



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

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

Joint Town/County

- Parks and Recreation
- Pathways
- Housing Department

Teton County

- Planning Division

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

State of Wyoming

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

Federal Agencies

- Army Corp of Engineers

Utility Providers

- Qwest
- Lower Valley Energy
- Bresnan Communications

Special Districts

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: May 17, 2019

Item #: P19-063

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: tvalentine@jacksonwy.gov

Owner:

Abilene, LLC – Tyler Davis
PO 12111
Jackson, WY 83002

Applicant:

Kinsey, LLC – Cornelius Kinsey
PO Box 12258
Jackson, WY 83002

REQUESTS:

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

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

Please respond by: **May 31, 2019 (Sufficiency)**
June 7, 2019 (with Comments)

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@ymail.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.

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.

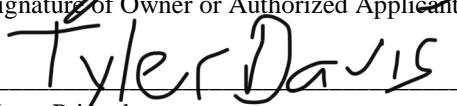
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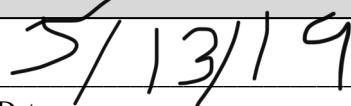
The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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.

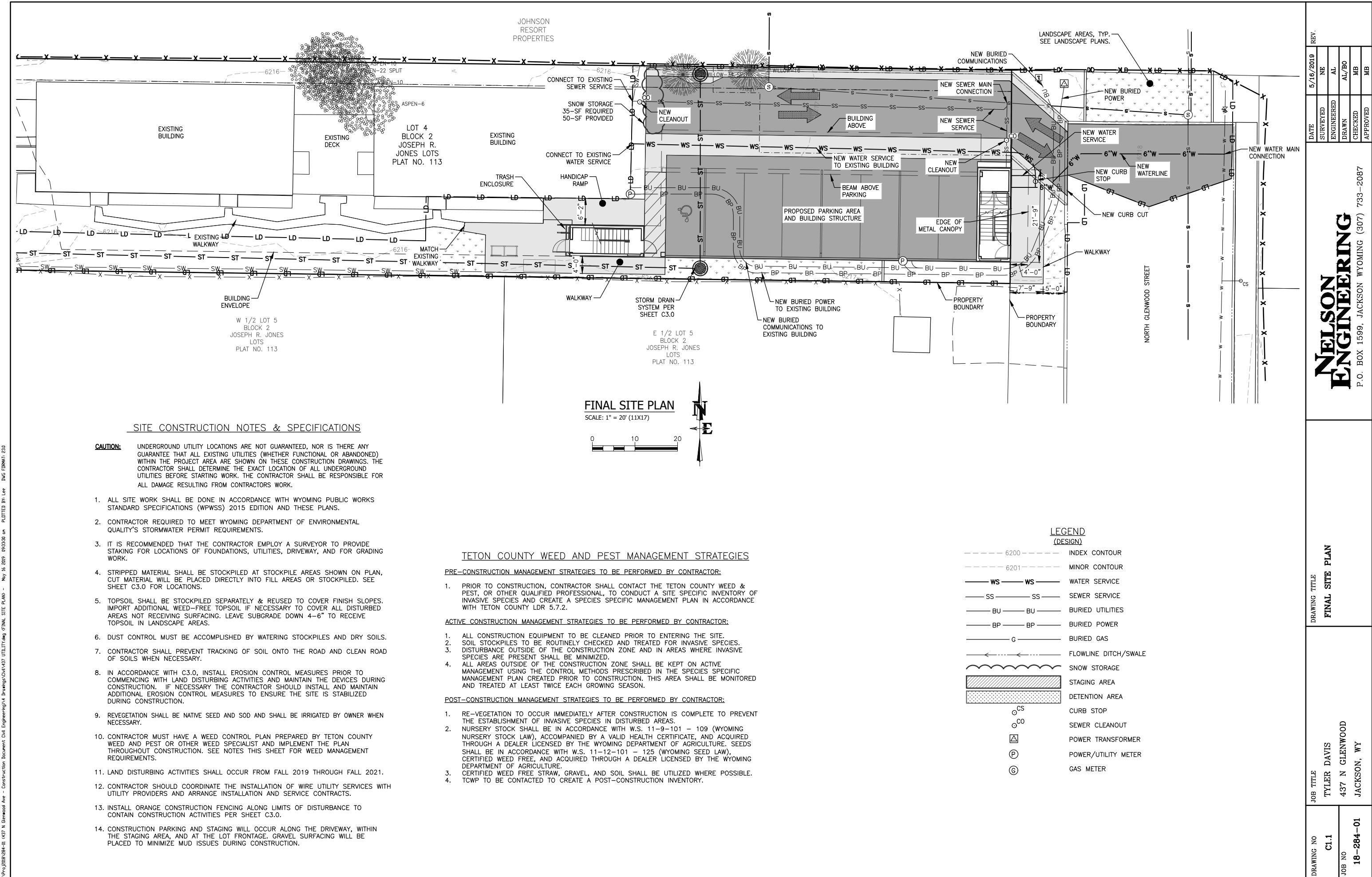
All the articles of incorporation were submitted with the variance. The ownership has not changed since the variance.

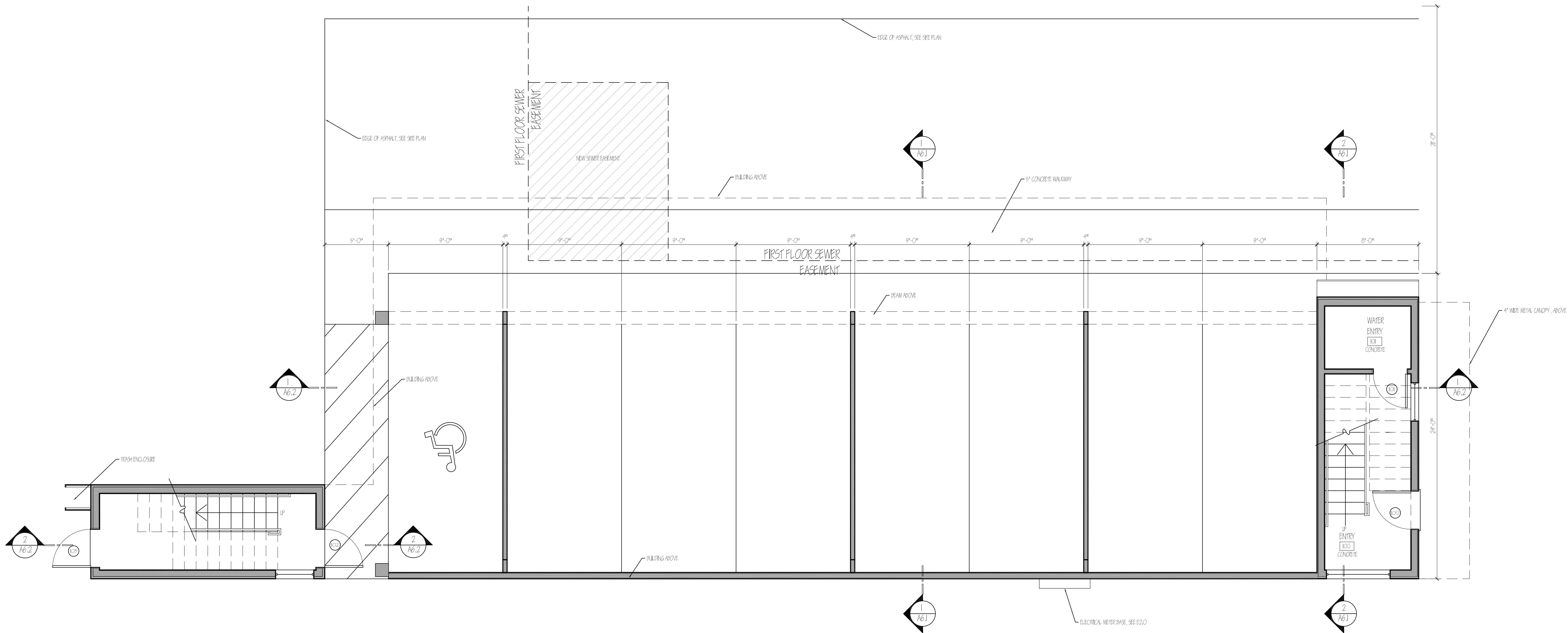
REQUEST:

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





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

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

OWNERSHIP & USE OF DOCUMENTS
DRAWINGS & 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
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PROJECT NUMBER
ABILENE, LLC
437 NORTH GLENWOOD STREET
JACKSON, WY

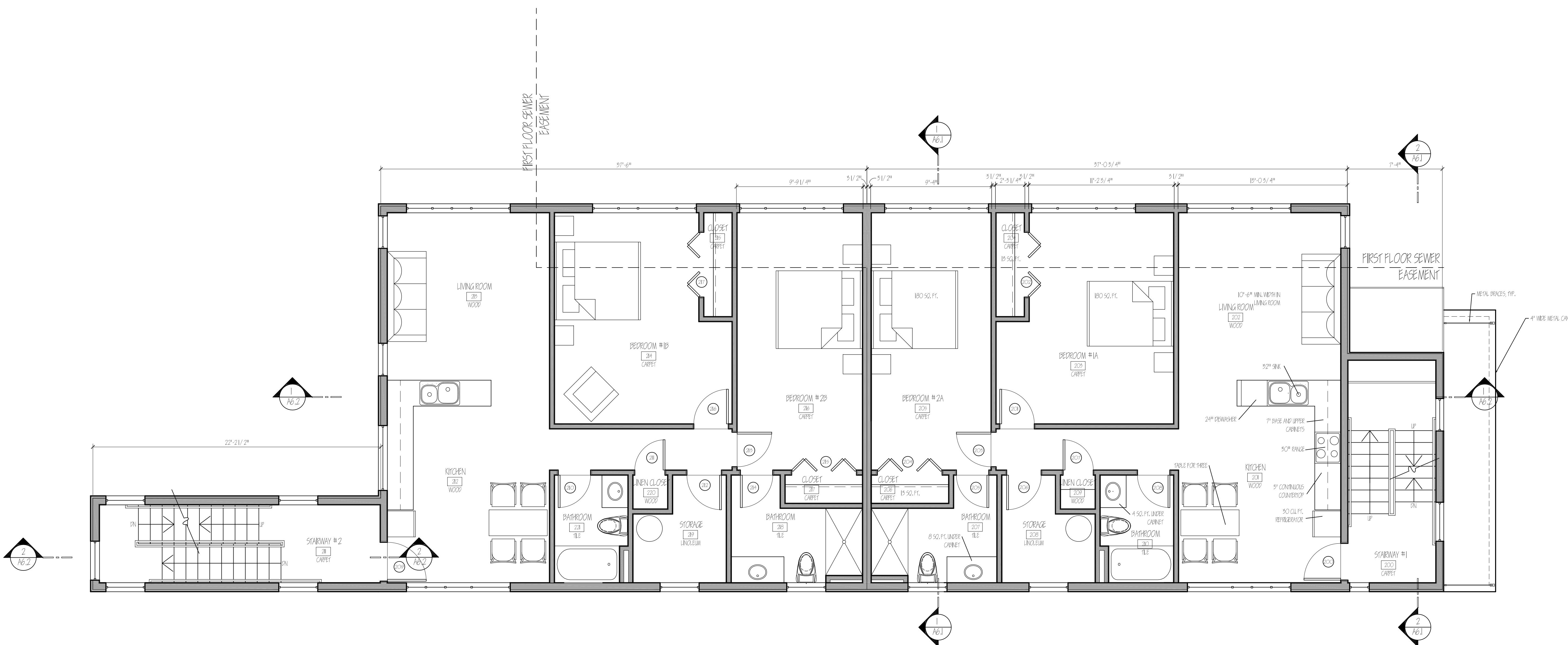
REVISIONS

DESIGN REVIEW COMMITTEE SET

DESIGN REVIEW
ONLY SET

SHEET NAME FIRST FLOOR PLAN	SHEET
SCALE 1/4" = 1'-0"	
DATE 16 MAY 2019	

A2.2



SECOND FLOOR PLAN

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

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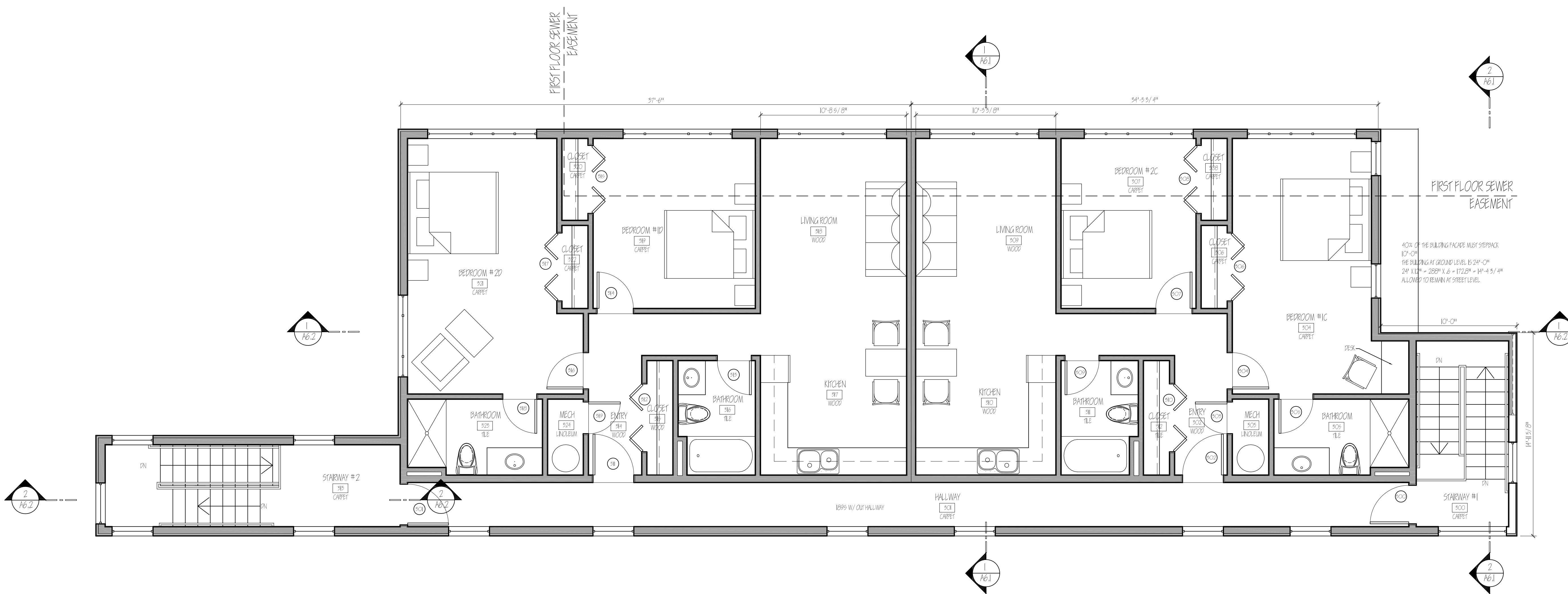
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437 NORTH GLENWOOD STREET
JACKSON, WY

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HEET NAME
SECOND FLOOR PLAN
CALE
1/4" = 1'-0"
DATE
16 MAY 2019

A2.3

DESIGN REVIEW
ONLY SET



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

KINSEY, LLC.
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JACKSON, WY 83002 PH # 307.413.2485

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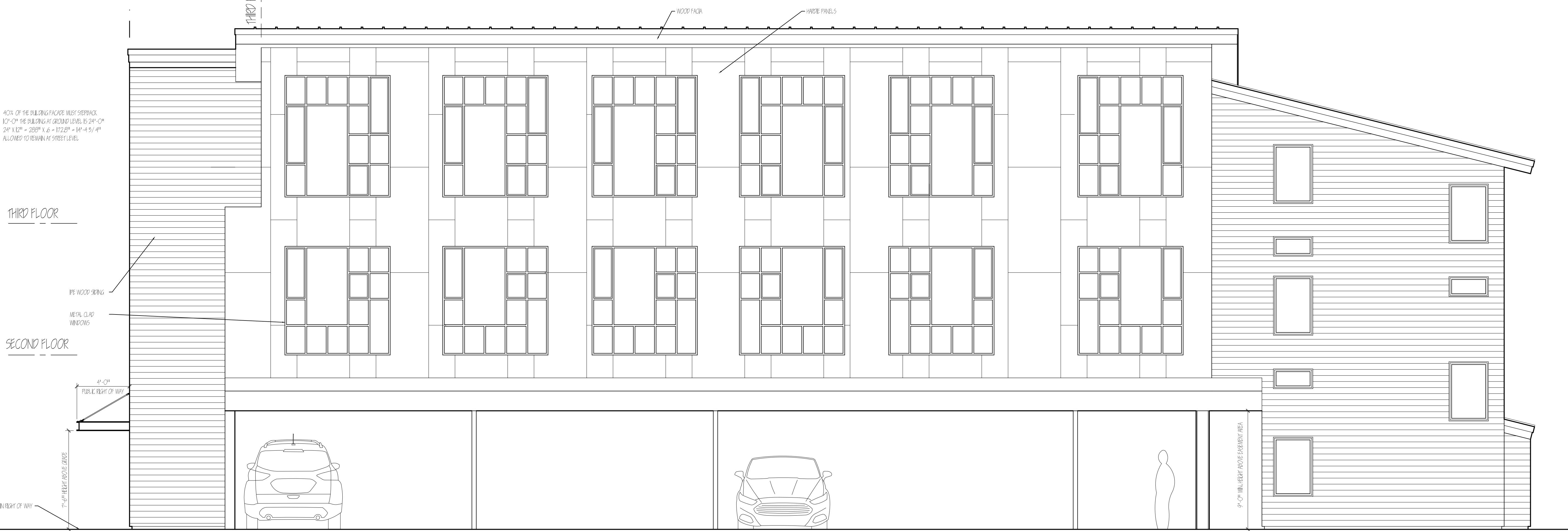
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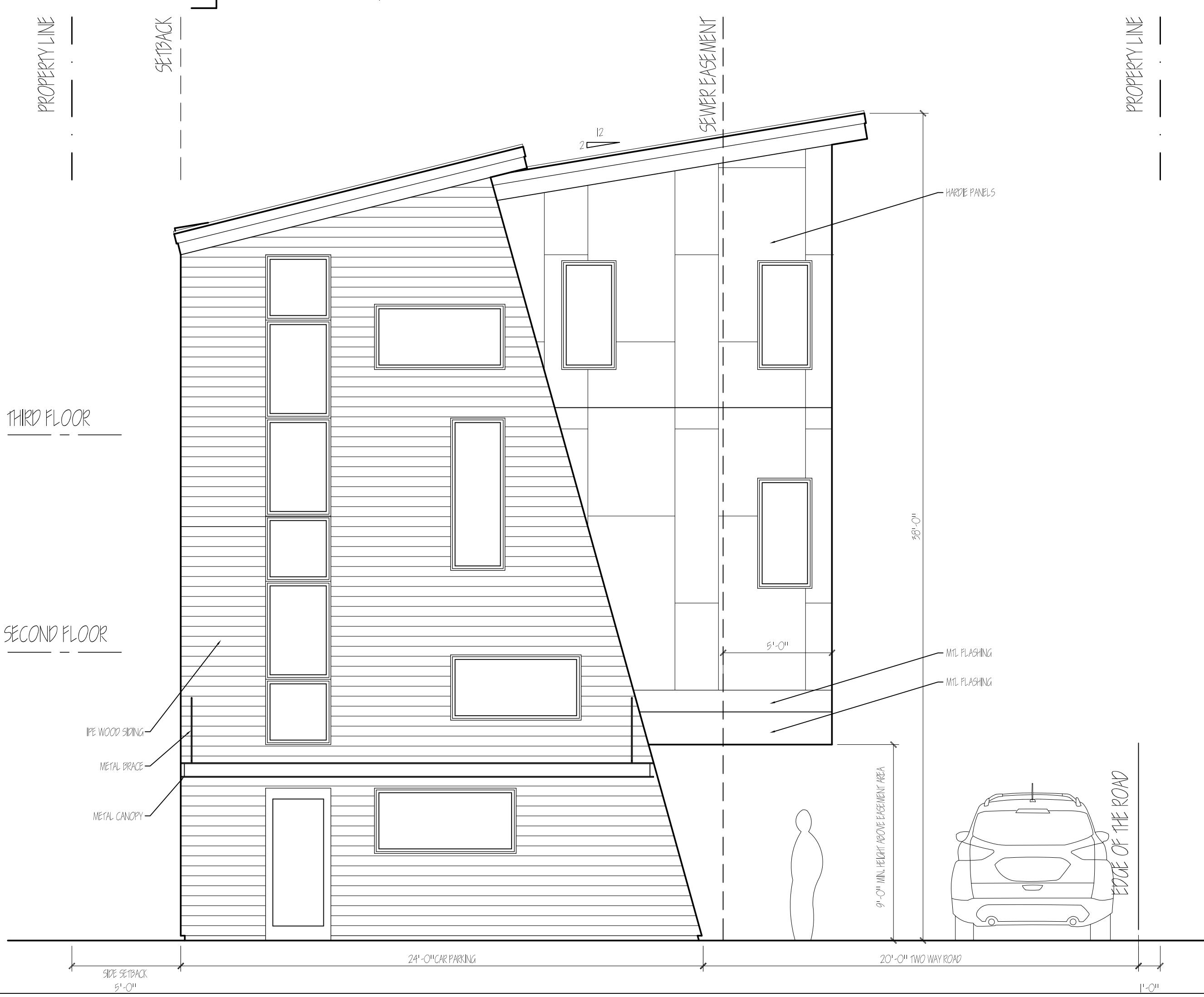
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SHEET NAME
THIRD FLOOR PLAN
SCALE
1/4" = 1'-0"
DATE
16 MAY 2019

A2.4



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



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

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A5.1

KINSEY, LLC.
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JACKSON, WY 83002 PH # 307.413.2485

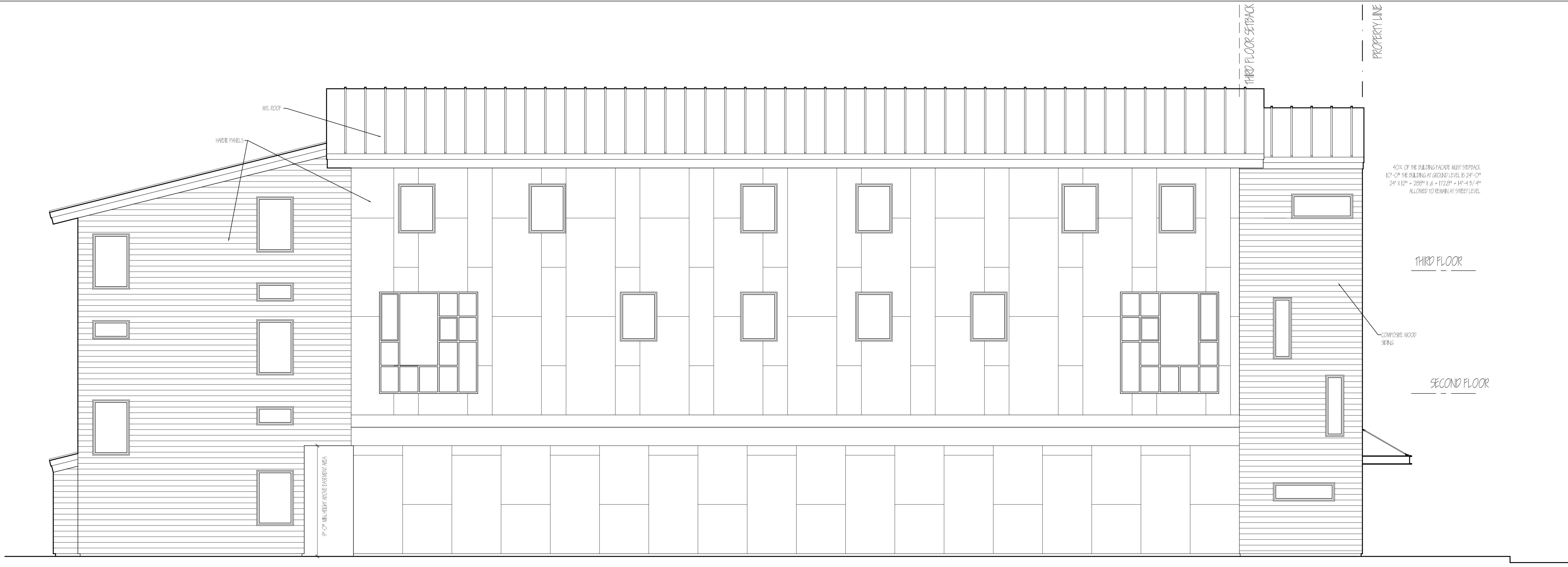
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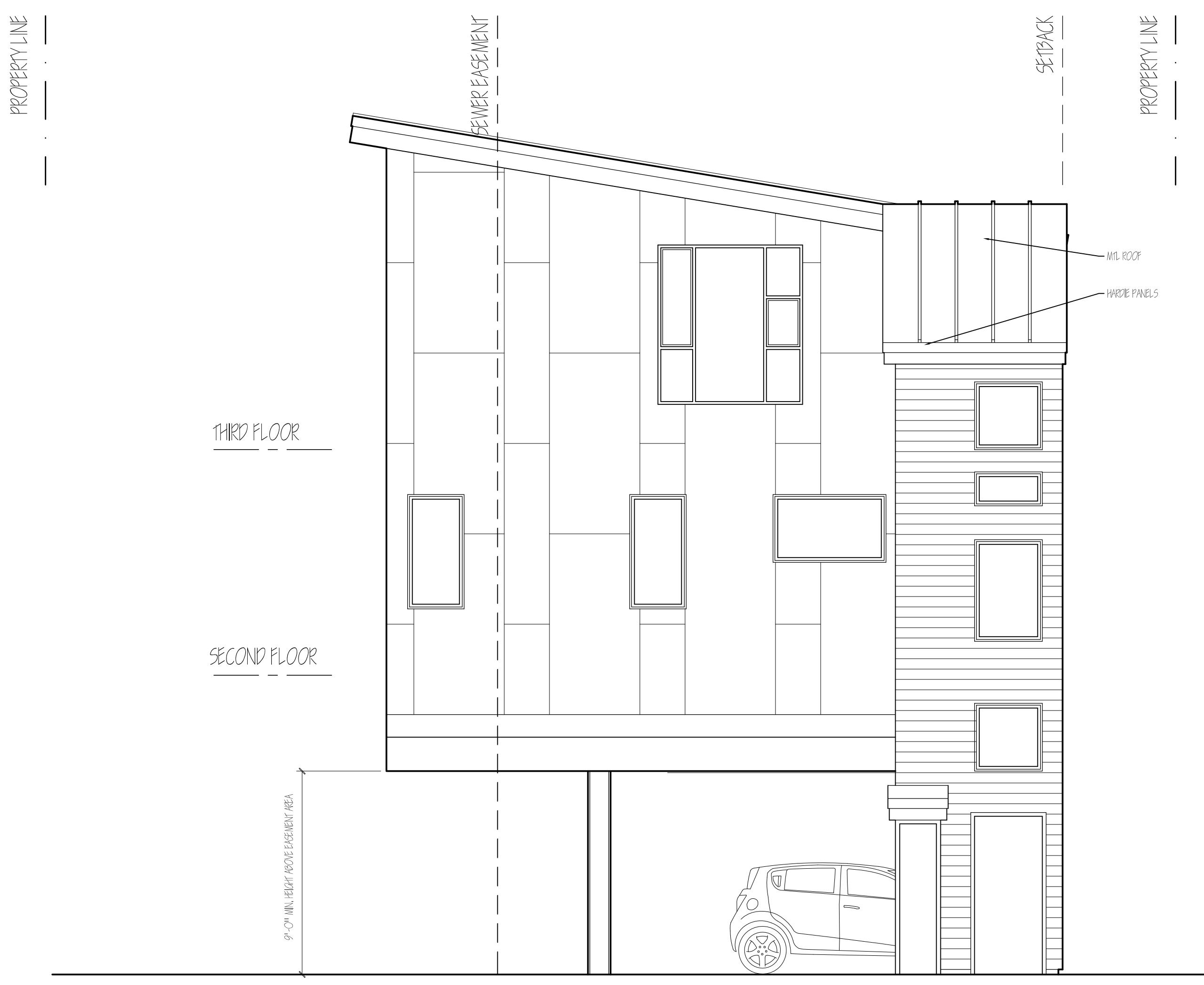
REVISIONS

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NAME VATIONS	SHEET
= 1'-0"	
MAY 2019	
A5.1	



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



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

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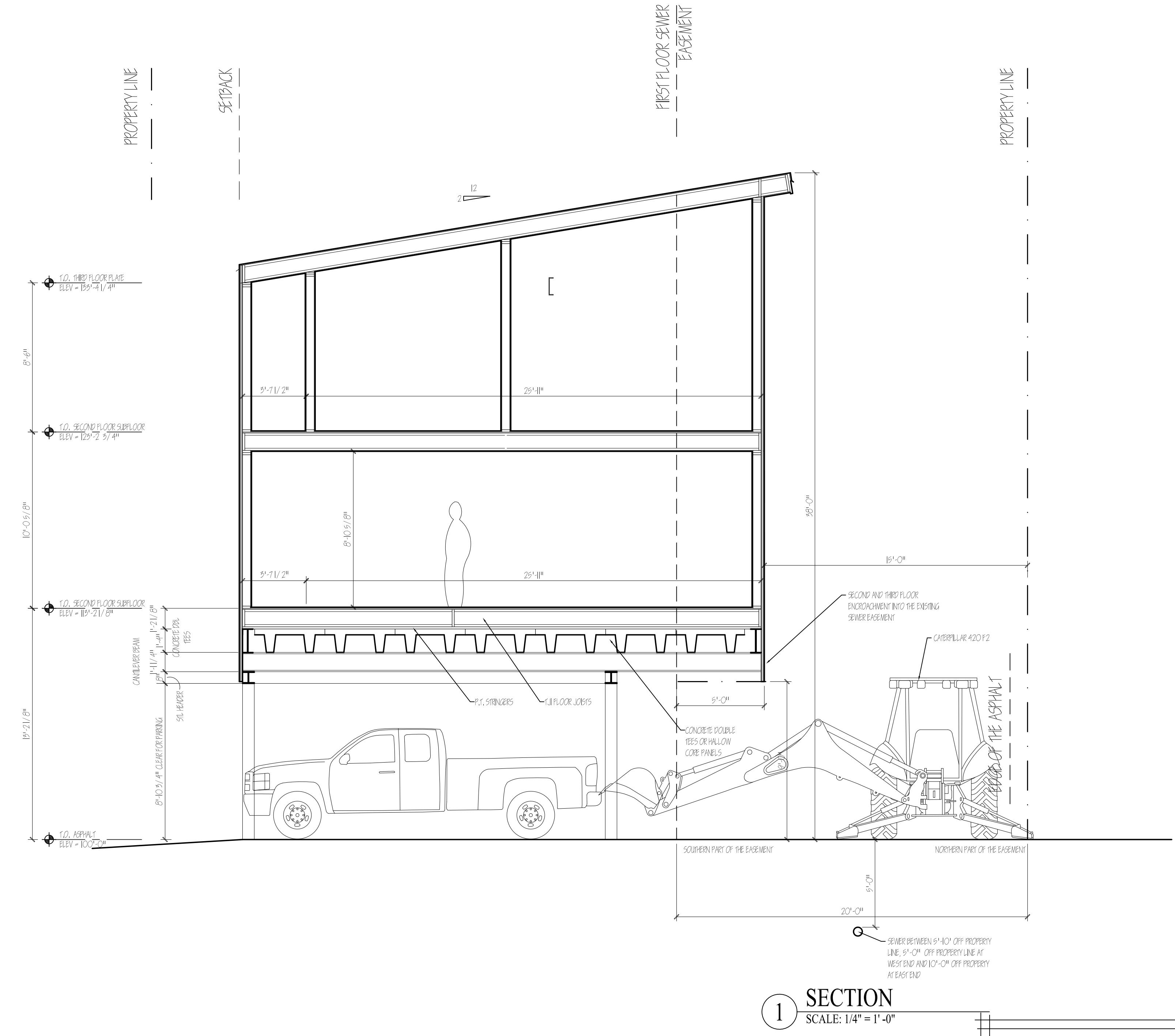
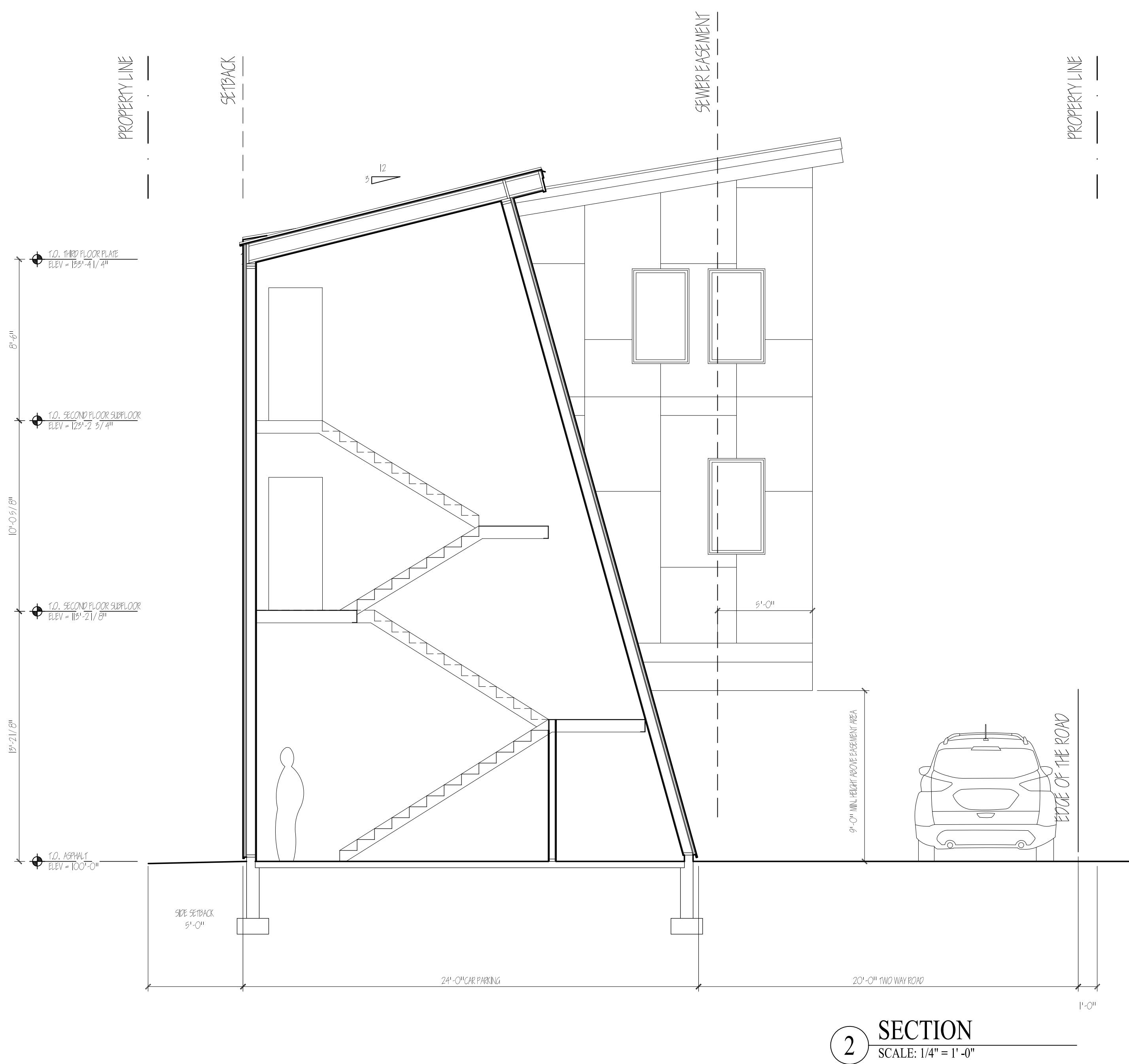
PROJECT NUMBER:
ABILENE, LLC
437 NORTH GLENWOOD STREET
JACKSON, WY

REVISIONS

DESIGN REVIEW COMMITTEE SET

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

A5.2



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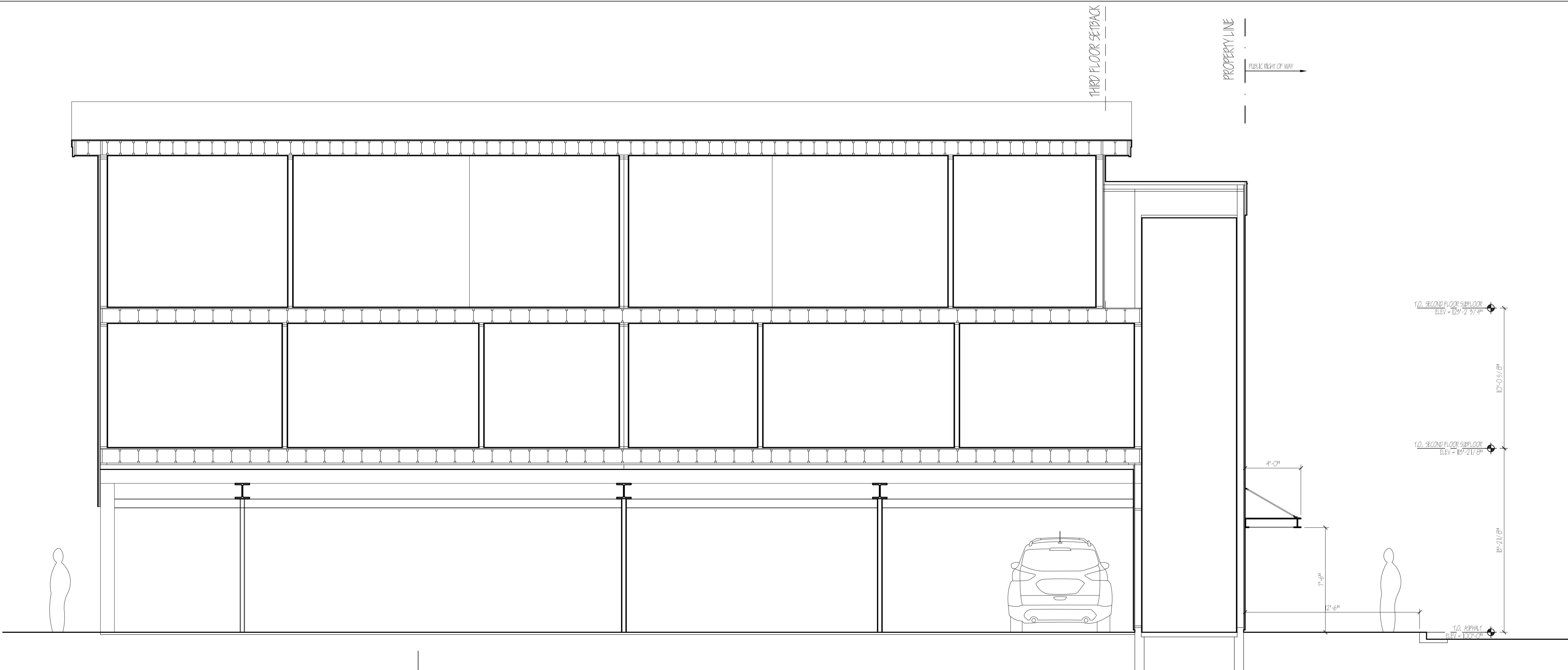
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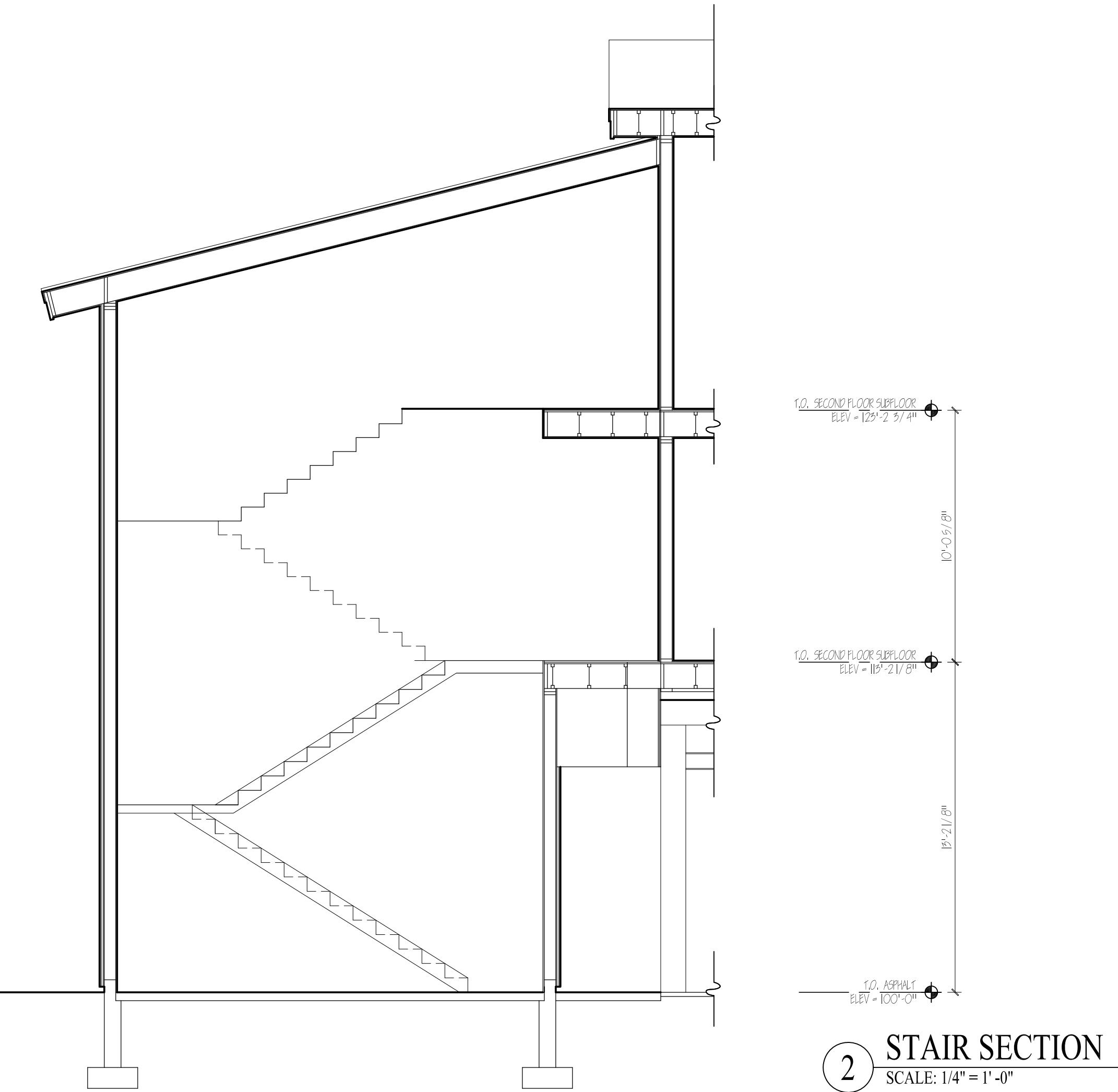
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SECTION
CALE
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A6.1



1 CROSS SECTION

2 STAIR SECTION



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= 1'-0"

MAY 2019

A6.2

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