

1. Agenda

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[TOWN COUNCIL WORKSHOP AGENDA.PDF](#)

2. Meeting Materials

Documents:

[ADOPTION SCHEDULE FOR ENGAGE 2017 - HOUSING, PARKING AND NATURAL RESOURCES.PDF](#)  
[ALLEY VACATION FOR CENTER STREET HOTEL.PDF](#)

3. Alley Vacation For Center Street Hotel

Documents:

[ADDITIONAL EXHIBITS - JANUARY 16, 2018.PDF](#)

**Jackson Town Council**

**WORKSHOP**

**Tuesday, January 16, 2018**

**3:00 PM**

**Council Chambers**

**NOTICE:** THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS

**PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

**I. CALL TO ORDER AND ROLL CALL**

**II. ALLEY VACATION FOR CENTER STREET HOTEL (Tyler Sinclair, 30 Minutes)**

**III. ADOPTION SCHEDULE FOR ENGAGE 2017: HOUSING, PARKING & NATURAL RESOURCES (Alex Norton, 30 Minutes)**

**IV. SET NEXT WORKSHOP AGENDA**

- A. 2/20 Residential Rental Regulations (Audrey Cohen-Davis, 60 Minutes)
- B. 2/20 Non-Discrimination Ordinance Discussion (Audrey Cohen-Davis, 30 Minutes)
- C. 3/19 Snow King Lease Discussion (Bob McLaurin, 30 Minutes)
- D. 3/19 Gregory Lane Discussion (Larry Pardee, 30 Minutes)
- E. 4/16 Reducing Plastic Bag Waste (Roxanne Robinson, 30 Minutes)

**V. ADJOURN**

*Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.*



# TOWN COUNCIL

## WORKSHOP AGENDA DOCUMENTATION

**PREPARATION DATE:** January 10, 2018  
**MEETING DATE:** January 16, 2017

**SUBMITTING DEPARTMENT:** Planning, Housing  
**DEPARTMENT DIRECTOR:** Tyler Sinclair, April Norton  
**PRESENTER:** Alex Norton

**SUBJECT:** Adoption Schedule for Engage 2017: Housing, Parking, & Natural Resources

### PURPOSE OF WORKSHOP ITEM

The purpose of this item is to provide an update on the adoption schedule for the following projects:

- Character Districts 3-6 Zoning Update
- Character Districts 3-6 Parking Study
- Housing Requirements LDR Update
- Housing Rules and Regulations Update
- Natural Resource Protection LDRs Update

### DESIRED OUTCOME

Review proposed schedule on page 3 and set Council meeting dates to adopt the above projects.

### BACKGROUND

At the February 6, 2017 Joint Information Meeting (JIM), Council and the Board of County Commissioners prioritized the above 5 major Comprehensive Plan implementation projects for 2017-2018. Also at the February 6, 2017 JIM, Council and the Board established the following goals for each of the projects:

- Completion by May 2018
- Shared commitment among decision makers and stakeholders to the process and desired outcomes
- Decision maker and stakeholder engagement from beginning to end
- No delays between phases that require resetting the process
- Adoption hearings that are the culmination of the process, built on earlier phases

To achieve those goals, Council and the Board directed staff to utilize a 4-phase public engagement process with a Council and/or Board decision marking completion of each phase.



***Phase 1, Agree to a Process***, for each project was completed by May 2017. For each project Council and/or the Board discussed the project purpose, schedule outline, and roles and responsibilities; then reviewed proposals and selected a consultant to provide topic specific technical support.

**Phase 2, Define the Problem**, for each project was completed by July 2017. Phase 2 began with the kick-off of the coordinated public engagement effort for all 5 projects, titled, “Engage 2017”. The public identified issues at:

- Community Discussion in Spanish, May 30 (17 participants)
- Open House, June 1 (about 75 participants)
- Community Discussion, June 1 (about 75 participants)
- Online Survey, May 23 – June 5 (220 participants)



That public input was supplemented by issue identification from staff and each project’s technical consultant. Staff and the consultant for each project reviewed all of the issues identified and distilled them into a draft list of underlying policy questions. In June and July, Council and/or the Board considered the draft list of questions for each project and made modifications, then directed staff to develop alternative policy approaches to the questions.

**Phase 3, Identify the Solution**, for each project was completed by December 2017. The purpose of Phase 3 was for the Council and/or Board to commit to direction on the policy questions identified in Phase 2, prior to staff spending the remaining budgeted resources drafting updated LDRs. The method for informing Council and/or the Board’s direction was an alternatives analysis. The alternatives for each project were analyzed by the public through community discussion and online survey.

	Housing Rules	Housing LDRs	D3-6 Zoning & Parking	Natural Resources
English Discussion		80 attendees (Oct. 9)	65 attendees (Nov. 8)	41 attendees (Nov. 9)
Spanish Discussion		40 attendees (Oct. 2)		26 attendees (Nov. 6)
Online Survey	197 responses	96 responses	146 responses	177 responses

A recommendation on the alternatives was provided by the Planning Commissions, Housing Authority Board, and Natural Resources Stakeholder Group as applicable. In November and December, Council and/or the Board considered the public analysis and recommendations, then provided policy direction for staff to implement through updated regulations.

**Phase 4, Implement the Solution**, is underway and will be complete by July 2018. The goal of Phase 4 – going back to overall goals of the 4-phase process - is that the adoption hearings are the culmination of the process, built on earlier phases. The process proposed below is the formal adoption process, compliant with all State statutes, but is not the beginning of the discussion. It is built on the foundation of Phases 1, 2, and 3 and is intended to be an evaluation of how best to implement the direction provided in Phase 3. The purpose of this item is to set a schedule for the completion of Phase 4. Staff’s proposed schedule is below.

All materials related to all phases of the 5 projects can be found at [engage2017.jacksonetonplan.com](http://engage2017.jacksonetonplan.com).

## DISCUSSION

The purpose of Phase 4 is to adopt updated regulations. Phase 4 is intended to build upon the direction from Phase 3. The intent of the 4-phase process is that the final adoption process will require fewer meetings and less discussion, because a strong foundation has been built through the policy discussion in Phase 3. The conversation in Phase 4 should be about how best to implement the policy direction from Phase 3, rather than having to revisit that direction.

That said, Phase 4 is the official adoption and must therefore meet all statutory and LDR requirements for the adoption of regulations. Which means the County must comply with the 45 day notice requirement in the Wyoming Administrative Procedure Act, the Town must comply with the 3 readings requirement for an Ordinance, the joint projects must comply with both, and the LDR updates must also comply with the noticing requirements in the LDRs.

A proposed schedule is below. A description of each row of the schedule follows. The purpose of this item is to set dates/times for all special Council and JIM meetings identified on the schedule. One of the major successes of Phase 3 was the ability of the Town and County to set a schedule and follow it. That timeliness was appreciated and commended by the public following the process. The County is having this same workshop on January 22 so all JIM dates/times will have to be confirmed following the workshop.

	Housing Rules	Housing LDRs	D3-6 Zoning/Parking	Nat. Res. LDRs
Draft Release	Mar. 9	Mar. 16	Mar. 16	Apr. 27
Draft Presentation	n/a	Mar. 19 (Sp. JIM)	Mar. 19 (Sp. JIM)	May 1 (Reg. BCC)
Public Review Period	Mar. 9 – Apr. 4	Mar. 16 – Apr. 20	Mar. 16 – Apr. 20	Apr. 27 – May 21
Public Workshop	n/a	Apr. 12	Apr. 12	n/a
Modifications Brainstorm	Mar. 21 (Sp. JIM)	Apr. 26 (Sp. JIM+JPC)	Apr. 25 (Sp. TC+TPC)	n/a
Recommendation	By Apr. 2 (HA)	By May 25 (JPC)	By May 18 (TPC)	By Jun. 1 (CPC)
1 <sup>st</sup> Reading/Approval	Apr. 11 (Sp. JIM)	Jun. 6 (Sp. JIM)	May 29 (Sp. TC)	Jun. 11 (Sp. BCC)
Release Adoption Version	Apr. 20	Jun. 20	Jun. 20	Jun. 22
2 <sup>nd</sup> Reading	May 21 (Sp. JIM)	Jun. 25 (Sp. JIM)	Jun. 25 (Sp. TC)	n/a
3 <sup>rd</sup> Reading/Adoption	Jun. 4 (Reg. JIM)	Jul. 2 (Reg. JIM)	Jul. 2 (Reg. TC)	Jul. 3 (Reg. BCC)

Reg. TC: Regular Town Council Meeting

Sp. TC: Special Town Council Meeting

Reg. BCC: Regular Board of County Commissioners Meeting

Sp. BCC: Special Board of County Commissioners Meeting

Reg. JIM: Regular Joint Information Meeting (Council + Board)

Sp. JIM: Special Joint Information Meeting (Council + Board)

TPC: Town Planning Commission

CPC: County Planning Commission

JPC: Joint Town/County Planning Commissions

HA: Jackson/Teton County Housing Authority Board

**Draft Release** is the date when a draft of the updated regulations will be available for public review. On that date, staff will also release additional explanatory materials that will help the public understanding what is new, what is the same, and what is changing. These explanatory materials will be presented in a variety of forms to provide the best education possible. Staff is working with the Town and County Public Information Officers on a communications plan for the content, design, and distribution of these materials. Prior to draft release, staff, project consultants, and Town and County legal will review preliminary drafts.

**Draft Presentation** A presentation of the draft LDR updates is proposed. The Board typically has its workshops on Monday afternoons as well. The notice requirements in the Town and County LDRs require that there be about 7 weeks between draft release and Council and/or Board review. Because of this lag, staff proposes the draft be presented closer to the date it is released. Questions will be answered, but no discussion is planned.

**Public Review Period/Public Workshop** are the dates focused on gathering public input. The goal of public engagement in Phase 4 is to:

- Inform the public of the policy direction from Phase 3
- Inform the public how the draft regulations implement the direction from Phase 3
- Consult the public on how better to achieve the Phase 3 policy direction.

**Modifications Brainstorm** is a workshop to identify any modifications anyone might want to discuss in the adoption hearings. The result of this meeting will be a table of potential modifications to the draft for consideration by the Planning Commission or Housing Authority, then Council and/or the Board. The purpose of this approach is to organize the adoption hearings. This approach has been successful in past LDR updates.

**Recommendation** will come from the Planning Commission(s) or Housing Authority (for the Housing Rules). At its meeting(s) the recommending body will provide a recommendation on each of the modifications identified at the modifications brainstorm. Staff recommends letting the body set their own dates but recommends that they utilize a compact schedule of special meetings if multiple meetings are needed. Past compact schedules of special meetings have been successful in keeping a process on time, focused, and transparent to the general public. The

general public gets lost in drawn out hearings. Staff recommends the same for Council and/or the Board. Staff does not anticipate that more than two meetings will be needed for any project.

**1<sup>st</sup> Reading/Approval** refers to the first meeting to approve the updated regulations with modifications. At this meeting Council and/or the Board will provide direction on each of the modifications identified at the modifications brainstorm and considered by the recommending body. This meeting will also meet the 1<sup>st</sup> Reading requirement for adoption of a Town Ordinance. Staff anticipates that this step will take no more than 2 meetings for any project, except that District 3-6 Zoning may take 3 meetings. Staff recommends that these meetings be special meetings to ensure there is enough time and focus to complete this step in the week identified on the proposed schedule.

**Adoption Version Release** refers to the revised regulations that reflect the modifications approved at the 1<sup>st</sup> Reading/Approval meeting.

**2<sup>nd</sup> Reading** refers to the 2<sup>nd</sup> Reading requirement for adoption of a Town Ordinance. If the adoption version is approved, the 2<sup>nd</sup> Reading requirement is met. If substantial modifications are made, this meeting will serve as a new 1<sup>st</sup> Reading and will have to be repeated. For the joint projects, staff recommends this meeting be a JIM, even though there is no requirement for the County to approve a 2<sup>nd</sup> Reading, so that any modification considered is considered jointly. Staff anticipates that this step can be completed in one meeting per project, however staff recommends that the meetings be special meetings to ensure there is enough time and focus to complete this step in the week identified on the proposed schedule.

In the case of the Housing Rules the time between the adoption version release and this step is to comply with the noticing requirements in the Wyoming Administrative Procedures Act that apply to the County. Compliance with the Wyoming Administrative Procedures Act for the LDR updates occurs earlier in the process, concurrent with compliance with LDR notice requirements.

**3<sup>rd</sup> Reading/Adoption** refers to the final meeting to adopt the regulations. This meeting will meet the 3<sup>rd</sup> Reading requirement for adoption of a Town Ordinance and constitute the final adoption for the Town and County. This step will only take one meeting and is scheduled to be part of a regular meeting because previous steps should have addressed any points of discussion.

## STAKEHOLDER ANALYSIS

The primary stakeholders with regard to the Phase 4 schedule are Council, the Board, and the recommending bodies who have to hold the meetings to adopt the projects. Staff notes that most intensive part of the proposed schedule is the 1<sup>st</sup> Reading/Approval stage. Council will have multiple 1<sup>st</sup> Reading meetings on District 3-6 the last week of May, followed the next week by multiple 1<sup>st</sup> Reading/Approval JIM meetings on the Housing Mitigation LDRs. The Board will also have back-to-back multi-meeting weeks starting with the Housing Mitigation LDRs, followed by the Natural Resources LDRs. To make this work, Council and/or the Board will be asking their respective Planning Commissions follow the same back-to-back, multi-meeting week schedule.

The public seeking to comment on the updates is also stakeholder. The schedule was developed with the assistance of Peak Facilitation, the Town and County's public engagement consultant. It relies on Phase 3 of each project as the primary source of public comment on the policy direction represented by the updates. It is set up to allow informed members of the public provide input on how better to implement the policy direction from Phase 3, while informing the general public of the implications of the policy direction already provided.

## FISCAL IMPACT

The schedule is consistent with the professional services contracts for each of the projects and Peak Facilitation.

## STAFF IMPACT

The schedule is consistent with the Work Plan adopted by Council and the Board in April and the overall project schedules for each project adopted by Council and/or the Board in May.

## LEGAL ISSUES

The schedule was developed with the assistance of the Town and County Attorneys. Legal review of each of the projects is ongoing.

## ATTACHMENTS

None.

## RECOMMENDATION

Staff recommends that Council set dates/times for the following meetings:

- Special JIM, March 19, for a Presentation of the Draft Housing Mitigation LDRs and District 3-6 Zoning
- Special JIM, March 21 (or week of), for a Modifications Brainstorm on the Housing Rules
- 2 Special JIMs, week of April 9, for 1<sup>st</sup> Reading of the Housing Rules
- Special Meeting with the Planning Commission, April 25 (or week of), for a Modifications Brainstorm on the District 3-6 Zoning
- Special JIM with the joint Planning Commissions, April 26 (or week of), for a Modifications Brainstorm on the Housing Mitigation LDRs
- Special JIM, week of May 21, for 2<sup>nd</sup> Reading of the Housing Rules
- 3 Special Meetings, week of May 29, for 1<sup>st</sup> Reading of District 3-6 Zoning
- 2 Special JIMs, week of June 4, for 1<sup>st</sup> Reading of Housing Mitigation LDRs
- Special Meeting, June 25 (or week of), for 2<sup>nd</sup> Reading of District 3-6 Zoning
- Special JIM, June 25 (or week of), for 2<sup>nd</sup> Reading of Housing Mitigation LDRs

## MOTION

I move to schedule the following meetings, subject to coordination with the County on joint meetings:

- A Special JIM, March 19 at 2:00pm, for a Presentation of the draft Housing Mitigation LDRs and District 3-6 Zoning
- Special JIM, March 21 at 2:00pm, for a Modifications Brainstorm on the Housing Rules
- Special JIM, April 11 at 6:00pm, for 1<sup>st</sup> Reading/Approval of the Housing Rules
- Special JIM, April 12 at 9:00am, to continue 1<sup>st</sup> Reading/Approval of the Housing Rules (if needed)
- Special Meeting with the Planning Commission, April 25 at 5:30pm, for a Modifications Brainstorm on the District 3-6 Zoning
- Special JIM with the joint Planning Commissions, April 26 at 5:30pm, for a Modifications Brainstorm on the Housing Mitigation LDRs
- Special JIM, May 21 at 2:00pm, for 2<sup>nd</sup> Reading of the Housing Rules
- Special Meeting, May 29 at 6:00pm, for 1<sup>st</sup> Reading of District 3-6 Zoning
- Special Meeting, May 30 at 2:00pm, to continue 1<sup>st</sup> Reading of District 3-6 Zoning (if needed)
- Special Meeting, May 31 at 2:00pm, to continue 1<sup>st</sup> Reading of District 3-6 Zoning (if needed)
- Special JIM, June 6 at 6:00pm, for 1<sup>st</sup> Reading/Approval of Housing Mitigation LDRs
- Special JIM, June 7 at 9:00am, to continue 1<sup>st</sup> Reading/Approval of Housing Mitigation LDRs (if needed)
- Special Meeting, June 25 at 1:00pm, for 2<sup>nd</sup> Reading of District 3-6 Zoning
- Special JIM, June 25 at 3:00pm, for 2<sup>nd</sup> Reading of Housing Mitigation LDRs



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** JANUARY 12, 2018  
**MEETING DATE:** JANUARY 16, 2018

**SUBMITTING DEPARTMENT:** TOWN ATTORNEY  
**PRESENTER:** AUDREY COHEN-DAVIS

**SUBJECT:** PETITION TO VACATE ALLEY SITUATED ADJACENT TO AND BETWEEN BLOCK 4 OF THE CLUB HOUSE ADDITION TO THE TOWN OF JACKSON AND BLOCK 1 OF THE VAN VLECK SECOND SUBDIVISION TO THE TOWN OF JACKSON

**PROPERTY OWNER:** JACKSON STATE BANK (ARTHUR BARBOUR, WELLS FARGO)

**REPRESENTATIVE:** JIM WALTER, CRYSTAL CREEK CAPITAL REAL ESTATE ADVISORS

*[NOTE: This item is scheduled for a workshop discussion on January 16, 2018. Once the Council is ready to take action, the item will be scheduled for a Council hearing for initial approval, which could be later that evening at the earliest or at another future hearing.]*

#### STATEMENT/PURPOSE

For Town Council to consider a request to vacate a 2,350 square foot alley owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described in the legal description and map hereto.

#### BACKGROUND/ALTERNATIVES

Crystal Creek Capital Real Estate Advisors, LLC, ("CCCREA") has petitioned the Town for the vacation of an alley owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described in the legal description and map attached hereto. The petitioner, CCCREA, has entered into a Purchase and Sale Agreement with Wells Fargo for the property addressed as 112 Center Street and 165 East Deloney. The intended portion of the alley to be vacated would consist of approximately 2,350 square feet (10' in width x 235' in length). Petitioner believes that the dead-end alley is substandard for safe two-way traffic circulation and lacks a safe turn-around area for emergency and other vehicles. In addition, Petitioner believes that the existing sewer, power, gas, telephone, utilities in the alley can be relocated to the benefit of both the public and Petitioner. Further, Petitioner believes that by providing the proposed alternative 20' wide access easement (as shown in Exhibit C to Petition) to the Town and all affected property owners that such vacation would not be detrimental to the Town of Jackson or its residents in any way and would not abridge or destroy any rights and privileges of property owners or the public that use the alley for access. (See Petition at ¶ 17).

As illustrated in Exhibit B to the Petition, three (3) different entities own property adjacent to the alley at issue: CCCREA borders the entire eastern boundary of the boundary of the alley and the majority of the western boundary of the alley; Wells Fargo borders a portion (i.e., the first 50 feet) of the western boundary of the alley; and the Town of Jackson owns the parcel that borders the northern boundary of the alley. Per the Petition at ¶ 11, Wells Fargo has executed this Petition and has agreed to provide Quitclaim Deeds to quitclaim any right, title and interest in and to the alley to CCCREA. The Petitioner is also requesting the Town of Jackson, per Petition at ¶ 9, to quitclaim any right, title and interest in and to the alley to

CCCREA with the Town's approval of this Petition. In addition, Pebble Creek, LLC who owns the property north of the Wells Fargo Property at 172 Center Street and uses the alley for access (see Petition at ¶ 8), has executed this Petition and has agreed to provide a Quitclaim Deed to quitclaim any right, title and interest in and to the alley to CCCREA. Finally, Gray Crane Studios, L.C. who owns the property north of the Wells Fargo Property at 176 Center Street that uses the alley for access (see Petition at ¶ 10) has not executed this Petition, but according to the Petition has agreed to provide a Quitclaim Deed to quitclaim any right, title and interest in and to the alley to CCCREA.

Per the Petition at ¶ 13 and 14, the buried telephone lines owned by Silver Star Telephone Company, Inc. and the buried gas lines owned by the Wyoming Gas Company located in portion of the alley will be relocated, as necessary, and all of their rights protected with no interruption in service if the vacation is approved.

Additionally, per the Petition at ¶ 16, CCCREA agrees that in exchanging historic access for the updated access described in the Petition, CCCREA will pay the Town the amount by which (a) the appraised value of the existing Alley is greater than (b) the appraised value of the alternative access it has agreed to provide upon and across the Wells Fargo Property (such amount, the "Cash Payment"). In the event the appraised value of the alternative access proves to be greater than the value of the existing alley, the Town would not make any payment to CCCREA. The comparative valuations would be provided by Rocky Mountain Appraisals. Additionally, in connection with provision of the alternative access described in this Petition, the Town would be relieved of all future costs related to the maintenance of the Alley and the utility infrastructure located in the alley easement. Petitioner requests, however, that in the event the Cash Payment payable by CCCREA pursuant to the foregoing formula exceeds \$30,000, CCCREA be granted the option to withdraw this Petition.

If the 2,350 square foot alley is vacated, once transferred the applicant will be receiving approximately 4,300 square feet of additional development potential based on a 1.83 FAR for the Town Square (TS) District.

## STAFF ANALYSIS

The Town Planning Director has the following comments:

- **Procedural Background:** This alley vacation request is directly related to CCCREA's proposed hotel redevelopment project at 112 Center Street and 165 East Deloney that is currently under review by the Town. The Council approved a Sketch Plan for this project on April 17, 2017, that includes a 98-room hotel, restaurant, retail space, and employee housing. The Council is scheduled to hear the final Development Plan application on February 5, 2018. Whether the requested alley vacation is approved or not will have a significant impact on the design and function of the proposed project. The issue of the alley vacation is being presented to the Council in advance of the Development Plan because staff thought doing so would provide the Council a helpful opportunity to discuss and focus on some of the complexities of the alley vacation in preparation for the Council's review of the Development Plan. However, it is up to the Council whether it chooses to act on the alley vacation before the Development Plan or at the same time.
- **General Comments:** The existing 10' alley is substandard because it does not meet the 20' minimum width for alleys. Consequently the alley provides only a single lane of travel and so does not provide safe two-way travel. Also, because the alley is a dead-end it does not have a compliant turn-around for emergency and other vehicles. While vehicles have historically been able to enter and exit the alley area behind the Wells Fargo building, this has largely been because the area has few buildings and is lightly used. This informal situation has been enabled by Wells Fargo

allowing cars to drive over their private property to maneuver through the site as needed. This informal system can only work while Wells Fargo voluntarily allows it to continue and does not redevelop in a way that uses the area immediately surrounding the alley as is their right to do. And now that the Wells Fargo site has already received Sketch Plan approval for a large hotel and mixed-use project, the informal alley access will no longer be feasible and so a long-term solution must be found. It should be mentioned too that the Town has actively tried to maintain the possibility of a future alley connection from the Wells Fargo site north to Gill Street (e.g., the reserved 20'-wide alley in the recently approved Gayle Building). Approval of the alley vacation should not negatively impact that goal.

- From a planning perspective, and in consideration of the proposed hotel project on the site, the Planning Director has the following specific comments:

- Benefits of the alley vacation:

- believes that the approval of the alley vacation would have the following benefits:
    - It would provide a guaranteed and compliant 20'-wide access for all users that is not currently provided by the 10-wide alley;
    - It would divert traffic from Deloney Avenue to King Street which would alleviate some of the traffic congestion closer to the Town Square;
    - The proposed access would be largely covered and so protected from snow and other elements;
    - The property owner would pay for the construction and long-term maintenance of the new alley access, saving the Town money in the long term;
    - The proposed access easement will improve pedestrian access and safety by providing a 5-foot separated sidewalk in addition to the 20'-wide travel lanes.

- Concerns with the alley vacation:

- In general, alleys that are straight are more efficient and easier to use than alleys with a 90-degree turn as proposed;
    - The covered entrance into the proposed access easement might confuse the public because it looks like a private entrance into the hotel and not a public access. This is why staff proposes a condition that requires the applicant to provide clear signage to alert the public that this is a public alley.
    - It should be clarified whether the 5' sidewalk is included in the proposed access easement or not. This would appear not to be the case based on submitted materials.

Should the Town Council choose to vacate this alley, the Planning Director proposed the following condition:

1. That the applicant shall install a sign on the King Street access easement entrance that clearly states that the alley easement is open to all public access similar to any other Town alley.

The Public Works Department and the Town Engineer made the following comments on December 21, 2017:

“We have reviewed the November 22, 2017 application for the vacation of an alley situated adjacent to and between Block 3 of the Club House Addition to The Town of Jackson and Block 1

of the Van Vleck Second Subdivision to the Town of Jackson, all in Teton County Wyoming. Commonly known as the Wells Fargo or Center Street Alley.

## CONDITIONS OF APPROVAL

The following conditions of approval should be addressed and if found to be unreconcilable or consequential enough to warrant denial they shall be considered conditions for denial.

The following portions of the petition do not appear to be accurate or consistent and should be considered, and if required amended as required by the legal department:

1. Article 9:  
The Town Property does border alley to the north and should be shown on Exhibit B, as well as all other properties in the proximity.
2. Article 10:  
Gray Crane Studios LLC does not benefit from the “Town Access Grant” between the Town and Pebble LLC.
3. Article 12:  
It is not definitive that the public does not use the existing alley. Once a through way to the north is established public access could be more prevalent.
4. Article 14:  
Pertaining to the Wyoming Gas Company references the “telephone line” and not the “gas line”
5. Article 16:  
Language allowing the Town the right to get a second appraisal if it is not satisfied with the Rocky Mountain Appraisal should be considered for addition.
6. Article 17:  
Consideration of snow removal from the Town and Pebble LLCs should be considered as part of the applicant’s responsibility into the future. This would allow them control of equipment used and timing, so long as the level of service is consistent with the existing level of service.
7. Applicant shall provide additional information regarding the design vehicle used for the delivery truck maneuvering exhibit and confirm that the area shown is the maximum traveled way of the vehicle including overhang.
8. Applicant shall provide additional drawings and renderings that document the access space in three dimensions, such that a clear understanding of the finished conditions can be ascertained.
9. The proposed future access shall benefit the public, including pedestrians and non-motorized access. Additional, easement may be required to accommodate pedestrians on the proposed sidewalk.
10. The access shall be clearly signed indicating that the access is public.
11. The sewer proposed for abandonment in addition to serving the Wells Fargo Properties, also serves as an overflow for the sewer when blockages occur at the intersection of

Deloney and King. The applicant should work with the Town to reconfigure the sewer at the intersection of Deloney and King to eliminate the blockage that occurs due to higher flows from the east.”

## LOCATION

The subject property is described as of the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson. An aerial photo is attached hereto in Exhibit B of the Petition showing the general location of the proposed site.

## ALIGNMENT WITH COUNCIL’S STRATEGIC INTENT

Town Council shall determine whether the proposed vacation is consistent with Council’s strategic intent.

## ATTACHMENTS

- Petition to Vacate Alley and Exhibits A-C attached thereto.

## FISCAL IMPACT

Should the Council choose to vacate this alley as proposed, the Town would need to await the results of an appraisal before the amount of the consideration, if any, would be determined. If the appraisal determines that the fair market value of the proposed 20’ access easement is equal to the value of the existing 10’ wide alley, then no additional consideration would be provided to the Town by the Petitioner. If the fair market value of the proposed access easement is greater than the existing alley, then the Petitioner would pay the difference up to a maximum of \$30,000 — i.e., if the difference is greater than \$30,000 then the Petitioner would be allowed to withdraw this Petition. The Town would also be relieved of all future costs related to the maintenance of the alley and the utility infrastructure therein.

## STAFF IMPACT

Based upon Council direction, the Town Attorney would prepare an ordinance for presentation at a future meeting for the proposed vacation of the alley.

## LEGAL REVIEW

Pursuant to W.S. § 15-4-305 (formerly § 15-4-242), “The governing body has the exclusive power and, by ordinance, **may** vacate any highway, street, lane or alley, or portion thereof. No vacation may be ordered except upon petition of a majority of the owners owning a majority of the property abutting the portion proposed to be vacated and extending three hundred (300) feet in either direction from the portion proposed to be vacated. The city or town **may** demand and receive the value of the land vacated as consideration for the vacation.” (emphasis added).

A majority of the property owners have executed the Petition. Moreover, the Petitioner has proposed “value” of the land to be determined by a future appraisal but that the consideration be capped in the amount of \$30,000.00 with the option to withdraw the Petition if that amount is exceeded. In exchange for the vacation of the subject alley and the Town would be relieved of all future costs related to the maintenance of the alley and any on-site utility infrastructure. So, the Petition is within the confines of state statutes and the Council may choose whether or not to vacate the alley, and may demand and receive value.

Any “value” for the alley proposed for vacation would have to be determined by the Town Council prior to preparing an ordinance vacating the alley.

## RECOMMENDATION

In the event the Town Council wishes to vacate the alley, Staff recommends the one condition of approval from the Planning Director, the 11 conditions of approval from the Town engineer, and consideration to the Town for the value of the land vacated.

## SUGGESTED MOTION

Based upon the finding that the public will be benefited by the vacation of the alley located between Lots 1-5 of Block 3 of the Club House Addition to the Town of Jackson, and Lots 8, 9 of Block 1 of the Van Vleck Addition to the Town of Jackson, and that consideration will be provided for the value of the land vacated, I move to approve the vacation of that portion of the alley with the 12 conditions as presented above in this staff report.

---

### Synopsis for PowerPoint (120 words max):

#### Purpose:

For Town Council to consider a request to vacate a 2,350 square foot alley (10' in width x 235' in length) owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described in the legal description and map hereto.

#### Background

Chrystal Creek Capital Real Estate Advisors, LLC, has petitioned the Town for the vacation of an alley owned by the Town located off of Deloney Avenue between Center Street and King Street as more particularly described in the legal description and map attached hereto. The petitioner, CCCREA, has entered into a Purchase and Sale Agreement with Wells Fargo for the property addressed as 112 Center Street and 165 East Deloney.

Wells Fargo has executed this Petition and has agreed to provide Quitclaim Deeds to quitclaim any right, title and interest in and to the alley to CCCREA. If approved, the Town would provide Quitclaim Deeds to quitclaim any right, title and interest in and to the alley to CCCREA. In addition, Pebble Creek, LLC and Gray Crane Studios, L.C. who own properties that use the alley for access have executed this Petition and have agreed to provide Quitclaim Deeds to quitclaim any right, title and interest in and to the alley to CCCREA.

#### Fiscal Impact:

Should the Council choose to vacate this alley, the Town would be paid up to a maximum of \$30,000 as consideration for the vacation and be relieved of all future costs related to the maintenance of the vacated alley and proposed new 20' access easement.



# THE CENTER STREET PROJECT

112 Center Street and 165 East Deloney Avenue

## Petition to Vacate Alley

November 17, 2017



# Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Paul Anthony  
Principal Planner  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

## Petition to Vacate Alley

November 17, 2017

Paul,

Please accept this Alley Vacation Petition. The subject property is legally described as that 10-foot-wide alley running north and south, 235 feet more or less, and being adjacent to the easterly property line of Lot 1, Lot 2, Lot 3, Lot 4 and Lot 5, Block 3 of Club House Addition to Jackson, Plat no. 108. The one-way alley bisects the redevelopment project located at 112 Center Street and 165 East Deloney Avenue properties. A separate Development Plan and Conditional Use Permit application has been submitted following an unanimously approved Sketch Plan for redevelopment of the site. Crystal Creek Capital proposes to purchase and develop the alley as part of the redevelopment. The existing alley is too narrow to provide functional access and fails to comply with Fire Department access requirements. If vacated, the alley will be replaced with a functional and improved easement that provides two-way traffic and complies with all fire department requirements.

### Key Elements to the Petition to Vacate:

- The current alley is not fire department accessible. The site redevelopment will include a developed roadway that will provide critical fire department access to the area.
- The current 10-foot-wide one-way alley will be replaced with a 20-foot-wide roadway.
- Site redevelopment includes a 5-foot pedestrian path providing a safe pedestrian walkway.
- The existing overhead power lines in the existing alley will be relocated and buried at the expense of Crystal Creek Capital.

The details and supporting materials to the petition are contained herein. We thank you for your guidance throughout this process and we look forward to working with you, your co-workers, and our elected officials in the coming months.

If you have any questions along the way, please feel free to contact me at your convenience.

All my best,

Jim Walter  
President

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**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)

***For Office Use Only***

Fees Paid \_\_\_\_\_

Check # \_\_\_\_\_

Credit Card \_\_\_\_\_

Cash \_\_\_\_\_

Application #s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_ Owner      \_\_\_\_ Applicant/Agent

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

**Use Permit**

Basic Use

Conditional Use

Special Use

**Relief from the LDRs**

Administrative Adjustment

Variance

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Petition to Vacate Alley

**PRE-SUBMITTAL STEPS.** Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.**

Pre-application Conference #: \_\_\_\_\_ Environmental Analysis #: \_\_\_\_\_  
Original Permit #: \_\_\_\_\_ Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Twelve (12) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department.. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant.

*Have you attached the following?*

\_\_\_\_\_ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

\_\_\_\_\_ **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

\_\_\_\_\_ **Response to Submittal Checklist.** All applications require response to applicable review standards. These standards are outlined on the Submittal Checklists for each application type. If a pre-application conference is held, the Submittal Checklists will be provided at the conference. If no pre-application conference is required, please see the Administrative Manual for the applicable Checklists. The checklist is intended as a reference to assist you in submitting a sufficient application; submitting a copy of the checklist itself is not required.

#### **FORMAT.**

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

***Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.***

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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

## LETTER OF AUTHORIZATION

Well's Fargo Bank, N.A. \_\_\_\_\_, "Owner" whose address is: c/o Corporate

Properties Group, 333 Market Street, 11th Floor, MAC #A0109-112, San Francisco, CA 94105 Attn: Mr. Arthur Barbour

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

**more specifically legally described as:** 112 Center Street and 165 East Deloney Avenue,  
Town of Jackson, Wyoming 83001, as the owner of property

**(If too lengthy, attach description)**

**HEREBY AUTHORIZES** James D. Walter, President of Crystal Creek Capital Real Estate Advisors, LLC as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER: Wells Fargo Bank, N.A.

By

(SIGNATURE) (SIGNATURE OF CO-OWNER)

(SIGNATURE) (SIGNATURE)  
Title: Arthur Barbour

**Title:** Frank Barbour **(If signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)**

STATE OF California

1

## COUNTY OF

JSS

The foregoing instrument was acknowledged before me by Arthur Barbour this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

(Notary Public)

Please See Attached

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of SAN FRANCISCO )  
On NOVEMBER 23, 2016 before me, VANESSA CORACCHIA, Notary Public  
Date November 23, 2016 Here Insert Name and Title of the Officer  
personally appeared Nichelle Barbour Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

**Signature**

Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

**Title or Type of Document:** \_\_\_\_\_ **Document Date:** \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Capacity (See) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

**Corporate Officer — Title(s):** \_\_\_\_\_

Partner –  Limited  General

Partner –  Limited  General

Individual       Attorney in Fact       Individual       Attorney in Fact

Attorney in fact  
 Trustee  
 Guardian or Conservator

Trustee       Attorney in fact

Other:

Other: \_\_\_\_\_

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BEFORE THE MAYOR AND TOWN  
COUNCIL TOWN OF JACKSON,  
WYOMING

IN THE MATTER OF A PETITION BY

CRYSTAL CREEK CAPITAL REAL ESTATE ADVISORS, LLC,  
A WYOMING LIMITED LIABILITY COMPANY,  
PETITIONER,

FOR VACATION OF AN ALLEY SITUATED ADJACENT TO AND BETWEEN  
BLOCK 3 OF THE CLUB HOUSE ADDITION TO THE TOWN OF JACKSON AND  
BLOCK 1 OF VAN VLECK SECOND SUBDIVISION TO THE TOWN OF JACKSON,  
ALL IN TETON COUNTY, WYOMING

**PETITION TO VACATE ALLEY**

COMES NOW the undersigned Petitioner, pursuant to Wyoming Statue 15-4-305, and hereby petitions and requests that an alley located within the boundaries of the Town of Jackson be vacated, and hereby states and alleges as follows:

1. Petitioner, Crystal Creek Capital Real Estate Advisors, LLC (“CCCREA”), is a Wyoming limited liability company organized and existing under the laws of the State of Wyoming and doing business primarily in the Town of Jackson, Wyoming. The President of CCCREA is James D. Walter.

2. Wells Fargo Bank, N.A., a national banking association (“Wells Fargo”), is the owner of fee title to the property commonly identified as 112 Center Street and 165 East Deloney Avenue in the Town of Jackson, Wyoming, as the same is more particularly described on Exhibit A attached hereto (the “Wells Fargo Property”). Wells Fargo is also the owner of, and plans to retain ownership of, fee title to the property commonly identified as 110 Center Street in the Town of Jackson, Wyoming (the “Retained Wells Fargo Property”).

3. Petitioner, CCCREA, has entered into a Purchase and Sale Agreement with Wells Fargo, pursuant to which it has the legal right to purchase the Wells Fargo Property on the terms and conditions set forth in the Purchase and Sale Agreement. The foregoing purchase would be consummated by CCCREA or its designated affiliate.

4. Pursuant to the Purchase and Sale Agreement, as well as a Town of Jackson Letter of Authorization on file with the Town of Jackson (the “Town”), Petitioner is authorized to, and hereby does, file this Petition with respect to the Wells Fargo Property and the Retained Wells Fargo Property.

5. Petitioner, CCCREA, desires and hereby petitions to have the Town vacate the alley extending approximately 235 feet north from East Deloney Avenue to the northern edge of the Wells Fargo Property, as the same is more particularly described in the legal description and map attached hereto as Exhibit B (such area, the “Alley”). The Alley to be vacated consists of approximately 2,350 square feet in area (10 feet in width x 235 feet in length).

6. As shown on Exhibit B, the Alley bisects the Wells Fargo Property and the Retained Wells Fargo Property, resulting in the Wells Fargo Property bordering the entire 235-foot eastern boundary and the Wells Fargo Property and the Retained Wells Fargo Property bordering the entire 235-foot western boundary of the portion of the Alley to be vacated. The property bordering the Alley on its 10-foot southern boundary is East Deloney Avenue. The property bordering the Alley on its northern 10-foot boundary is owned by the Town of Jackson (174 North King Street). The Alley no longer extends north beyond the north edge of the Wells Fargo Property, but alternative access rights have been established pursuant to (a) an Access and Underground Utility Easement filed on November 26, 2008, as Document No. 742509, in Book 713, Pages 728 to 633 (the “Hoke Access Grant”), and (b) an Access Easement filed on November 26, 2008, as Document No. 742510, in Book 713, Pages 634 to 639 (the “Town Access Grant”).

7. Based upon the Alley’s bisection of the Wells Fargo Property and the Retained Wells Fargo Property, the majority of the owners owning a majority of the property abutting the Alley proposed to be vacated have executed this Petition.

8. Pebble, LLC owns the property commonly identified as 172 Center Street in the Town of Jackson (the “Pebble Property”). The Pebble Property is located north of the Wells Fargo Property. The Pebble Property does not technically border the Alley. However, the Pebble Property utilizes the Alley, along with portions of the Wells Fargo Property, for purposes of convenient vehicular access to the parking garage in the building situated on that property. The rear of the Pebble Property also enjoys access rights to North King Street via the Town Access Grant. In connection with the Town’s grant of this Petition, Petitioner has agreed to provide Pebble, LLC with alternative convenient vehicular access upon and across the Wells Fargo Property to the Hoke Access Grant and the parking garage in the building situated on the Pebble Property. That alternative convenient vehicular access will be generally located and configured as depicted on Exhibit C attached hereto (the “Alternative Vehicular Access”). Based upon provision of that Alternative Vehicular Access, Pebble, LLC is executing this Petition and has agreed to provide a Quitclaim Deed to quitclaim and transfer to Petitioner (or to Petitioner’s designated affiliate) any and all right, title and interest it may have in and to the Alley.

9. The Town owns the property commonly identified as 174 North King Street in the Town of Jackson (the “Town Property”). The Town Property is located north of the Wells Fargo Property. The Town Property does not technically border the Alley. However, the Town Property utilizes the Alley, along with portions of the Wells Fargo Property, for purposes of convenient vehicular access to the parking areas located at the rear of the building situated on that property. In connection with the Town’s grant of this Petition, Petitioner has agreed to provide the Town with alternative convenient vehicular access upon and across the Wells Fargo Property to the parking area located at the rear of the building situated on the Town Property. That alternative convenient vehicular access will be generally located and configured upon and across the Alternative Vehicular Access. Based upon provision of that Alternative Vehicular Access, as well as the other matters set forth herein, the Town is being requested by virtue of this Petition to release any and all

right, title and interest it may hold in and to the Alley.

10. Gray Crane Studios, L.C. owns the property commonly identified as 176 Center Street in the Town of Jackson (the "Gray Crane Property"). The Gray Crane Property is located north of the Wells Fargo Property. The Gray Crane Property does not technically border the Alley. However, the Gray Crane Property utilizes the Alley, along with portions of the Wells Fargo Property, for purposes of facilitating convenient vehicular access to the parking areas located at the rear of the building situated on that property. The rear of the Gray Crane Property also enjoys practical and convenient, if not legal, access rights to North King Street via the Town Access Grant. In connection with the Town's grant of this Petition, Petitioner has agreed to provide Gray Crane Studios, L.C. with alternative convenient vehicular access upon and across the Wells Fargo Property to the Town Access Grant in order to facilitate access to the parking area located at the rear of the building situated on the Gray Crane Property. That alternative convenient vehicular access will be generally located and configured upon and across the Alternative Vehicular Access. It is anticipated that upon provision of that Alternative Vehicular Access, Gray Crane Studios, L.C. will agree to provide a Quitclaim Deed to quitclaim and transfer to Petitioner (or to Petitioner's designated affiliate) any and all right, title and interest in and to the Alley.

11. As noted above, Wells Fargo owns and plans to retain the Retained Wells Fargo Property. The Retained Wells Fargo Property is located south of the western portion of the Wells Fargo Property. The Retained Wells Fargo Property borders the Alley. As a result, the Retained Wells Fargo Property utilizes the Alley, along with portions of the Wells Fargo Property, for purposes of convenient vehicular access to the parking that it anticipates will be developed and situated at the rear of that property. Petitioner and Wells Fargo have agreed upon the terms and conditions of a Parking Area Access Easement Agreement (the "Access Easement") in order to accommodate and provide alternative access to the parking that Wells Fargo anticipates being developed and situated at the rear of that property. In connection with the Town's grant of this Petition, and pursuant to the terms of the Access Easement, Petitioner has agreed to provide Wells Fargo with alternative convenient vehicular access from East Deloney Avenue upon and across the Wells Fargo Property to the parking that Wells Fargo anticipates being developed and situated at rear of the Retained Wells Fargo Property. Based upon provision of that alternative vehicular access, Wells Fargo has approved this Petition and has agreed to provide a Quitclaim Deed to quitclaim and transfer to Petitioner (or to Petitioner's designated affiliate) any and all right, title and interest it may have in and to the Alley.

12. Upon the establishment of alternative access for the Pebble Property, the Town Property, the Gray Crane Property and the Retained Wells Fargo Property, all as described above, Petitioner believes the Alley will no longer serve a practical purpose for the Town of Jackson or its residents and that such vacation would not be detrimental to the Town of Jackson or its residents in any way. Currently, the Alley does not serve as practical access to any property other than the Wells Fargo Property, the Pebble Property, the Town Property, the Gray Crane Property, and the Retained Wells Fargo Property, each as described above. Except as described herein, neither the public nor the other neighboring property owners use the Alley for access. In addition to the foregoing, upon establishment of the alternative access described above, it will eliminate what the Petitioner believes is a traffic safety and fire code compliance concern, as the alley currently supports two-way traffic, including emergency services, on a width (i.e., 10 feet) that is technically more consistent with use by one-way traffic. The new alternative access will accommodate two-way traffic and safety/emergency personnel access on a safer, wider, code compliant driveway

located on the Wells Fargo Property, which access will be generally located and configured upon and across the Alternative Vehicular Access.

13. Silver Star Telephone Company, Inc. ("Silver Star") has rights in a buried telephone line located within a portion of the Alley. CCCREA will work with Silver Star to have that buried telephone line relocated, as necessary, in connection with redevelopment of the Wells Fargo Property and the Alley. Any vacation of the Alley will be subject to Silver Star's existing rights and CCCREA's provision of rights to alternative placement of the referenced telephone lines. Telephone service to the parties relying on the referenced telephone line will not be interrupted in connection with redevelopment of the Wells Fargo Property, vacation of the Alley, or relocation to the telephone line.

14. Wyoming Gas Company ("Wyoming Gas") has rights in a buried gas line located within a portion of the Alley. CCCREA will work with Wyoming Gas to have that buried gas line relocated, as necessary, in connection with redevelopment of the Wells Fargo Property and the Alley. Any vacation of the Alley will be subject to Wyoming Gas' existing rights and CCCREA's provision of rights to alternative placement of the referenced gas line. Gas service to the parties relying on the referenced telephone line will not be interrupted in connection with redevelopment of the Wells Fargo Property, vacation of the Alley, or relocation to the gas line.

15. The Petitioner will grant easements to the other applicable utility providers for the utility lines located within the Alley.

16. In light of the exchange of historic access for updated access described in this Petition, CCCREA is proposing that it pay the Town the amount by which (a) the appraised value of the existing Alley is greater than (b) the appraised value of the alternative access it has agreed to provide upon and across the Wells Fargo Property (such amount, the "Cash Payment"). Conversely, in the event the appraised value of the alternative access proves to be greater than the value of the existing Alley, the Town would not make any payment to CCCREA. The comparative valuations would be provided by Rocky Mountain Appraisals. Based upon the foregoing, the Town would benefit from receipt of the alternative and improved access, plus the Cash Payment, in exchange for the vacation of the subject Alley. Additionally, in connection with provision of the alternative access described in this Petition, the Town would be relieved of all future costs related to the maintenance of the Alley and the utility infrastructure located therein. Petitioner requests, however, that in the event the Cash Payment payable by CCCREA pursuant to the foregoing formula exceeds \$30,000, CCCREA be granted the option to withdraw this Petition.

17. Petitioner believes the vacation of the Alley will not abridge or destroy any of the rights and privileges of other proprietors in the block within which the Alley is located and is in the best interest of the Town. Vacation of the Alley would afford Petitioner the opportunity to efficiently develop the Wells Fargo Property and would relieve the Town of the cost and expense of maintaining the Alley and any and all future legal liability attendant thereto.

18. It is expressly acknowledged and agreed that the rights and obligations of the Town, CCCREA, Wells Fargo, and Pebble, LLC hereunder, including the vacation of the Alley, the transfer of interests in the Alley by Pebble, LLC, Wells Fargo, the Town and, it is anticipated, Gray

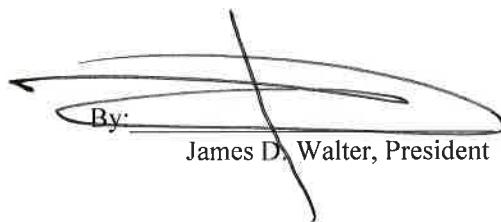
Crane, and the grant of alternative access and easement rights by CCCREA, shall be conditioned upon the acquisition of the Wells Fargo Property by CCCREA or its designated affiliate. All such transfers and grants shall be deemed to occur, and shall be effective, simultaneously, and each in consideration of the other grants and transfers contemplated hereby, all as of the date of acquisition of the Wells Fargo Property by CCCREA or its designated affiliate.

WHEREFORE, Petitioner respectfully requests that the Mayor and Town Council vacate the Alley, and thereby Petitioner shall obtain legal title thereto all in accordance with applicable law and for such other and further relief as may be just and proper.

DATED this 22 day of November, 2017.

**Petitioner:**

CRYSTAL CREEK CAPITAL REAL ESTATE  
ADVISORS, LLC,  
a Wyoming limited liability company



By: \_\_\_\_\_  
James D. Walter, President

STATE OF WYOMING )  
COUNTY OF TETON ) ss

The foregoing instrument was acknowledged before me on this 22 day of November, 2017, by James D. Walter, as President of Crystal Creek Capital Real Estate Advisors, LLC, a Wyoming limited liability company, on behalf of the company.



Julie K. Hayward  
Notary Public

**Adjoining Property Owner:**

Pebble, LLC,  
a Wyoming limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_

STATE OF WYOMING )  
COUNTY OF TETON ) ss

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_ as \_\_\_\_\_ of Pebble, LLC, a Wyoming limited liability company, on behalf of the company.

(Seal)

\_\_\_\_\_  
Notary Public

Exhibit A  
(Wells Fargo Property)

**Parcel 1:**

Lots 2, 3, 4 and 5 of Block 3 of Club House Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 29, 1914 as Plat No. 108.

**Parcel 2:**

A tract of land located in the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 27, T41N, R116W, 6th P.M. described as follows:  
Beginning at a point which lies East, 50.0 feet from the NW corner and corner number 2 of the Van Vleck Second Subdivision to the Town of Jackson, Wyoming;  
THENCE North 60.0 feet to corner number 2;  
THENCE East 125.0 feet to corner number 3;  
THENCE South 60.0 feet to corner number 4;  
THENCE West 125.0 feet to corner number 1 and the point of beginning.

AND

A tract of land adjoining Block 1 of the Van Vleck Second Subdivision to the Town of Jackson, Wyoming described by metes and bounds as follows:

Starting at the Northwest Corner of the Lot numbered Nine of the aforesaid Block 1 of the Van Vleck Second Subdivision and running thence North 105 feet;  
running thence East 50 feet;  
running thence South 105 feet;  
running thence West 50 feet; to the point of beginning.

**Parcel 3:**

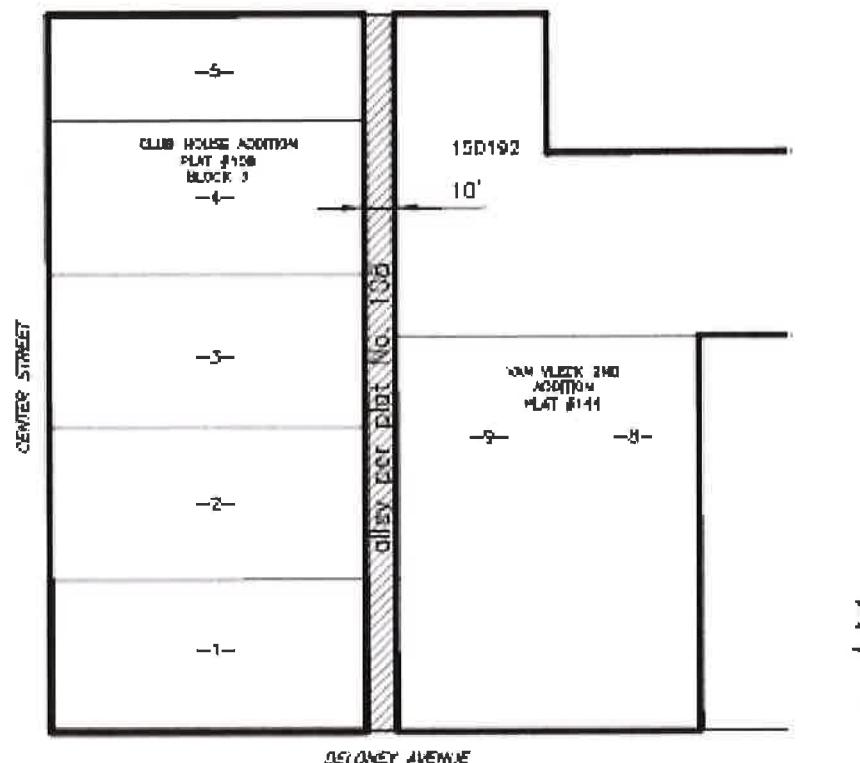
Lots 8 and 9 of Block 1 of Van Vleck Second Subdivision, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on November 19, 1955 as Plat Number 144.

Exhibit B  
(the Alley)

**EXHIBIT B**

**Legal Description of Alley**

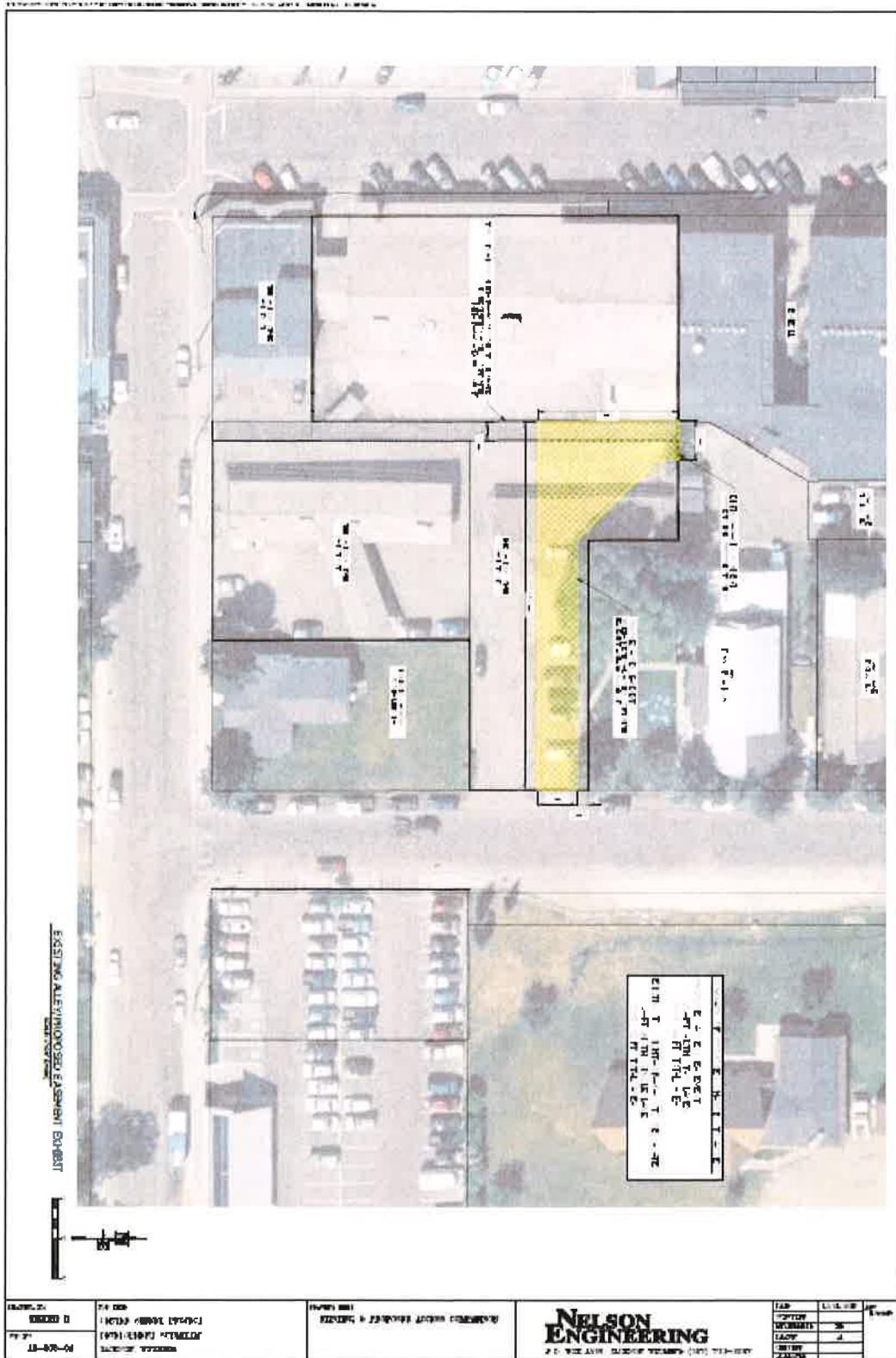
That portion of that 10 foot wide alley running north and south, 2.35 feet more or less, and being adjacent to the easterly property line of Lot 1, Lot 2, Lot 3, Lot 4 and Lot 5, Block 3 of Club House Addition to Jackson, Plat no. 108, as filed in the Office of the Teton County Clerk, and located within the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 27, Township 41 North, Range 116 West, 6th P.M. Teton County, Wyoming.



Plat No. Lot 138	INT'L Alley Vacate.	<b>NELSON ENGINEERING</b> P.O. BOX 1100, JACKSON, WYOMING (307) 733-5477	DATE 10/16/02	INIT JL/16/02
PLAT 108-34				

**PETITION TO VACATE ALLEY**  
Page 8

Exhibit C  
(Neighboring Property Access)



**PETITION TO VACATE ALLEY**

Page 9

STATE OF WYOMING )  
COUNTY OF TETON ) ss

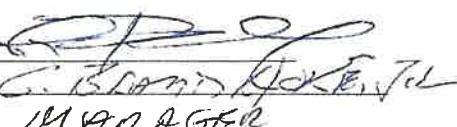
The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by James D. Walter, as President of Crystal Creek Capital Real Estate Advisors, LLC, a Wyoming limited liability company, on behalf of the company.

(Seal)

\_\_\_\_\_  
Notary Public

**Adjoining Property Owner:**

Pebble, LLC,  
a Wyoming limited liability company

By:   
Name: G. Bland Hole Jr.  
MVTAG

STATE OF WYOMING )  
COUNTY OF TETON ) ss

The foregoing instrument was acknowledged before me on this 9th day of November, 2017, by G. Bland Hole Jr. as Manager of Pebble, LLC, a Wyoming limited liability company, on behalf of the company.

(Seal)

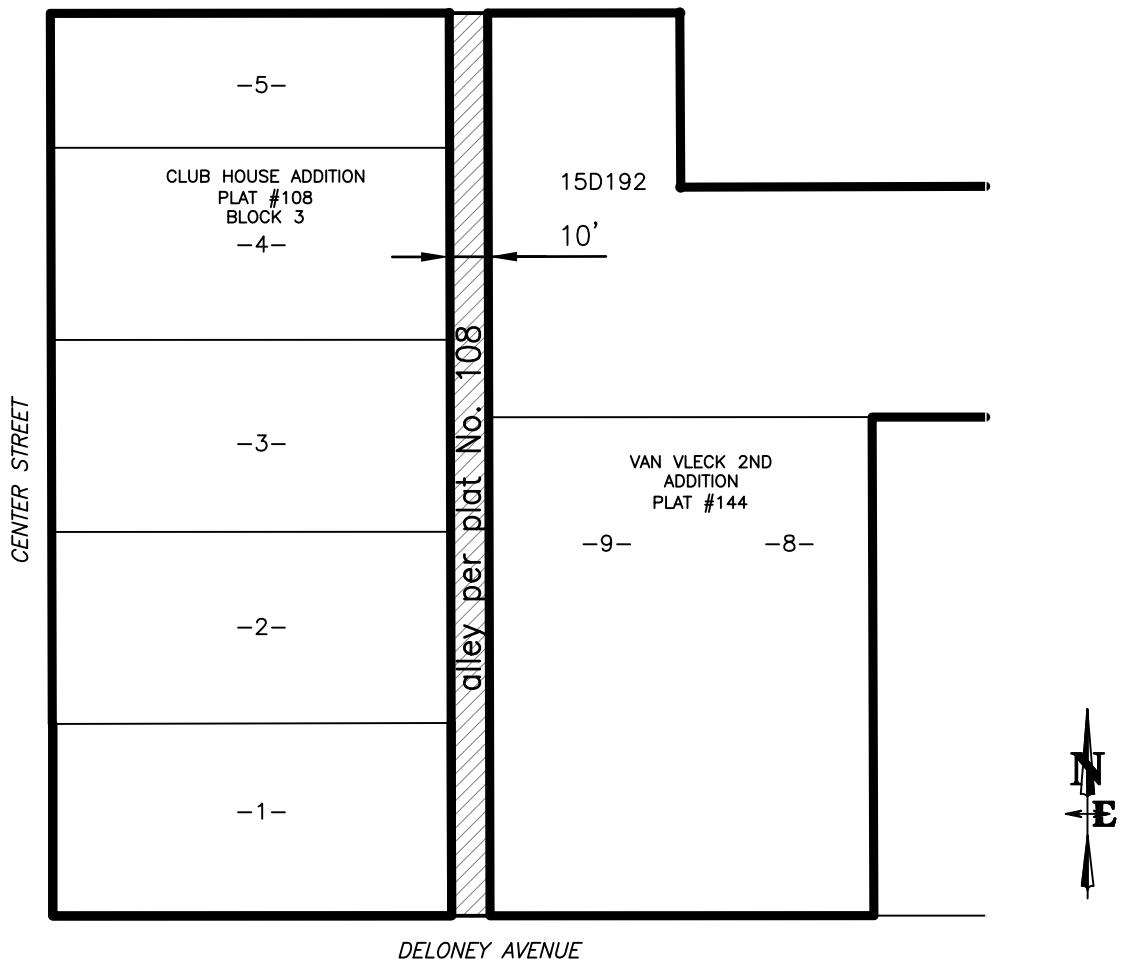
\_\_\_\_\_  
Notary Public



## EXHIBIT A

### Legal Description of Alley

That portion of that 10 foot wide alley running north and south, 235 feet more or less, and being adjacent to the easterly property line of Lot 1, Lot 2, Lot 3, Lot 4 and Lot 5, Block 3 of Club House Addition to Jackson, Plat no. 108, as filed in the Office of the Teton County Clerk, and located within the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$  of Section 27, Township 41 North, Range 116 West, 6th P.M. Teton County, Wyoming.



DRAWING NO	TITLE
Exhibit A	Alley Vacation
JOB NO	
16-306-04	

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087  
24

DATE	10/30/2017	REV.
SURVEYED		11/08/17
DRAWN	SK	
CHECKED		
APPROVED		



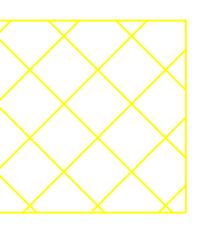
**EXISTING ALLEY/PROPOSED EASEMENT EXHIBIT**

SCALE: 1"=20' (24x36)

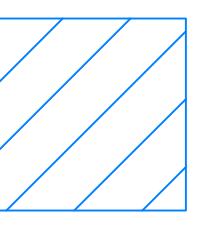
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SCALE: 1"=20' (24x36)

A horizontal number line starting at 0 and ending at 40. The line is divided into four equal segments by tick marks at 20 and 40. The segment between 10 and 30 is shaded with a thick black line, representing the interval  $[10, 30]$ .



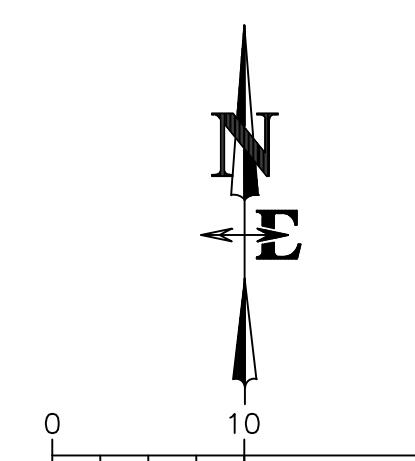
PROPOSED EASEMENT  
FOOTPRINT



SWEPT PATH ANALYSIS  
DELIVERY TRUCK TO  
NEIGHBORING PARCELS

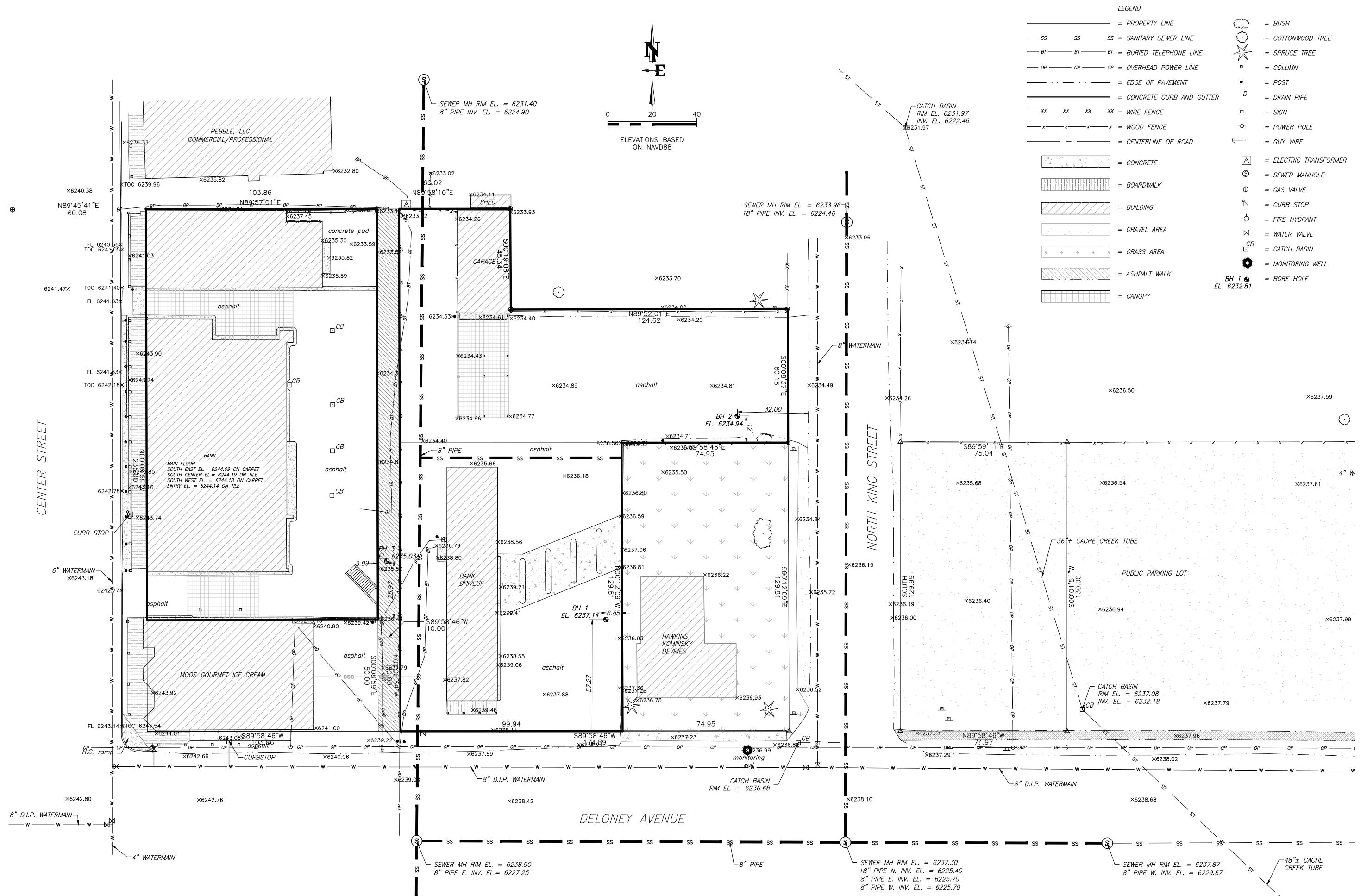
DRAWING NO EXHIBIT C	JOB TITLE CENTER STREET PROJECT	DRAWING TITLE ACCESS EXHIBIT	DATE 10/24/2017	REV. 10/26/17
JOB NO 16-308-04	DEVELOPMENT SUBMITTAL JACKSON, WYOMING	NEIGHBORING VEHICLE & PEDESTRIAN ACCESS	SURVEYED MB	DRAWN AL
			CHECKED	
			APPROVED	

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087

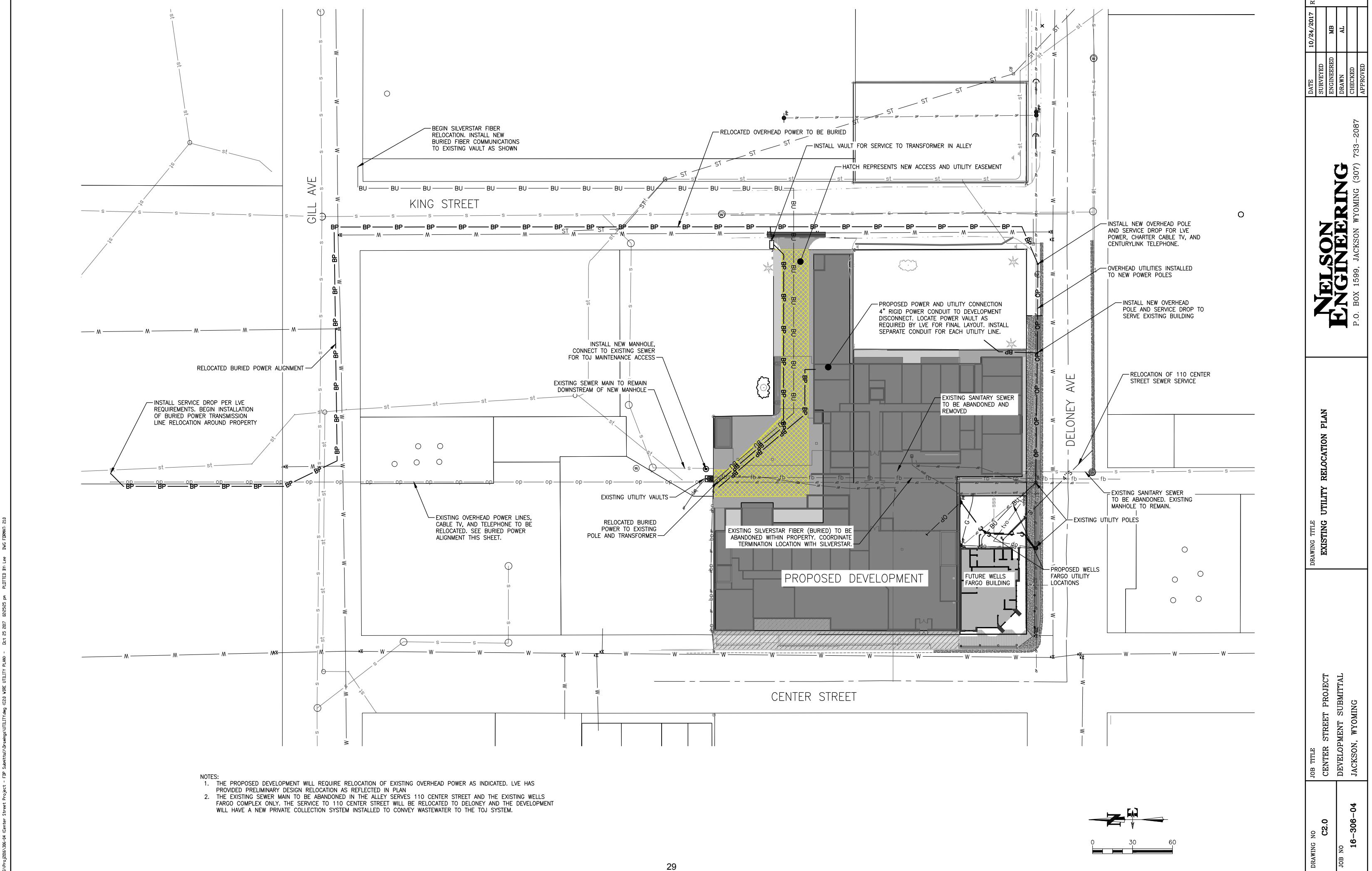


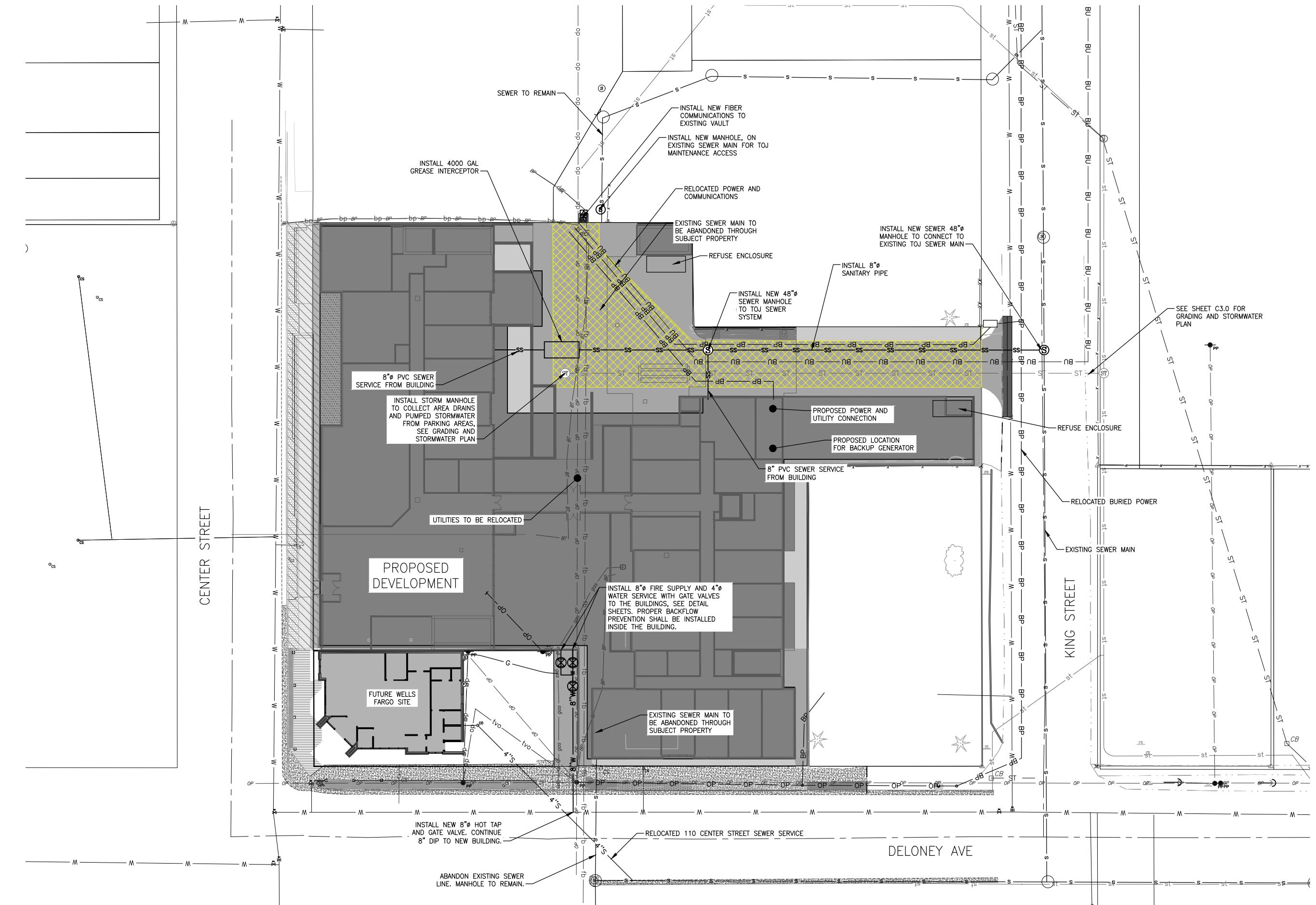


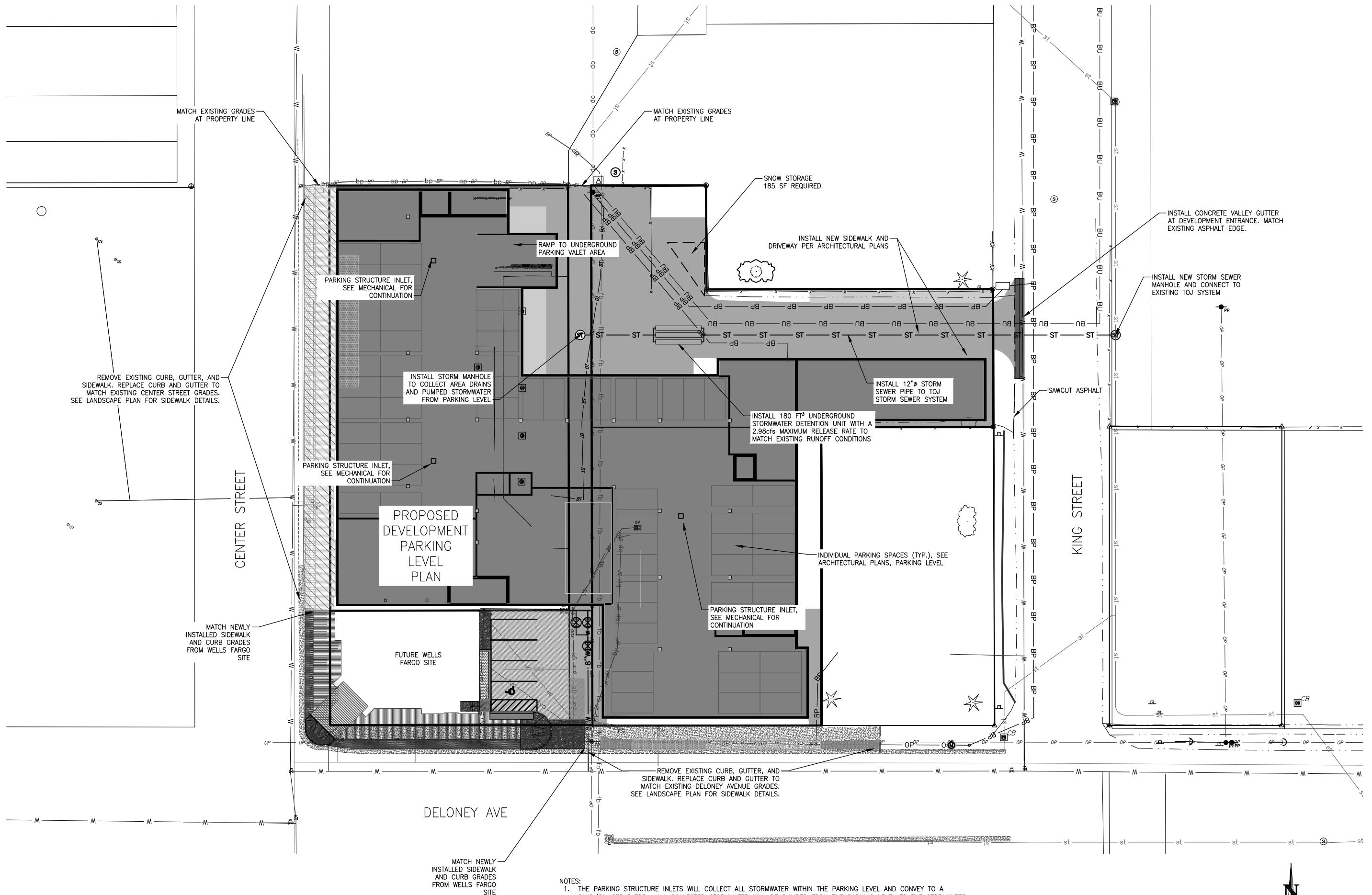
DRAWING NO EXHIBIT C	JOB TITLE CENTER STREET PROJECT	DRAWING TITLE ACCESS EXHIBIT	DATE 10/24/2017	REV. 10/30/17
JOB NO 16-308-04	DEVELOPMENT SUBMITTAL	FIRE TRUCK ACCESS	SURVEYED	ENGINEERED
		NELSON ENGINEERING		
		P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087		



DRAWING NO		JOB TITLE	DRAWING TITLE	DATE	REV.
C1.0		CENTER STREET PROJECT	EXISTING SITE PLAN	10/24/2017	
JOB NO		DEVELOPMENT SUBMITTAL		SURVEYED	
16-306-04		JACKSON, WYOMING		ENGINEERED	MB
				DRAWN	AL
				CHECKED	
				APPROVED	

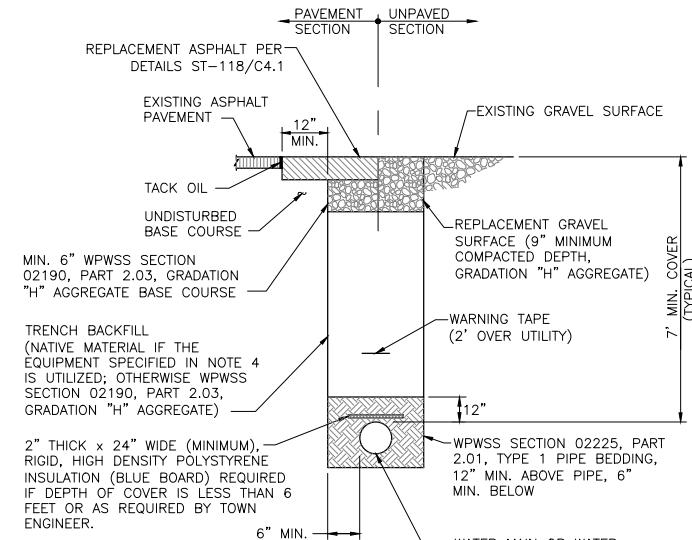






DRAWING NO	JOB TITLE	SITE GRAADING PLAN	DRAWING TITLE	DATE	REVIEWED
C3.0	CENTER STREET PROJECT	DEVELOPMENT SUBMITTAL	DATE	10/24/2017	REV.
JOB NO	DEVELOPMENT SUBMITTAL	DEVELOPMENT SUBMITTAL	DATE	SURVEYED	ENGINEERED
16-306-04	JACKSON, WYOMING	JACKSON, WYOMING	DATE	10/24/2017	REV.
NELSON ENGINEERING		NELSON ENGINEERING		SURVEYED	ENGINEERED
P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087		P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087		DRAWN	AL.
				CHECKED	
				APPROVED	

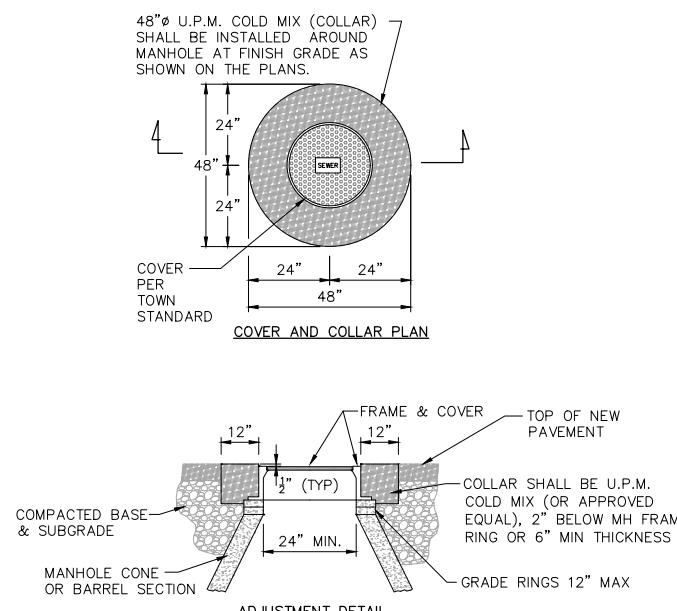




**NOTES:**

1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
  - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
  - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
2. COMPACTION OF NATIVE TRENCH BACKFILL, WITH ALL ROCK LARGER THAN 6" REMOVED, SHALL BE CARRIED OUT IN 2' LIFTS WITH A HOE-PACK OR A VIBRATORY SHEEPS FOOT ROLLER (COMPACTION METHOD AND EQUIPMENT SHALL BE REVIEWED AND APPROVED BY TOWN ENGINEER PRIOR TO BACKFILLING).
3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED WITH A JUMPING JACK TO PROVIDE UNIFORM PIPE SUPPORT.
4. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
5. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WYOSHA) REGULATIONS.

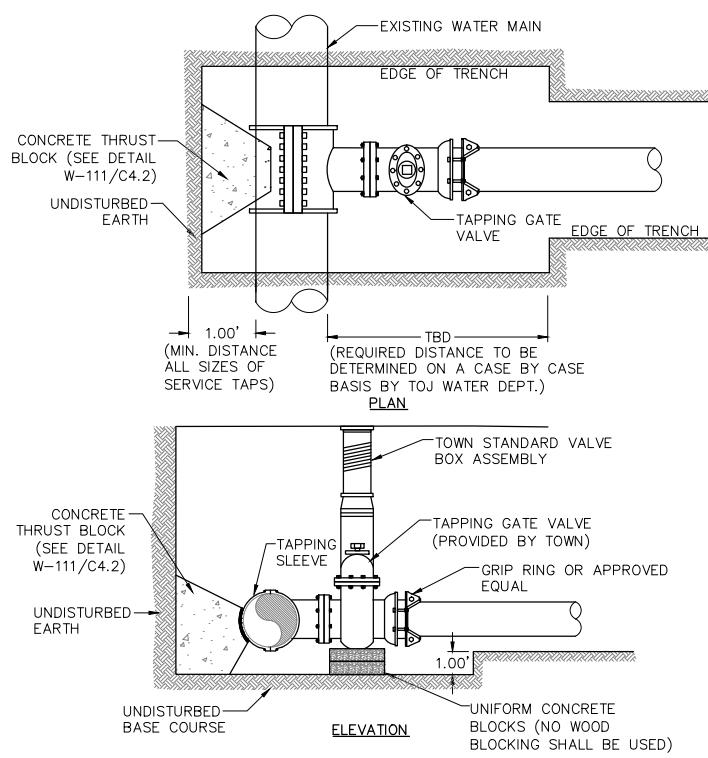
**W-100 WATER MAIN AND SERVICE LINE TRENCH**  
**C4.2** **TOJ STD DETAIL**



**NOTES:**

1. ADJUST MANHOLE UPWARD WITH ADJUSTING RINGS UNDER FRAME. ADJUST MANHOLE DOWNWARD BY REMOVING A PORTION OF THE MANHOLE RISER AND REBUILDING TO PROPER HEIGHT. SLOPE MANHOLE RING AS REQUIRED TO MATCH STREET GRADE AND CROSS SLOPE. MAKE FINAL MANHOLE ADJUSTMENT AFTER PAVING AND BEFORE SEAL COATING.
2. IF MANHOLE IS WITHIN UNPAVED AREA USE TAPERED COLLAR. SEE TOWN SANITARY SEWER DETAIL, SG-110.

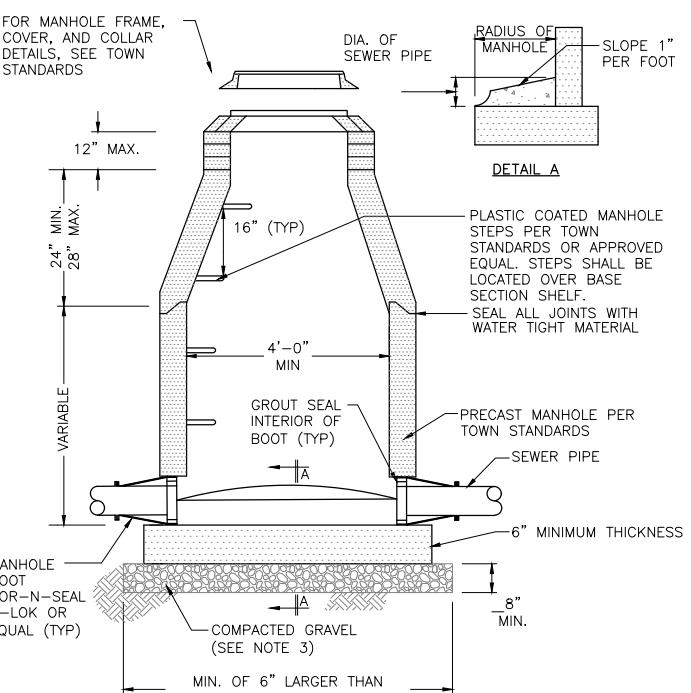
**MANHOLE ADJUSTMENT DETAIL**  
TOJ STD DETAIL



**NOTES:**

1. TRENCH WILL BE EXCAVATED TO MEET ALL WYOMING STANDARDS PRIOR TO TAPPING.
2. EXCAVATION OF TAPPING LOCATION SHALL BE APPROVED BY TOJ WATER DEPARTMENT PRIOR TO TAPPING.
3. THE TOWN SHALL COMPLETE THE TAPPING OF THE MAIN. NO OTHER PERSONS SHALL COMPLETE TAP WITHOUT CONSENT OF TOWN. ALL OTHER WATER MAIN WORK SHALL BE THE RESPONSIBILITY OF THE OWNER/CONTRACTOR.

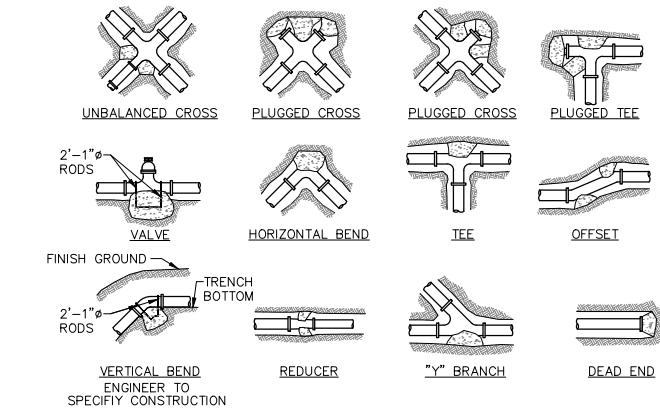
**W-118** **WATER MAIN TAPPING DETAIL**  
**C4.2** **TOJ STD DETAIL**



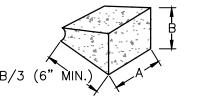
**NOTES:**

1. DROP ACROSS INVERT SHALL BE GREATER THAN OR EQUAL TO SLOPE OF ADJACENT SEWER PIPE.
2. BASE SHALL BE REINFORCED WHEN THE DISTANCE FROM INVERT TO TOP OF COVER EXCEEDS 15'. REINFORCEMENT TO BE APPROVED BY ENGINEER.
3. GRAVEL SHALL BE EIGHT INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
4. ALL PIPES GOING INTO MANHOLE SHALL BE INSTALLED TO MATCH TOP OF PIPE CROWNS.
5. TROUGH DEPTH AT CENTER TO BE HALF THE DIAMETER OF THE PIPE.

SS-102 SANITARY SEWER MANHOLE  
C4.2 TOJ STD DETAIL



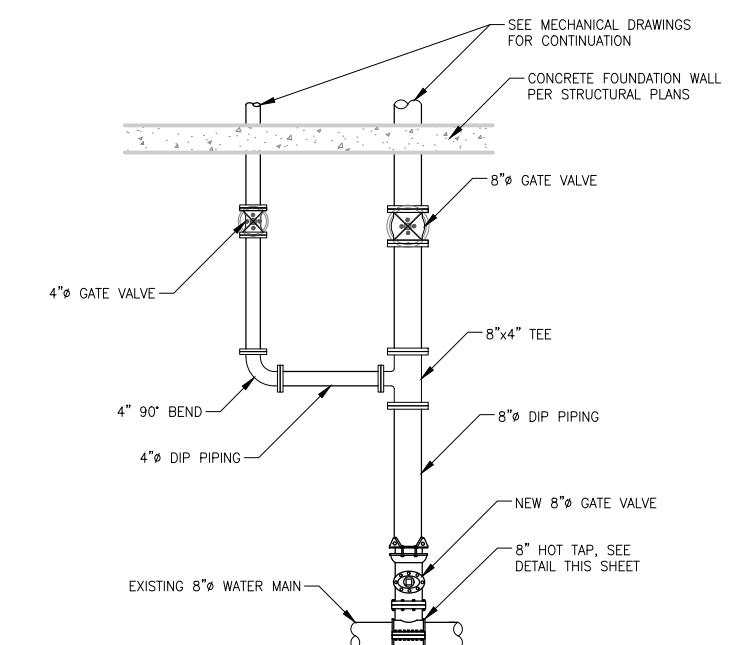
MINIMUM DIMENSIONS FOR THRUST BLOCKING										
FITTING SIZE	TEES & PLUGS		90° BENDS		45° BENDS & WYES		REDUCERS & 22 1/2" BENDS		11 1/4" BENDS	
	A	B	A	B	A	B	A	B	A	B
4"	1"-7"	1"-2"	1"-9"	1"-6"	1"-8"	0"-10"	1"-7"	0"-6"	0"-6"	0"-6"
6"	2"-0"	1"-11"	2"-5"	2"-2"	1"-10"	1"-7"	1"-9"	0"-10"	1"-0"	0"-6"
8"	2"-8"	2"-6"	3"-2"	3"-0"	2"-5"	2"-1"	1"-9"	1"-6"	1"-0"	1"-0"
10"	3"-4"	3"-3"	4"-0"	3"-10"	3"-0"	2"-9"	2"-2"	1"-11"	1"-6"	1"-0"
12"	4"-0"	3"-10"	4"-8"	4"-8"	3"-6"	3"-3"	2"-7"	2"-3"	2"-0"	1"-0"
14"	5"-5"	3"-10"	6"-6"	4"-11"	4"-9"	3"-6"	3"-5"	2"-5"	2"-0"	1"-6"
20"	5"-0"	5"-0"	6"-0"	6"-0"	5"-0"	4"-0"	3"-6"	3"-0"	3"-0"	2"-0"
24"	6"-0"	6"-0"	7"-0"	7"-0"	5"-0"	5"-0"	4"-6"	3"-0"	3"-0"	3"-0"
30"	7"-6"	7"-6"	8"-0"	8"-0"	6"-3"	6"-3"	4"-9"	4"-6"	3"-3"	3"-3"



**NOTES:**

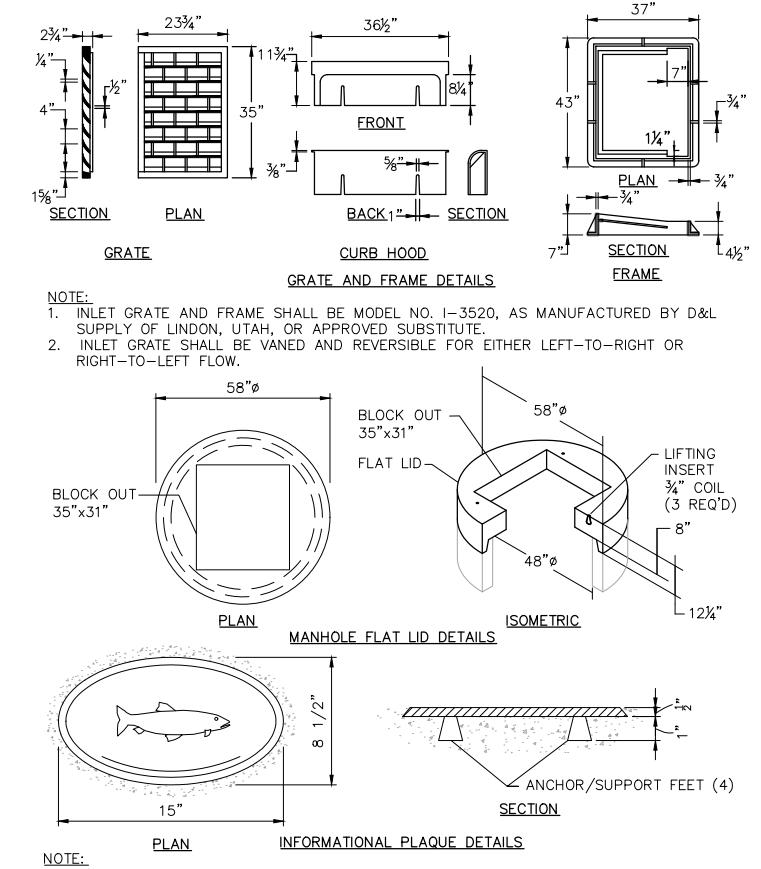
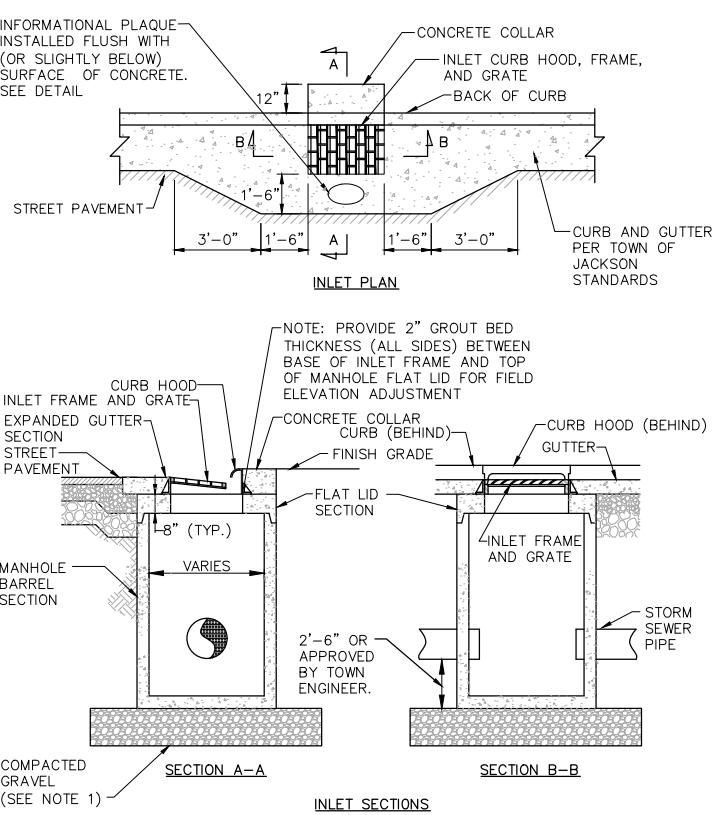
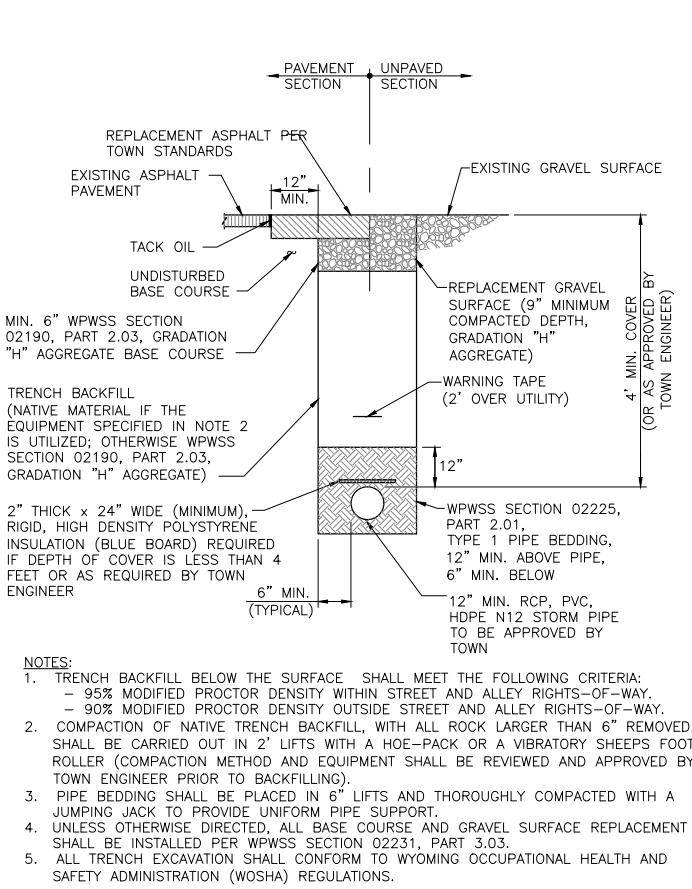
1. SIZE BLOCKS SHALL BE A MINIMUM OF 6" THICK.
2. ALL BLOCKING SHALL BEAR AGAINST UNDISTURBED MATERIAL.
3. DESIGN IS BASED ON 150 PSI MAIN PRESSURE AND 2000 PSF SOIL BEARING CAPACITY.
4. 4 MIL POLYETHYLENE PLASTIC BOND BREAKER SHALL BE PROVIDED BETWEEN THRUST BLOCK AND WATER PIPE.

**W-111** **THRUST BLOCK DETAILS**  
**C4.2** **TOJ STD DETAIL**



1 WATER SERVICE CONNECTION DETAIL

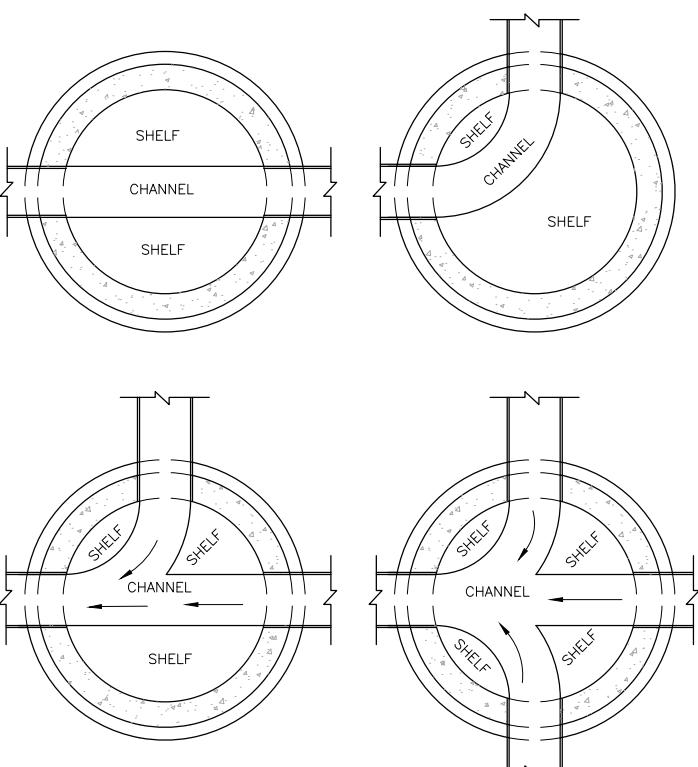
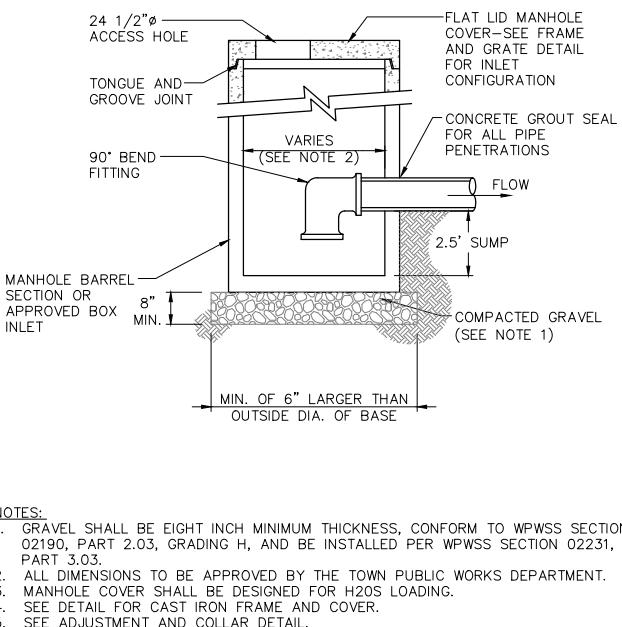
DATE	10/24/2017	REV.
SURVEYED		
ENGINEERED	MB	
DRAWN	AL	
CHECKED		
APPROVED		



**STM-100** STORM SEWER PIPE TRENCH  
C4.3 TOJ STD DETAIL

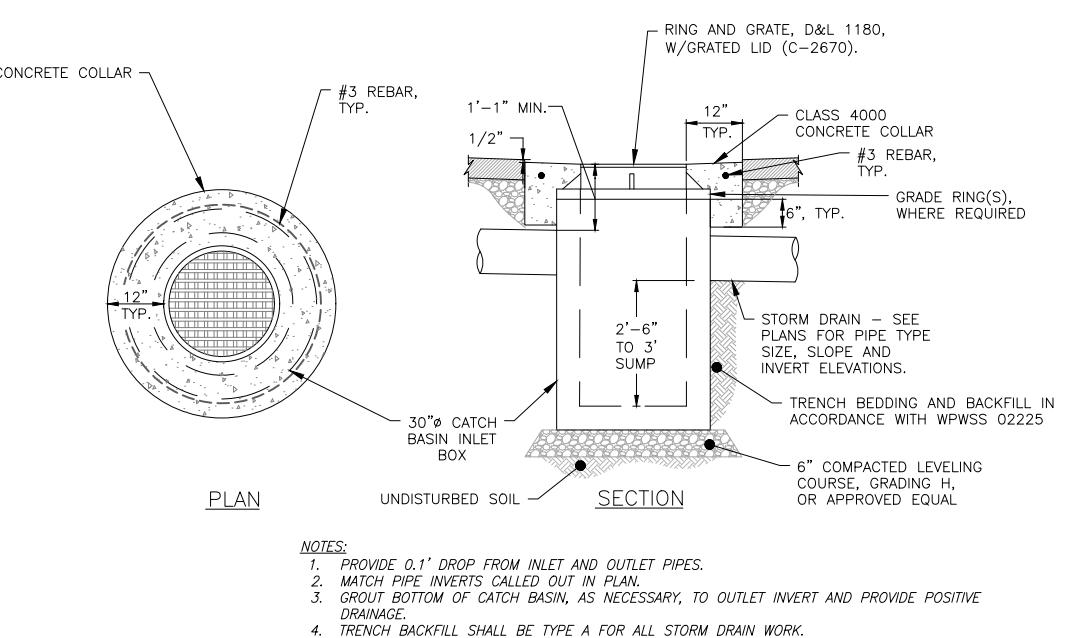
**STM-101** CURB INLET DETAILS  
C4.3 TOJ STD DETAIL

**STM-105** CURB INLET DETAILS  
C4.3 TOJ STD DETAIL



**STM-102** PARKING STRUCTURE INLET  
C4.3 TOJ STD DETAIL

**SS-107** MANHOLE CHANNEL DETAILS  
C4.3 TOJ STD DETAIL



**1** STORM SEWER MANHOLE  
C4.3

DRAWING TITLE  
STORM WATER DETAILS

JOB TITLE  
CENTER STREET PROJECT  
DEVELOPMENT SUBMITTAL  
JACKSON, WYOMING

JOB NO  
C4.3

16-306-04

**From:** [Jason Berning](#)  
**To:** [Jeanne Carruth](#)  
**Subject:** FW: Center Street Concept Drawings  
**Date:** Tuesday, October 31, 2017 2:36:17 PM

---

Jason Berning  
Project Manager  
Crystal Creek Capital, LLC  
275 Veronica Lane, Suite 300  
P.O. Box 844  
Jackson, WY 83001  
p. 307-733-4733  
c. 307-699-3733  
f. 866-332-5833



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**From:** Kathy Clay [mailto:[kclay@tetonwyo.org](mailto:kclay@tetonwyo.org)]  
**Sent:** Wednesday, September 27, 2017 5:02 PM  
**To:** Jason Berning <[jason@crystalcreekcapital.com](mailto:jason@crystalcreekcapital.com)>  
**Subject:** RE: Center Street Concept Drawings

Good Afternoon Jason: Thank you for the tour of the project area this morning. The current alley is absolutely not fire department accessible. Your plans will improve fire department access by creating a wide access road with fire department turnaround.

I will spend more time reviewing the sketch plan and we look forward to this corner of the square developing into a safer structure.

Have a nice weekend.

Kathy Clay  
Battalion Chief Fire Marshal  
Jackson Hole Fire/EMS  
Desk 307-732-8506  
[www.jhfire-ems.org](http://www.jhfire-ems.org)  
[FACEBOOK](#)



*“Ancora Imparo”*

---

**From:** Jason Berning [<mailto:jason@crystalcreekcapital.com>]

**Sent:** Wednesday, September 27, 2017 3:59 PM

**To:** Kathy Clay <[kclay@tetonwyo.org](mailto:kclay@tetonwyo.org)>

**Subject:** Center Street Concept Drawings

Kathy,

Thank you for your time this morning. Attached are the concept drawings showing the direction we are headed with the new hotel design. Your input in regards to the improvement of access to the alley vs the current recorded 10' wide alley would be helpful to our efforts. The proposed two-lane access from King Street would provide more than 4 times the square footage than the existing alley. Let me know if you have any questions and we will continue to keep you in the loop with the evolving design. Thanks.

Jason Berning  
Project Manager  
Crystal Creek Capital, LLC  
275 Veronica Lane, Suite 300  
P.O. Box 844  
Jackson, WY 83001  
p. 307-733-4733  
c. 307-699-3733  
f. 866-332-5833



Correspondence, including e-mail, to and from employees of Teton County, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.









**From:** Matt Bowers <mbowers@nelsonengineering.net>  
**Sent:** Monday, January 15, 2018 3:30 PM  
**To:** Brian Lenz  
**Cc:** Paul Anthony; 'Jeanne Carruth'; 'Jason Berning'; 'Jim Walter'  
**Subject:** Alley Vacation Response  
**Attachments:** TRUCK TURN EXHIBIT - ON PROPERTY.pdf; Truck Exhibit.pdf; Easement Exhibit.pdf; C2.0 EXISTING UTILITY RELOCATION PLAN.pdf

Brian,

Per our meeting last week concerning your comments to Crystal Creek's Alley Vacation request, I am submitting the additional information requested. Your review comments per the letter dated December 21, 2017 are addressed below:

1. Crystal Creek is aware that the TOJ has a commitment and agreement with Pebble LLC to remove snow from the Town parcel to allow access for Pebble LLC. Crystal Creek is also aware that they will be responsible for removing snow on Crystal Creek's property to allow for access to the Pebble LLC and TOJ parcels and that the TOJ will need to honor the commitment to Pebble LLC as required.
2. Attached are 2 separate exhibits showing access into and through the parcel. The first .pdf named Truck Turn Exhibit indicates a 35' long rear loading garbage truck making a full complete turn within the property. The design dimensions of the truck are indicated on the drawings. In addition some isometric views have been included showing the dimensions of the access with a truck shown for scale, under and through the proposed structure. This exhibit is labeled as Truck Exhibit.pdf. These exhibits demonstrate that the proposed public access easement shall provide more than enough room and clearance to the neighboring parcels along with the ability of delivery trucks to turn around on the subject property without accessing property to the north.
3. The applicant has stated in the application that the access easement will be for the public, both vehicular and pedestrian. The proposed easement has been modified to include not only the 20' wide driveway but also the 5' sidewalk along the south side of the access. The exhibit labeled Easement Exhibit.pdf shows the modified proposed easement to include this walkway and the increase in the easement area.
4. Lastly, noting Public Works concern about sewer backing up from the manhole at Deloney and King. The applicant is proposing to realign a portion of the sewer at the manhole entering from the west as indicated on the attached exhibit C2.0 Existing Utility Relocation Plan.pdf. The plan includes the addition of two manholes as we discussed in our meeting.

The information provided here addresses your comments and those from our discussion. Please review and let me know if you have any additional questions.

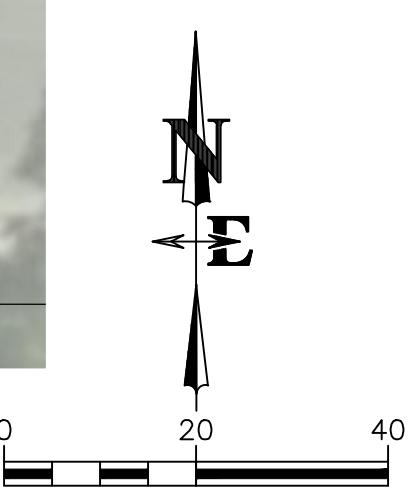
Thanks,

**Matt Bowers**  
Project Manager

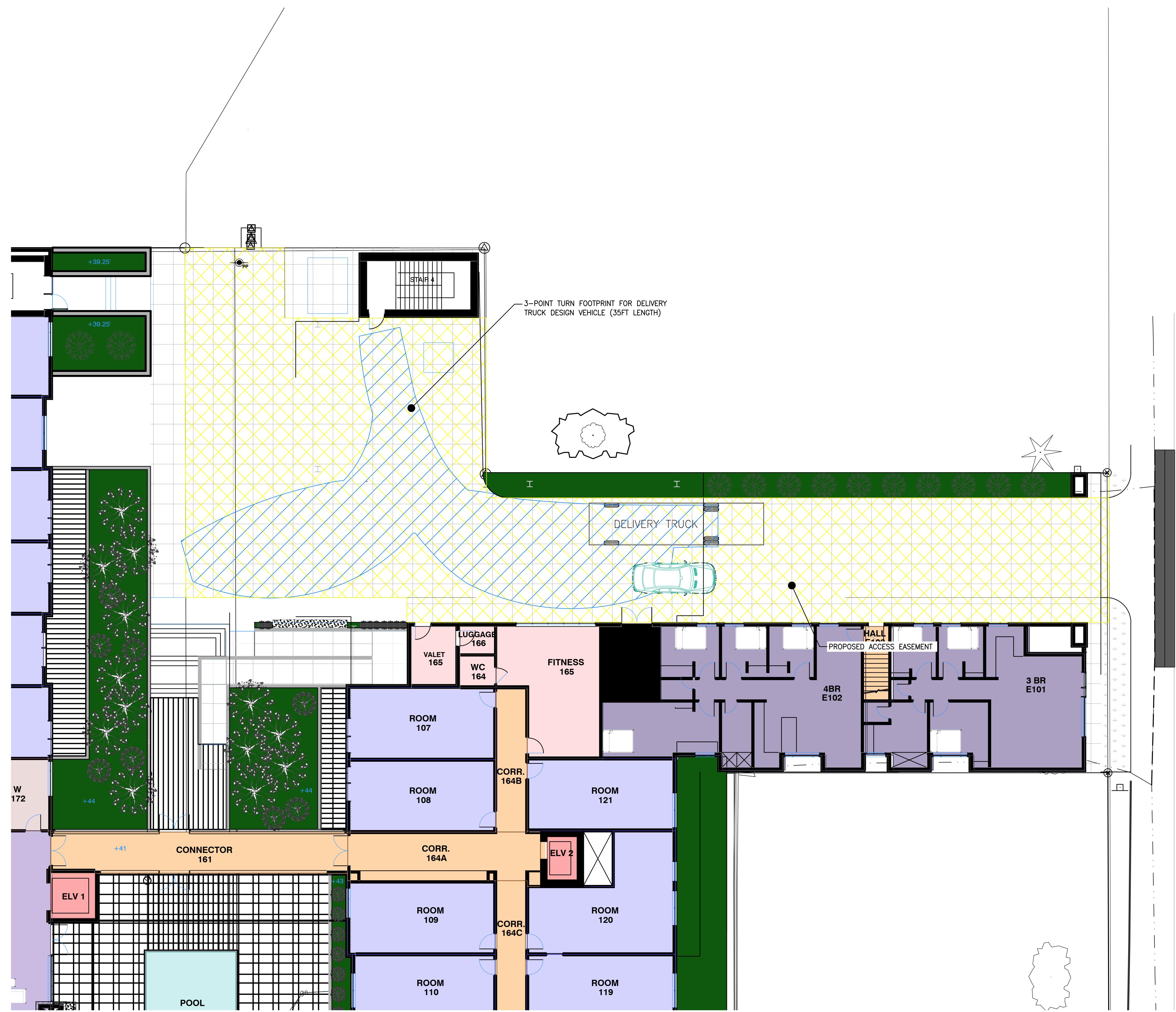
**NELSON**  
**ENGINEERING** since 1964  
Professional Engineers & Land Surveyors



EXISTING ALLEY/PROPOSED EASEMENT EXHIBIT  
SCALE: 1"=20' (24x36)

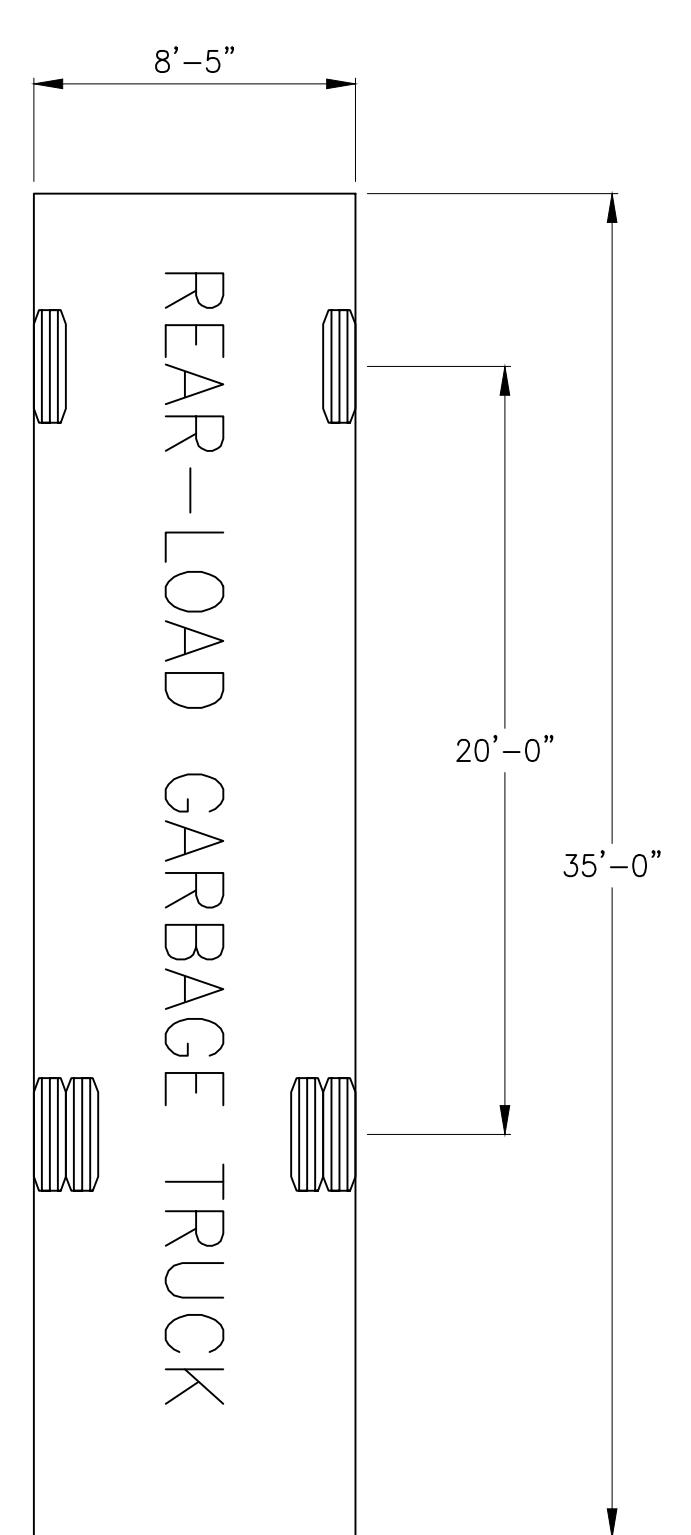


DRAWING NO EXHIBIT B	JOB TITLE CENTER STREET PROJECT	DRAWING TITLE EXISTING & PROPOSED ACCESS COMPARISON	DATE 10/24/2017 REV 1/16/2018
JOB NO 16-308-04	DEVELOPMENT SUBMITTAL	<b>NELSON ENGINEERING</b> P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087	DRAWN AL
			ENGINEERED MB
			CHECKED APPROVED



PROPOSED EASEMENT FOOTPRINT

SWEPT PATH ANALYSIS 3-POINT TURN ON SITE



DRAWING NO	JOB TITLE	DRAWING TITLE		
		PROPOSED ACCESS	TURNAROUND EXHIBIT	REV.
C2.0	CENTER STREET PROJECT			10/24/2017
	DEVELOPMENT SUBMITTAL			SURVEYED
16-308-04	JACKSON, WYOMING			ENGINEERED
				DRAWN
				CHECKED
				APPROVED

**NELSON ENGINEERING**  
P.O. BOX 1599, JACKSON, WYOMING (307) 733-2087

0 10 20