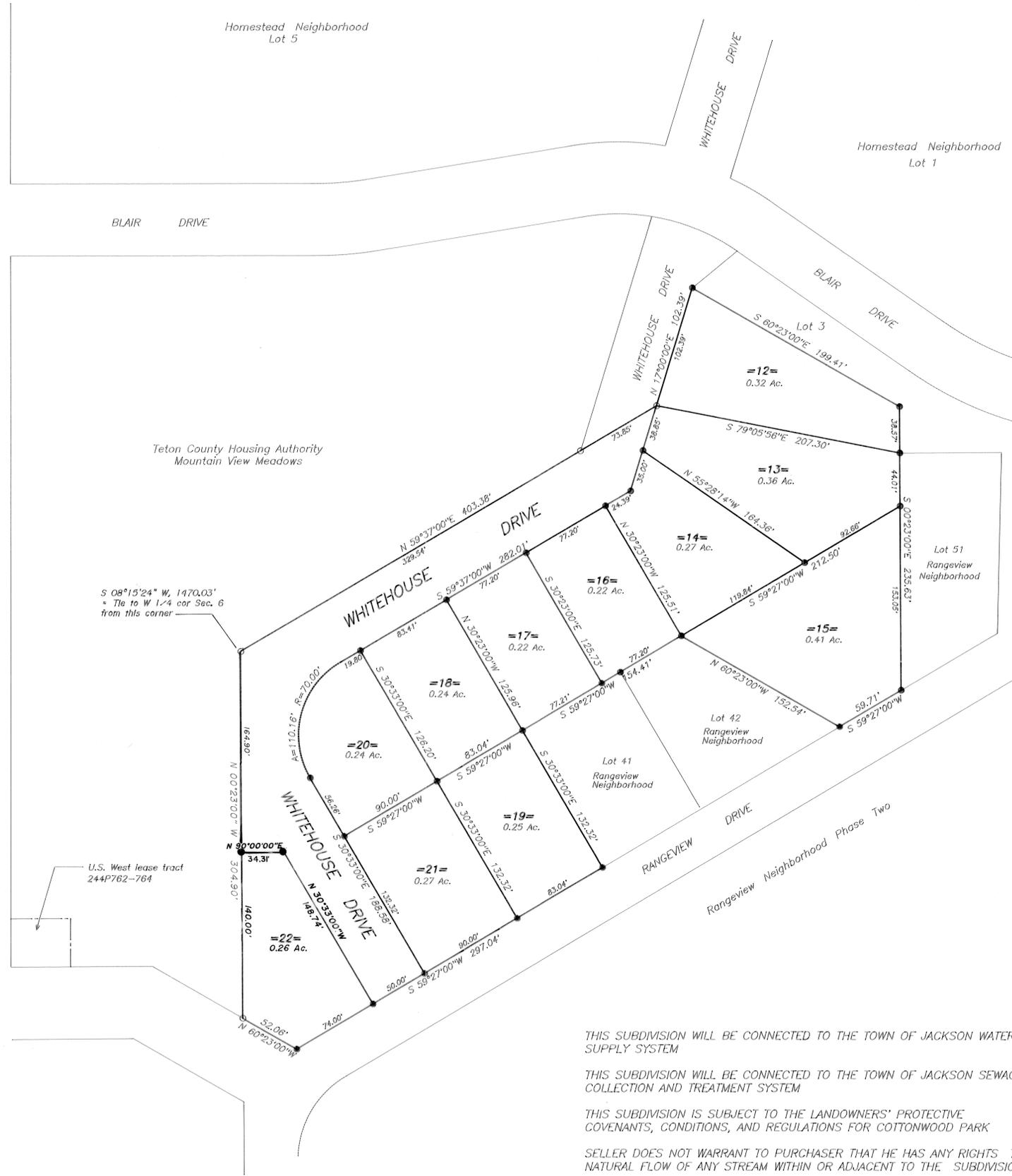
VICINITY MAP

NW1/4 SECTION 6 T40N R116W



Scale: 1" = 400'

SOUTH PARK LOOP COUNTY ROAD NO. 22-1



S 08°15'24" W, 1470.03'  
= Tie to W 1/4 cor Sec. 6  
from this corner

U.S. West lease tract  
244P762-764

- LEGEND**
- indicates a record 2" diameter brass cap with C.L.C.R.C. on file
  - indicates a 5/8" diameter rebar with cap inscribed "PLS 3831" found this survey
  - indicates a 5/8" diameter rebar with cap inscribed "PLS 3831" found or set by September, 1994
- Lot line  
- - - Easement line  
- - - Section line

**OWNER & SUBDIVIDER**  
Four Lazy F Ranch, Inc.  
PO Box 453  
Jackson, WY 83001

**SURVEYOR**  
Pierson Land Surveys, PC  
PO Box 1143  
Jackson, Wyoming 83001

DATE: September, 1993  
FINAL PLAT SUBMITTAL: June, 1994

Single-family	11 Lots	3.06 Ac.
Streets		0.78 Ac.
<b>PROJECT TOTAL</b>		<b>3.84 Ac.</b>

Single-family lots = Lots 15, 19, 21, and 22	1.19 Ac.
Single-family or Duplex = Lots 12, 13, 14, 16, 17, 18, and 20	1.87 Ac.
Streets	0.78 Ac.
<b>PROJECT TOTAL</b>	<b>3.84 Ac.</b>

**COTTONWOOD PARK  
HOMESTEAD NEIGHBORHOOD THIRD FILING  
ADDITION TO THE TOWN OF JACKSON**

IDENTICAL WITH  
LOT 10 of HOMESTEAD NEIGHBORHOOD SECOND FILING  
ADDITION TO THE TOWN OF JACKSON  
AND  
LOT 40 of RANGEVIEW NEIGHBORHOOD PHASE TWO  
ADDITION TO THE TOWN OF JACKSON

LYING WITHIN  
LOTS 4 & 5 SECTION 6  
T40N R116W 6th P.M.  
TOWN OF JACKSON  
TETON COUNTY, WYOMING

SHEET 1 OF 2 SHEETS

THIS SUBDIVISION WILL BE CONNECTED TO THE TOWN OF JACKSON WATER SUPPLY SYSTEM

THIS SUBDIVISION WILL BE CONNECTED TO THE TOWN OF JACKSON SEWAGE COLLECTION AND TREATMENT SYSTEM

THIS SUBDIVISION IS SUBJECT TO THE LANDOWNERS' PROTECTIVE COVENANTS, CONDITIONS, AND REGULATIONS FOR COTTONWOOD PARK

SELLER DOES NOT WARRANT TO PURCHASER THAT HE HAS ANY RIGHTS TO THE NATURAL FLOW OF ANY STREAM WITHIN OR ADJACENT TO THE SUBDIVISION

WYOMING LAW DOES NOT RECOGNIZE ANY RIPARIAN RIGHTS WITH REGARD TO THE NATURAL FLOW OF A STREAM OR RIVER FOR PERSONS LIVING ON THE BANKS OF THE STREAM OR RIVER

Grantor: FOUR LAZY F RANCH INC  
Grantee: THE PUBLIC PLAT 814  
Doc 380371 Bk 2MAP Pg 11 Filed at 5:00  
08/04/94 Fees: 50.00  
V. Jolynn Connee, Teton County Clerk  
By Julie Hodges

CERTIFICATE OF OWNERS

State of Wyoming)  
County of Teton) ss  
Town of Jackson)

The undersigned owner hereby certifies that the foregoing subdivision of part of Lots 4 and 5, Section 6, T40N, R116W, 6th P.M., Teton County, Wyoming as shown on this plat and more particularly described under the Certificate of Surveyor is with free consent and in accordance with the desire of the undersigned owner and proprietor of the described lands;

that the name of the subdivision shall be COTTONWOOD PARK HOMESTEAD NEIGHBORHOOD THIRD FILING ADDITION TO THE TOWN OF JACKSON;

that Lot 10 of Homestead Neighborhood Second Filing Addition to the Town of Jackson, Plat No. 776 as recorded in the Office of the Clerk of Teton County, Wyoming and Lot 40 of Rangeview Neighborhood Phase Two Addition to the Town of Jackson, Plat No. 692 as recorded in said Office are hereby vacated, being reconfigured as shown hereon. The Teton County Clerk is respectfully requested to write "vacated" across said Lot 10 and said Lot 40 in accordance with Section 34-12-110, Wyoming Statutes, 1977, as amended;

that this subdivision is subject to easements, restrictions, reservations, rights-of-way, and conditions of sight or record including, but not limited to those shown hereon;

that that portion of Whitehouse Drive within this subdivision is hereby dedicated to the Town of Jackson for use as a public street and utility easement;

that access is hereby granted across any roadways, private drives, or parking areas for fire, police, and other emergency services;

that the Town of Jackson shall have access to all sewer cleanouts, water valves and meters, and shut-off boxes, and the undersigned reserves the right to create easements across the subdivision lots as necessary to provide for said access;

that the subdivision is subject to the Landowners Protective Covenants, Conditions and Regulations for Cottonwood Park;

that the seller does not warrant to the purchaser that he shall have any rights to the natural flow of any stream within or adjacent to the subdivision;

that Wyoming law does not recognize any riparian rights to the continued natural flow of any stream within or adjacent to the subdivision;

that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby waived and released;

Lot 10 of Homestead Neighborhood Second Filing and Lot 40 of Rangeview Neighborhood Phase Two are hereby vacated being reconfigured by this plat as Lots 12 through 22. The Teton County Clerk is requested to write "vacated" across Lot 10 of Homestead Neighborhood Second Filing recorded as plat no. 776 in said Office and across Lot 40 of Rangeview Neighborhood Phase Two recorded as plat no. 692 in said Office.

Attest: FOUR LAZY F RANCH, INC.  
a Wyoming corporation

*Kelly K. Ryan*  
Kelly Ryan  
Acting Assistant Secretary

*Danny Hazen*  
Danny Hazen, Attorney-in-Fact  
for Four Lazy F Ranch  
168P19-25

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me by Danny Hazen and Kelly Ryan on this 14th day of July, 1994.  
Witness my hand and official seal.

*Mary L. Glenn*  
Notary Public



My commission expires: 11-21-95

CERTIFICATE OF SURVEYOR

State of Wyoming)  
County of Teton) ss  
Town of Jackson)

I, Scott R. Pierson of Jackson, Wyoming hereby certify that this plat was made from record data and from actual field surveys performed by myself and others under my direct supervision;

that the plat correctly represents COTTONWOOD PARK HOMESTEAD NEIGHBORHOOD THIRD FILING ADDITION TO THE TOWN OF JACKSON, a subdivision of part of Lots 4 and 5, Section 6, T40N, R116W, 6th P.M., Teton County, Wyoming described as follows:

Lot 10 of Homestead Neighborhood Second Filing Addition to the Town of Jackson, recorded as Plat No. 776 in the Office of the Clerk of Teton County, Wyoming

AND

Lot 40 of Rangeview Neighborhood Second Filing Addition to the Town of Jackson, recorded as Plat No. 692 in said Office;

Encompassing an area of 3.85 acres, more or less.

Together with easements for utilities, pathways, and snow storage as shown on plats 692 and 656;

the exterior boundary of this subdivision has an error or closure no greater than 1:10,000;

that this plat of COTTONWOOD PARK HOMESTEAD NEIGHBORHOOD THIRD FILING ADDITION TO THE TOWN OF JACKSON conforms to Title 17 "Subdivisions" - of the Town of Jackson Municipal Code and to State Subdivision Statutes as they apply to the approved Master Plan for Cottonwood Park.

that all points and corners are monumented as shown hereon.



Scott R. Pierson  
Wyoming Professional Land Surveyor No. 3831

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me by Scott R. Pierson this 14th day of July, 1994.  
Witness my hand and official seal.

*Mary L. Glenn*  
Notary Public

My commission expires: 11-21-95



CERTIFICATE OF ACCEPTANCE

State of Wyoming)  
County of Teton) ss  
Town of Jackson)

The foregoing subdivision, the COTTONWOOD PARK HOMESTEAD NEIGHBORHOOD THIRD FILING ADDITION TO THE TOWN OF JACKSON was approved at the regular meeting of the Town Planning Commission on the 14th day of July, 1994 and at the regular meeting of the Town Council on the 14th day of July, 1994 in accordance with Section 34-12-103, Wyoming Statutes, 1977 as amended.

Attest: TOWN OF JACKSON PLANNING COMMISSION

*Robert Horne Jr.*  
Robert Horne Jr., Secretary  
By: *Bruce Bowman*

*Roxanne DeVries*  
Roxanne DeVries, Clerk

*William Westbrook*  
William Westbrook  
Town Administrator

TOWN OF JACKSON  
*Jeff Crabtree*  
Jeff Crabtree, Mayor

*Sinclair Buckstaff, Jr.*  
Sinclair Buckstaff, Jr.  
Town Engineer



COTTONWOOD PARK  
HOMESTEAD NEIGHBORHOOD THIRD FILING  
ADDITION TO THE TOWN OF JACKSON

IDENTICAL WITH  
LOT 10 of HOMESTEAD NEIGHBORHOOD SECOND FILING  
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LYING WITHIN

LOTS 4 & 5 SECTION 6  
T40N R116W 6th P.M.

TOWN OF JACKSON  
TETON COUNTY, WYOMING

SHEET 2 OF 2 SHEETS