



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☐ Title Company
- ☒ Town Attorney
- ☐ Police

Joint Town/County

- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

State of Wyoming

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

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

<p>Date: May 17, 2019</p> <p>Item #: P19-063</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Fax: 734-3563</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner: Abilene, LLC – Tyler Davis PO 12111 Jackson, WY 83002</p> <p>Applicant: Kinsey, LLC – Cornelius Kinsey PO Box 12258 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for an Encroachment Agreement for the property located at 437 North Glenwood St, legally known as, LOT 4, BLK. 2, JONES</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Please respond by: May 31, 2019 (Sufficiency) June 7, 2019 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



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: Abilene, LLC - Tyler Davis Phone: 407.952.1735

Mailing Address: P.O. Box 12111, Jackson, WY ZIP: 83002

E-mail: tylerdavis34@gmail.com

APPLICANT/AGENT:

Name: Kinsey, LLC - Cornelius Kinsey Phone: 413.2485

Mailing Address: P.O. Box 12258, Jackson, WY ZIP: 83002

E-mail: kinseycornelius@yahoo.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 437 North Glenwood Street

Lot, Subdivision: LOT4, BLK. 2, JONES

PIDN: 22-41-16-28-4-02-002

Description of Public Right-of Way: Public right-a-way, 4'-0" wide canopy onto Glenwood St.

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

Name Printed

Date

Title

15 May 2019

Tyler Sinclair
Town of Jackson Planning and Development
150 East Pearl Avenue
Jackson, WY 83001

Mr. Sinclair,

The applicant, Abilene, LLC, is requesting approval for an Encroachment Agreement into the public right-of-way for 437 North Glenwood Street.

BACKGROUND:

The applicant/owner is Abilene, LLC. The applicant owns a lot defined as Lot 4, BLK. 2, Jones, (commonly known as 437 North Glenwood Street) and is zoned CR-2 (Commercial Residence - 2). The lot currently has three structures for "lodging" of (4) two bedrooms and (1) studio units. The site has been heavily disturbed over the years and no longer features native vegetation. The lot is approximately .28 acres. The applicant proposes replacing the studio with a structure with (3) two-bedroom "lodging" units and (1) two-bedroom employee housing unit that is a three-story structure with parking tucked under the building per 2.2.1.E and a street wall along North Glenwood Street. The Planning Commission/Board of Adjustment has approved a variance (P18-111) for the property to reduce the parking setback from a primary street from 30'-0" to 8'-0".

On the 18th of March, the Town Council has agreed to an encroachment agreement into the existing sewer easement for 5' on the second and third floor with a min. height of 9'-0" off of grade in exchange for more square footage to add to the sewer easement. The applicant was granted an Administrative Adjustment (P19-063) on 10 May 2019 to reduce the pedestrian frontage from 13'-6" to 12'-6".

The applicant is seeking to enter into an encroachment agreement with the town of Jackson into the public right-of-way on Glenwood Street to provide a four-foot wide canopy. The project (P19-069) was reviewed by the Design Review Committee (DRC) on 10 April 2019 and 8 May 2019. Per the conditions of approval of the DRC from the 8 May 2019 meeting:

"1. Entry: The applicant shall address the front elevation, both the entry and the scale. The entry was not clearly defined, noticeable or inviting. Design elements such as a canopy should be added to enhance the front entry and better relate to the human scale element. "

In pursuant of this condition, the applicant would like to propose a four-foot wide canopy on the front of the Glenwood St. elevation. The metal canopy breaks the street elevation to provide a human scale element with a height of 7'-6" above grade. The canopy also provides a covered walkway for pedestrians to the property. All the other conditions from the DRC have been met.

All the articles of incorporation were submitted with the variance. The ownership has not changed since the variance.

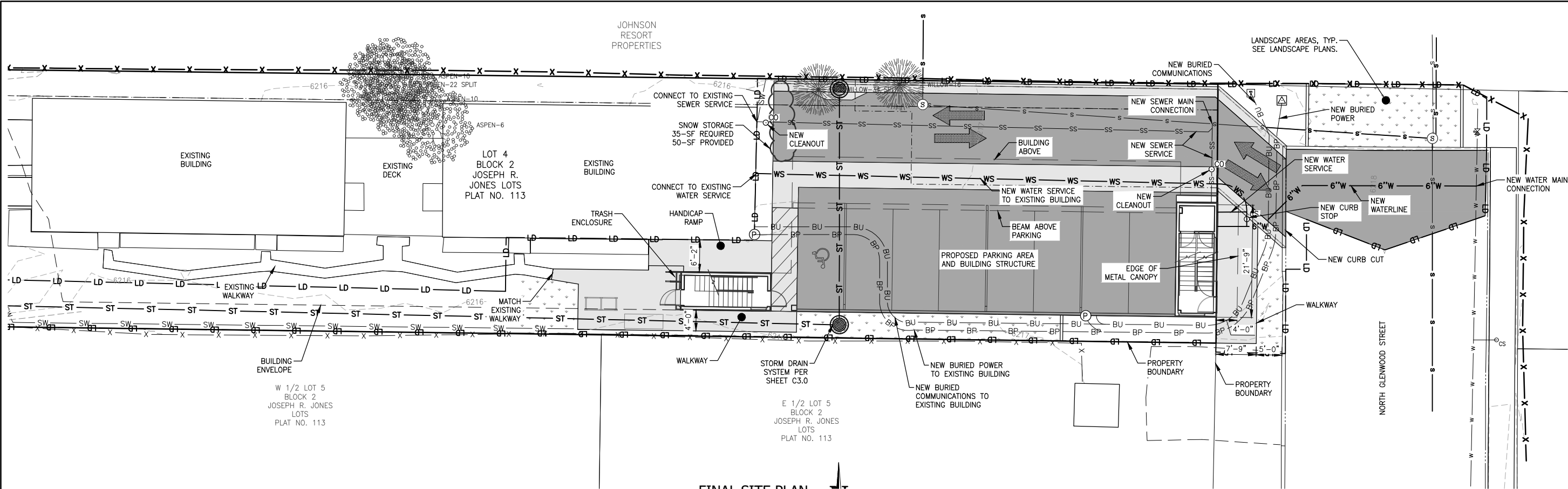
REQUEST:

The applicant respectfully requests the planning department recommend the approval of this encroachment agreement for 437 North Glenwood Street.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,

Cornelius Kinsey, AIA NCARB

S:\Pro\2018\284-01 - Construction Document\Civil Engineering\4 Drawings\Civil\437 UTILITY.dwg (FINAL SITE PLAN) - May 16 2019 09:03:30 on PLotted By: Lee DWG (E:\B\21) 230



FINAL SITE PLAN
SCALE: 1" = 20' (11X17)

SITE CONSTRUCTION NOTES & SPECIFICATIONS

CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

- ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
- CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
- IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, DRIVEWAY, AND FOR GRADING WORK.
- STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED. SEE SHEET C3.0 FOR LOCATIONS.
- TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
- DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
- CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN ROAD OF SOILS WHEN NECESSARY.
- IN ACCORDANCE WITH C3.0, INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION.
- REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
- CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE NOTES THIS SHEET FOR WEED MANAGEMENT REQUIREMENTS.
- LAND DISTURBING ACTIVITIES SHALL OCCUR FROM FALL 2019 THROUGH FALL 2021.
- CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.
- INSTALL ORANGE CONSTRUCTION FENCING ALONG LIMITS OF DISTURBANCE TO CONTAIN CONSTRUCTION ACTIVITIES PER SHEET C3.0.
- CONSTRUCTION PARKING AND STAGING WILL OCCUR ALONG THE DRIVEWAY, WITHIN THE STAGING AREA, AND AT THE LOT FRONTAGE. GRAVEL SURFACING WILL BE PLACED TO MINIMIZE MUD ISSUES DURING CONSTRUCTION.

TETON COUNTY WEED AND PEST MANAGEMENT STRATEGIES

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
- SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
- DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
- ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
- NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID HEALTH CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101 - 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
- CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE.
- TOWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.

LEGEND (DESIGN)

---	6200	---	INDEX CONTOUR
---	6201	---	MINOR CONTOUR
— WS —	WS —	—	WATER SERVICE
— SS —	SS —	—	SEWER SERVICE
— BU —	BU —	—	BURIED UTILITIES
— BP —	BP —	—	BURIED POWER
— G —		—	BURIED GAS
← — — — —		← — — — —	FLOWLINE DITCH/SWALE
~~~~~			SNOW STORAGE
▨			STAGING AREA
▤			DETENTION AREA
○ CS			CURB STOP
○ CO			SEWER CLEANOUT
▣			POWER TRANSFORMER
⊙			POWER/UTILITY METER
⊗			GAS METER

DRAWING TITLE  
FINAL SITE PLAN

JOB TITLE  
TYLER DAVIS  
437 N GLENWOOD  
JACKSON, WY

DRAWING NO  
CI.1

JOB NO  
18-284-01

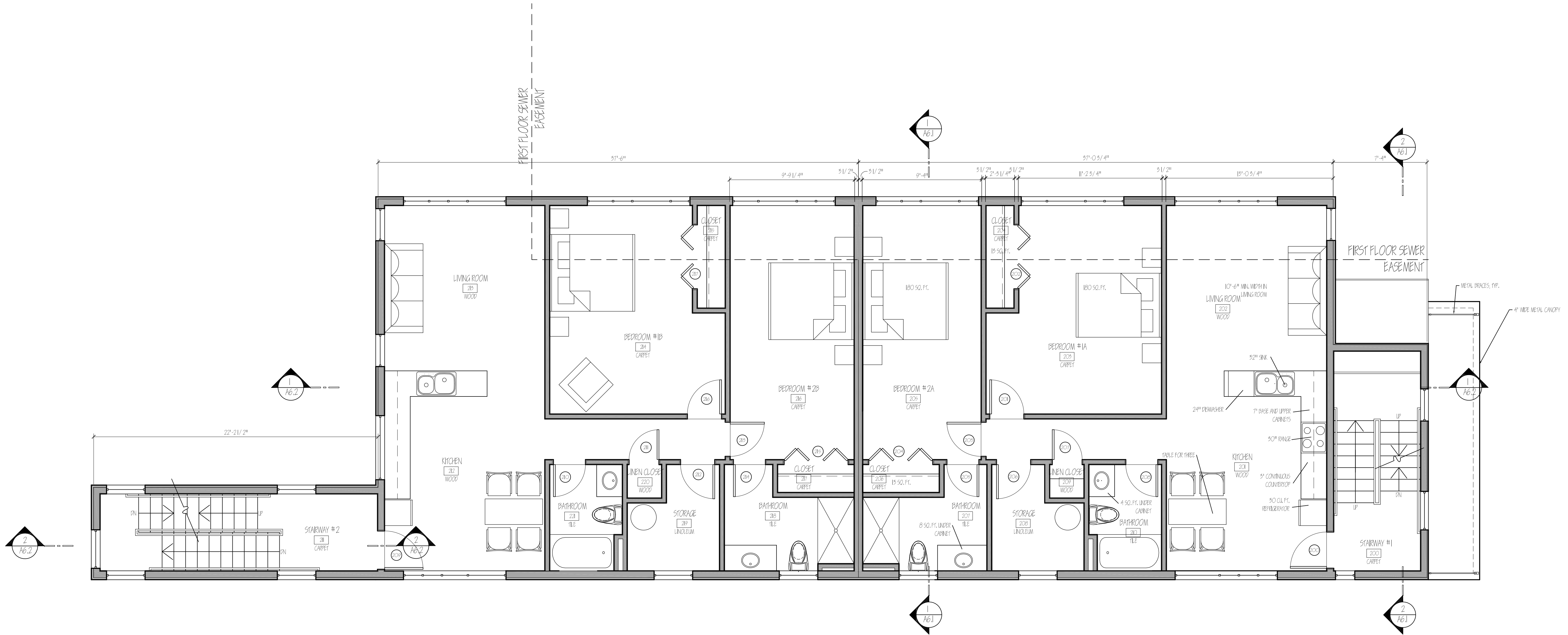
**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

REV.	DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
5/16/2019	NE	AL	AL/BO	MB	MB	



<p style="text-align: center;">KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485</p>	
<p style="text-align: center;"><b>OWNERSHIP &amp; USE OF DOCUMENTS</b></p> <p>DRAWINGS &amp; SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.</p>	
<p>PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY</p>	
<p style="text-align: center;"><b>REVISIONS</b></p> <p><u>DESIGN REVIEW COMMITTEE SET</u></p> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p>SHEET NAME</p> <p style="text-align: center;">FIRST FLOOR PLAN</p>	<p>SHEET</p>
<p>SCALE</p> <p>1/4" = 1'-0"</p>	<p style="font-size: 48pt; text-align: center;">A2.2</p>
<p>DATE</p> <p style="text-align: center;">16 MAY 2019</p>	

## A2.2

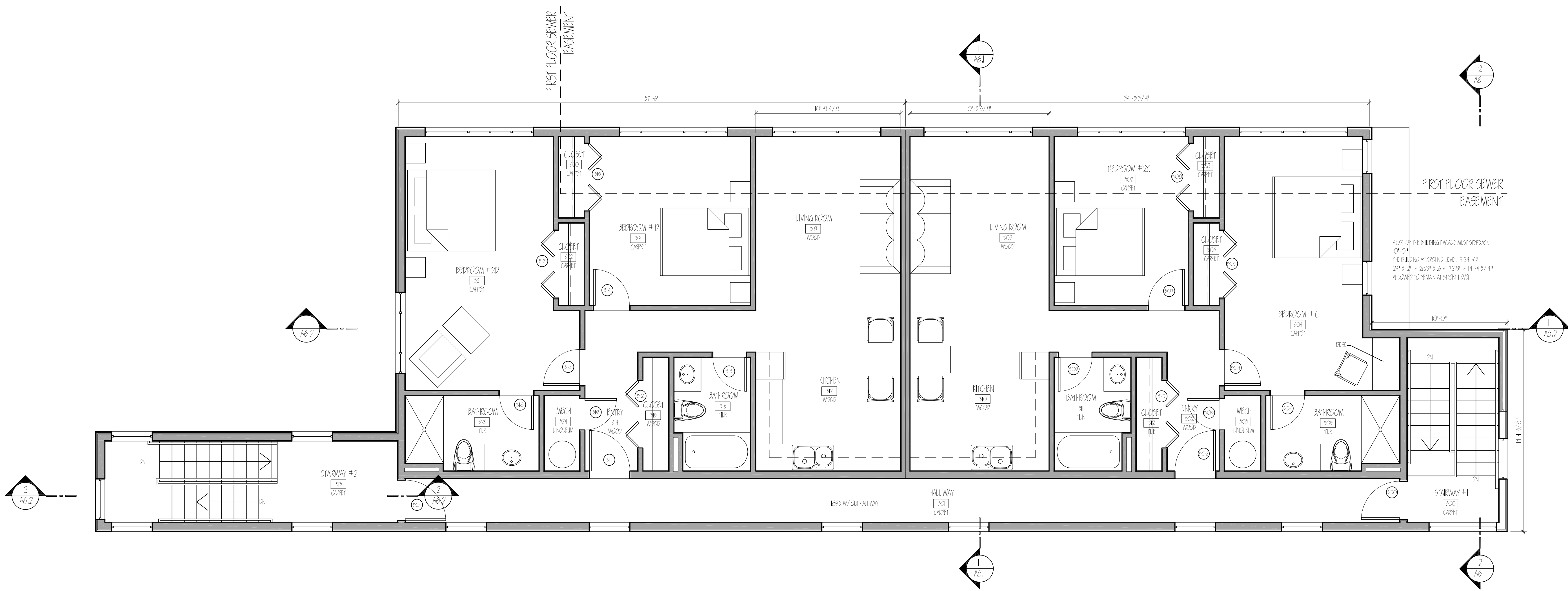


1 SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

DESIGN REVIEW  
ONLY SET

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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REVISIONS	
DESIGN REVIEW COMMITTEE SET	
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SHEET NAME SECOND FLOOR PLAN	SHEET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          <





1 THIRD FLOOR PLAN  
SCALE: 1/4" = 1'-0"

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REVISIONS	
DESIGN REVIEW COMMITTEE SET	
SHEET NAME THIRD FLOOR PLAN	A2.4
SCALE 1/4" = 1'-0"	
DATE 16 MAY 2019	

40% OF THE BUILDING FACADE MUST SETBACK  
10'-0" OF THE BUILDING AT GROUND LEVEL IS 24'-0"  
24' X 12" = 288" X 6 = 1728" = 14'-4 5/8"  
ALLOWED TO REMAIN AT STREET LEVEL

THIRD FLOOR

PE WOOD SIDING

METAL CLAD WINDOWS

SECOND FLOOR

4'-0"

PUBLIC RIGHT OF WAY

7'-0" MIN. DEPT. DRIVE

NO STRUCTURE IN RIGHT OF WAY

THIRD FLOOR SETBACK

WOOD FAÇADE

WIDE PANELS

9'-0" MIN. DEPT. DRIVE EASEMENT AREA

2 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

THIRD FLOOR

SECOND FLOOR

PE WOOD SIDING

METAL BRACE

METAL CANOPY

SEWER EASEMENT

WIDE PANELS

9'-0"

8'-0"

MIL FLASHING

MIL FLASHING

9'-0" MIN. DEPT. DRIVE EASEMENT AREA

EDGE OF THE ROAD

1 EAST ELEVATION  
SCALE: 1/4" = 1'-0"

DESIGN REVIEW  
ONLY SET

KINSEY, LLC.  
P.O. BOX 12258 • 1070 ELK RUN UNIT 60  
JACKSON, WY 83002 PH # 307.413.2485

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437 NORTH GLENWOOD STREET  
JACKSON, WY

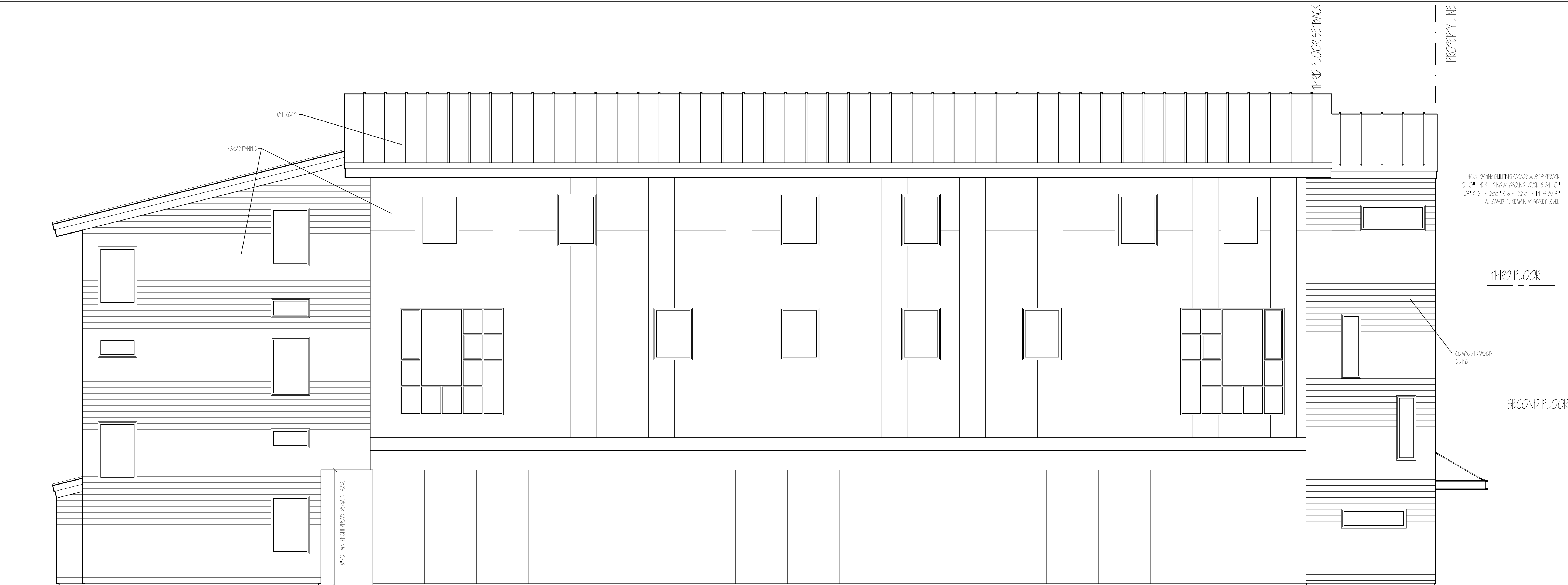
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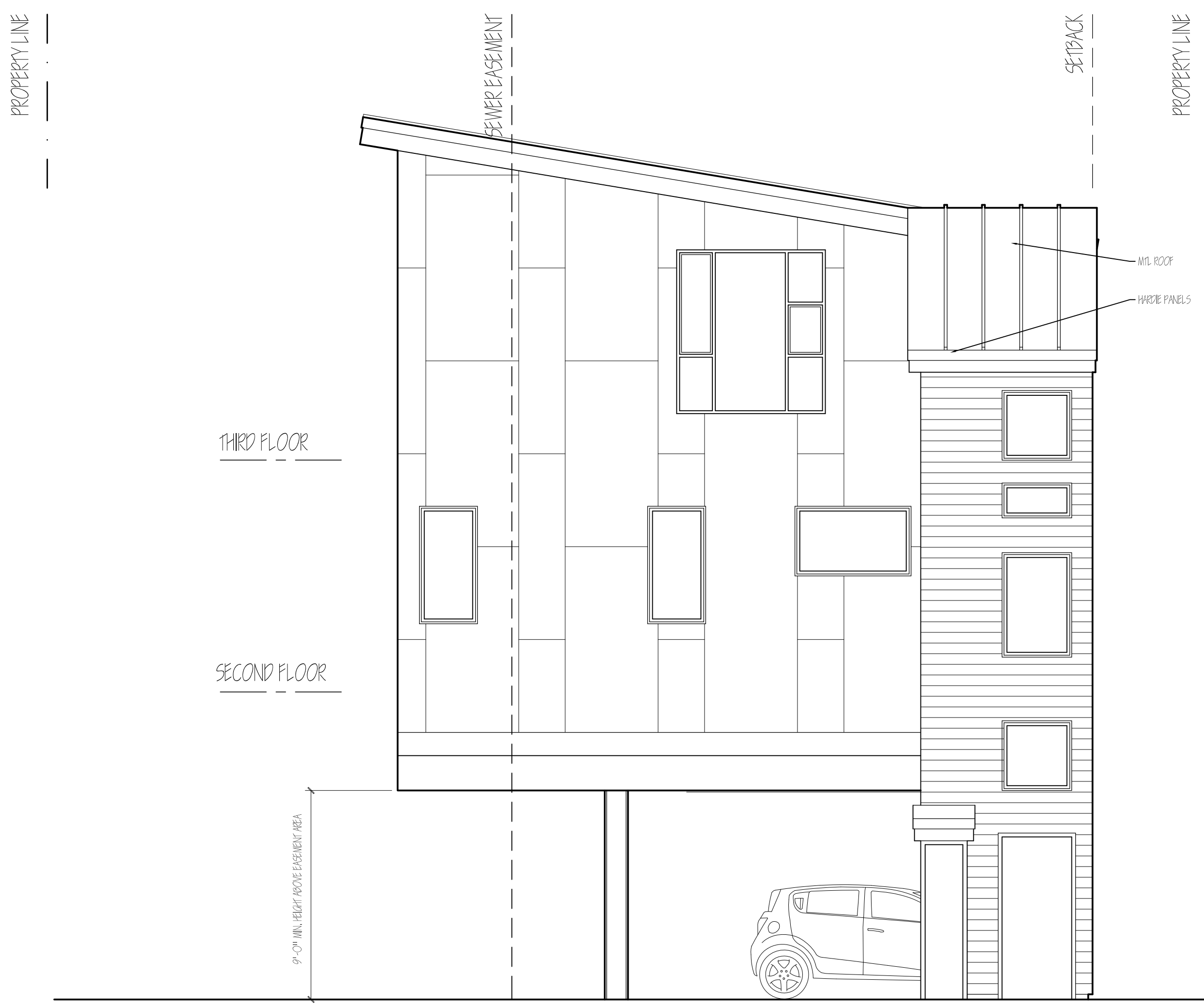
SHEET NAME  
ELEVATIONS  
SCALE  
1/4" = 1'-0"  
DATE  
16 MAY 2019

SHEET

A5.1



2 SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"

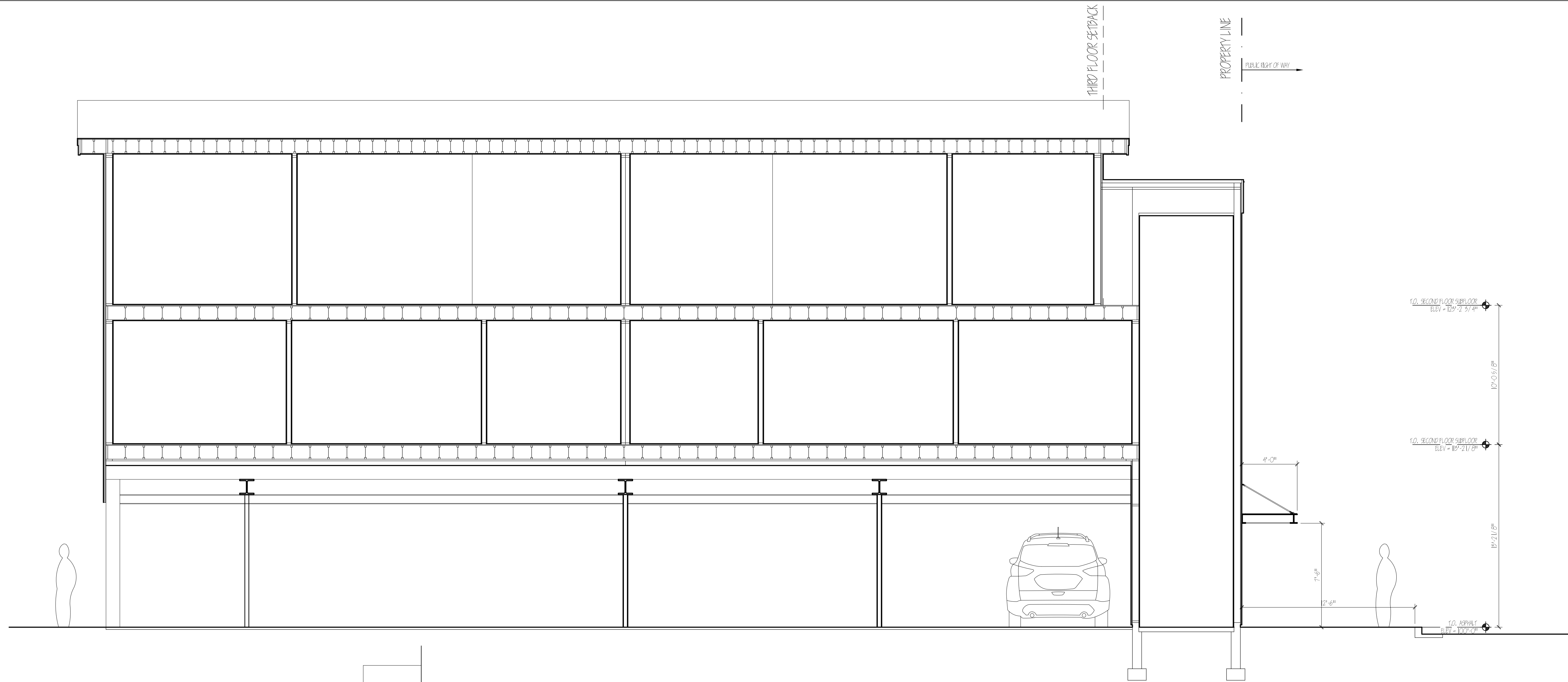


1 WEST ELEVATION  
SCALE: 1/4" = 1'-0"

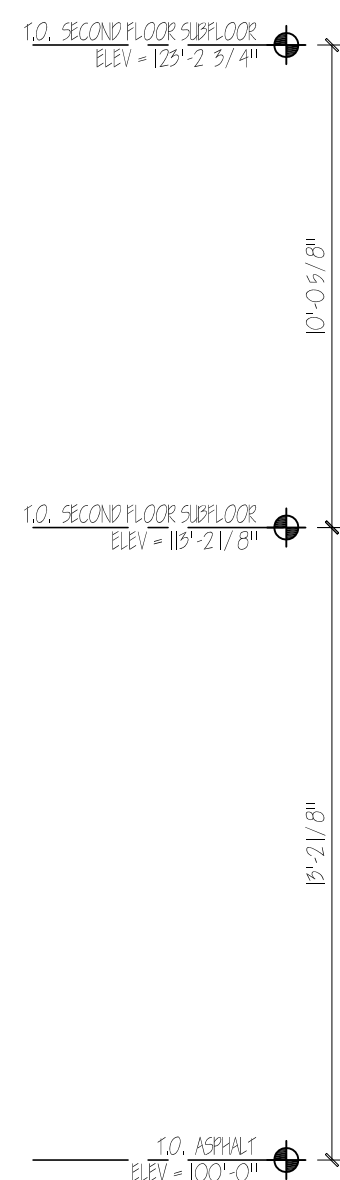
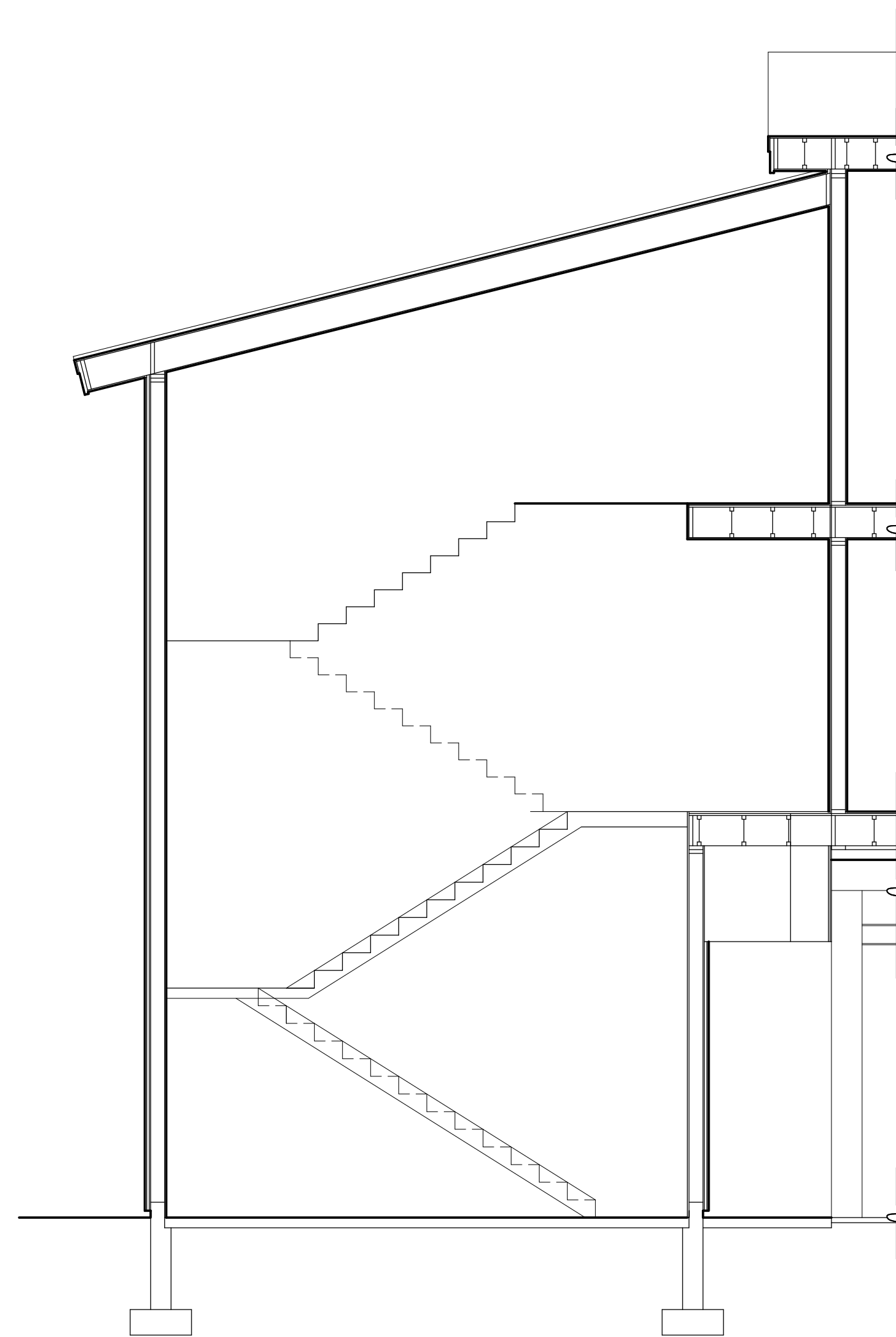
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REVISIONS	
DESIGN REVIEW COMMITTEE SET	
SHEET NAME ELEVATIONS	SHEET A5.2
SCALE 1/4" = 1'-0"	
DATE 16 MAY 2019	





1 CROSS SECTION  
SCALE: 1/4" = 1'-0"



2 STAIR SECTION  
SCALE: 1/4" = 1'-0"

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SCALE 1/4" = 1'-0"	
DATE 16 MAY 2019	