



# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** OCTOBER 11, 2018  
**MEETING DATE:** OCTOBER 15, 2018

**SUBMITTING DEPARTMENT:** PLANNING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** TYLER VALENTINE

**SUBJECT:** **ITEM P18-271:** ENCROACHMENT AGREEMENT WITH THE ANVIL HOTEL PARTNERS LLC (ANVIL HOTEL) FOR PROPERTY LOCATED AT 215 N CACHE STREET.

**APPLICANT:** JAMIE FARMER, FARMER PAYNE ARCHITECTS

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## STATEMENT/PURPOSE

The purpose of this item is to present to the Town Council consideration of an Encroachment Agreement with property owner, Anvil Hotel Partners LLC, to allow a new 3" water line to encroach into the Town right-of-way (alley) adjacent to West Gill Avenue for the property located at 215 N Cache Street.

## LOCATION

Anvil Hotel Partners LLC are the owners of property described as 215 N Cache Street (please see the vicinity map on the following page).



## BACKGROUND/ALTERNATIVES

### **Background**

The subject property is located within the Commercial Residential-2 (CR-2) zoning district and is 0.32 acres (approximately 14,000 sf) in size. The site is currently home to the Anvil Hotel which is approximately 12,000 sf in size. In May 2018, a Building Permit to remodel the existing basement hostel was issued. Minor exterior improvements have also taken place over the last year including hotel room remodels, exterior paint and signage.

### **Request**

As part of the overall remodel to the basement hostel, the applicant is seeking to change out the existing 2" water line with a new 3" water line. The total requested encroachment area within the Town's alley is 15' by 12' (please see attached side plan). If approved the applicant will need to obtain the necessary permits for the work. Town Engineer has reviewed the applicant's request and has not identified any issues at this time.

## ATTACHMENTS

Applicant Submittal  
Department Reviews

## FISCAL IMPACT

None.

## STAFF IMPACT

The Town Attorney would finalize an Encroachment Agreement upon direction by Town Council.

## LEGAL REVIEW

Complete. Should Town Council approved the request the Town Attorney would prepare an Encroachment Agreement.

## RECOMMENDATION

The Planning Director provides no recommendation on this request.

## SUGGESTED MOTION

I move to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner, Anvil Hotel Partners LLC, to allow a new 3" water line to encroach 15' by 12' into the Town right-of-way adjacent to West Gill Avenue, subject to final review and approval by the Town Attorney.

**PLANNING**

<b>Project Number</b>	P18-271	<b>Applied</b>	9/17/2018	STOL
<b>Project Name</b>	Encroachment - Anvil	<b>Approved</b>		
<b>Type</b>	ENCROACHMENT	<b>Closed</b>		
<b>Subtype</b>	UTILITY	<b>Expired</b>		
<b>Status</b>	STAFF REVIEW	<b>Status</b>		

<b>Applicant</b>	Farmer Payne Architects	<b>Owner</b>	ANVIL HOTEL PARTNERS, LLC		
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<b>Site Address</b>	215 N CACHE STREET	<b>City</b>	JACKSON	<b>State</b>	<b>Zip</b>
				WY	83001

<b>Subdivision</b>	SIMPSON ADDITION	<b>Parcel No</b>	<b>General Plan</b>		
		22411628407009			

<b>Type of Review</b>	<b>Status</b>	<b>Dates</b>			<b>Remarks</b>
		<b>Sent</b>	<b>Due</b>	<b>Received</b>	
Contact	APPROVED	9/17/2018	10/8/2018	10/4/2018	
Notes					
Legal	APPROVED	9/17/2018	10/8/2018	10/9/2018	
A Cohen-Davis					

Planning APPROVED 9/17/2018 10/8/2018 10/9/2018

Tyler Valentine  
(10/9/2018 11:19 AM TV)  
Please see staff report

Public Works NO COMMENT 9/17/2018 10/8/2018 10/2/2018 PROW application 2b submitted

Jeremy Parker



## ENCROACHMENT AGREEMENT 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

### OWNER OF PROPERTY:

Name: ANVIL HOTEL PARTNERS Phone: \_\_\_\_\_

Mailing Address: 270 WEST PEARL AVE ZIP: 83001

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

### APPLICANT/AGENT:

Name: FARMER PAYNE ARCH Phone: 307.264.0080

Mailing Address: Box 381 JACKSON, WY ZIP: 83001

E-mail: janice@farmerpaynearchitects.com

### DESIGNATED PRIMARY CONTACT:

Owner \_\_\_\_\_

Applicant/Agent

### PROPERTY:

Physical Address of Property: 215 NORTH CACHE STREET

Lot, Subdivision: LOTS 9-10, BLOCK 1, SIMPSON

PIDN: 22-41-16-28-4-07-009

Description of Public Right-of Way: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Three (3) 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?

N/A 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.

10/29/15

**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.

**Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way.

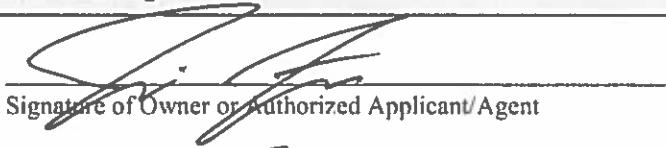
**Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

#### FORMAT:

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

**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. 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 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 the Town of Jackson to enter upon the abovementioned 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

JAMIE FARMER

Name Printed

9/12/18

Date

Title

ARCHITECT/AGENT



Jamie Farmer, Principal Architect  
PO Box 381 . Jackson WY . 83001  
307 . 264. 0080  
Jamie@FarmerPayneArchitects.com

September 13th, 2018

Town of Jackson  
Attention: Town Engineer  
150 East Pearl Ave.  
P.O. Box 1687  
Jackson, WY 83001

Dear Town of Jackson Engineer,

This narrative description is for application for an encroachment permit into the public rights of way adjacent to Lots 9-10, Block 1, Simpson subdivision of the Town of Jackson. Specifically in the public Alley to the west of the lot and into Gill Avenue to the south of the lot. The owner wishes to provide a new 3" water line into the basement of the Anvil Motel to serve the existing Motel function as well as upgrades to the basement for a new Hostel which has been Approved with a Basic Use Permit and Building Permit with the Town of Jackson. There is an existing 2" line to the building from the alley that is to be abandoned and capped at the town water main. The new 3" line would come in from the water main in Gill Avenue and into the basement of the anvil motel into the new water entry room.

Please contact our office for any questions or concerns regarding this application.

Best regards,

A handwritten signature in black ink, appearing to read 'Jamie Farmer'.

Jamie Farmer, Principal Architect

# LETTER OF AUTHORIZATION

Anvil Hotel Partners, LLC

270 West Pearl Avenue, Suite 103, Jackson, WY 83001

“Owner” whose address is: \_\_\_\_\_

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property  
more specifically legally described as: 215 North Cache Street, Jackson, WY 83001  
PIDN 22-41-16-28-4-07-009

(If too lengthy, attach description)

HEREBY AUTHORIZES Jamie Farmer, Farmer Payne Architects 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: 

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owner

(if signed by officer, partner or member of corporation, L.L.C (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF New York

)  
SS.

COUNTY OF Suffolk

)

The foregoing instrument was acknowledged before me by Connie D. Bunch this 7<sup>th</sup> day of September, 20200

WITNESS my hand and official seal.

Connie D. Bunch

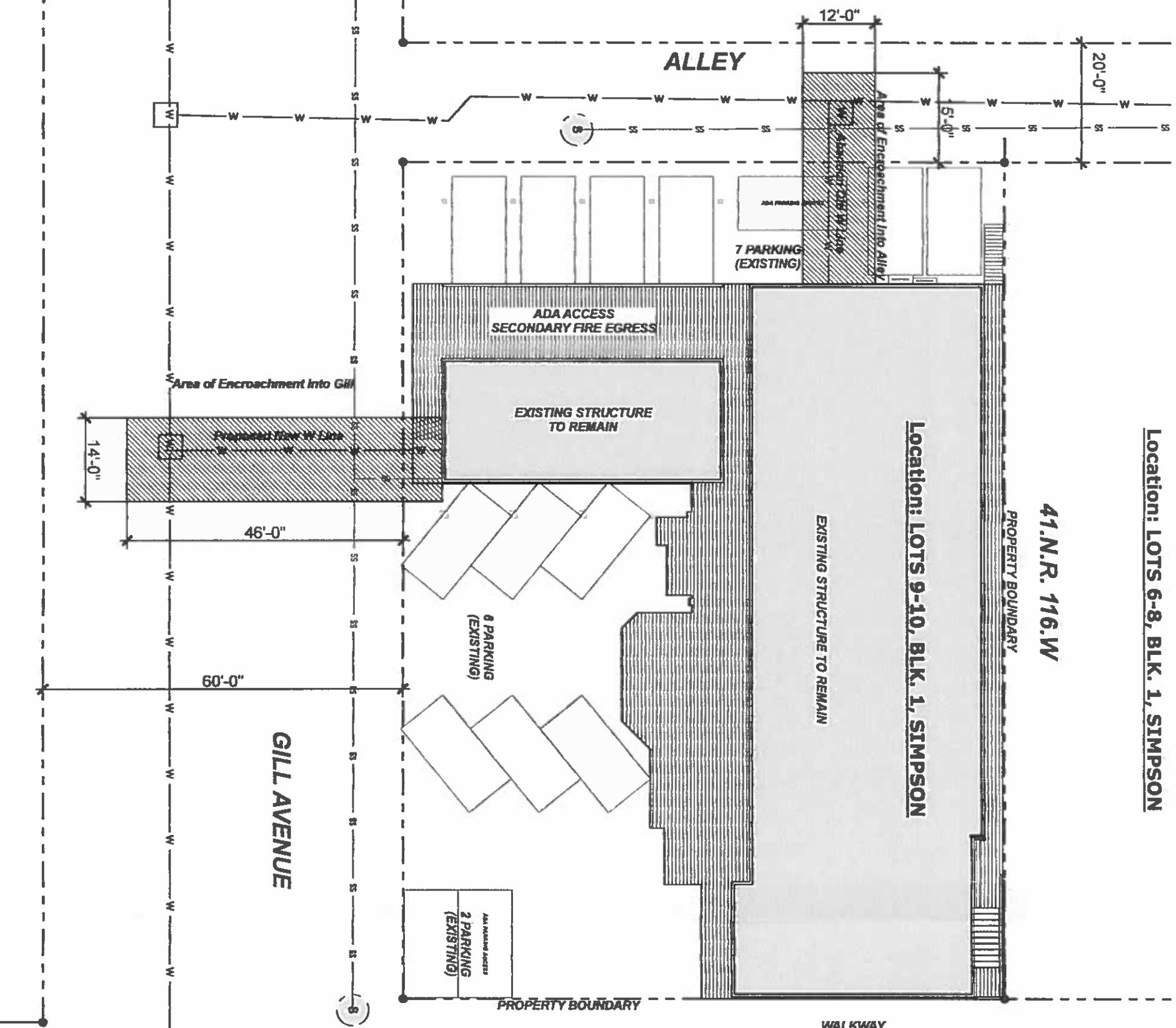
(Notary Public)

My commission expires:

(Seal)

CONNIE D. BUNCH  
Notary Public, State of New York  
No. 01BU6185050  
Qualified in Suffolk County  
Commission Expires April 14, 20200

**Location: LOTS 6-8, BLK. 1, SIMPSON**



**GENERAL SITE PLAN NOTES (MINIMUM STANDARDS):**

1. BOUNDARIES TO REMAIN THE SAME AS EXISTING (NO CHANGE TO EXTERIOR, INTERIOR REMODEL ONLY).
2. ALL EXISTING EASEMENTS TO REMAIN SAME, (NO NEW EASEMENTS AT THIS TIME).

3. ADJACENT STREETS AND ROADS & PUBLIC WALKWAYS (LABLED, NO CHANGE).

4. EXISTING ACCESS DRIVeways & PARKING TO REMAIN THE SAME (THERE ARE NO PROPOSED DRIVEWAYS OR PARKING, (NO CHANGE OF USE).

5. LOCATION OF EXISTING STRUCTURE INDICATED.

6. DIMENSIONED SETBACKS FROM PROPERTY LINES & RIGHT OF WAY.

7. GRADE OR CONTOUR LINES NOT REQUIRED DUE TO FLAT LOT.

8. LOCATIONS OF WELLS, SEPTIC SYSTEMS, LEACH FIELDS, SEWER LINES & OTHER EXISTING AND PROPOSED UTILITIES.

9. SNOW STORAGE AREAS (EXISTING).

10. REQUIRED LANDSCAPING (N/A - NO CHANGE).

11. EXISTING AND PROPOSED FENCING (N/A).

12. ALL TRENCHING AND BACKFILL TO BE DONE PER TOJ STANDARDS.

**FARMER PAYNE**  
ARCHITECTS

James Farmer, PE, LEED AP, AIA, MLEED AP  
PO Box 361 Jackson, WY 83001  
307.413.3270  
James@FarmerPayneArchitects.com

**ANVIL REMODEL**  
215 North Cache Street  
Jackson, WY

Issue/Revision Date  
09/2016  
Encroachment Permit Blue Print

**A002**

Encroachment Site Plan