



# 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: June 18, 2019

Item #: P19-150 & 151

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner:**

Stage Stop, LLC  
Sadek Darwiche – 307-413-6323  
PO Box 1677  
Wilson, WY 83001

**Applicant:**

FFKR Architects  
Jerry Jensen  
801-521-6186  
[jljensen@ffkr.com](mailto:jljensen@ffkr.com)

**REQUESTS:**

The applicant is submitting a request for an Encroachment Agreement for a new canopy at 135 N. Cache Street and an existing canopy at 120 N. Glenwood Street, formally known as Hotel Jackson.

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

**Please respond by:**

**July 2, 2019 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)

# FFKR ARCHITECTS

Date: June 17, 2019

Tyler Valentine

**RE: Hotel Jackson  
Encroachment Easement Application**

135 N Cache & 120 N. Glenwood Streets  
lot 8, lot 12, and lot 13, original Townsite of Jackson

Hotel Jackson is proceeding with a second phase of their development at 135 N Cache & 120 N. Glenwood Streets. The first phase consisted of 57 lodging units and supporting restaurant services. This second phase of work will provide 3 additional lodging suites, and full-service restaurant and additional hotel amenities.

This Encroachment Easement application is for an existing canopy extension on Glenwood Street, and a proposed canopy and deck extensions on Cache street.

The canopy on Glenwood Street is a steel and wood constructed canopy with supporting columns. It covers the sidewalk and is set back 2'-0" from the back of curb. The canopy is permanent and covers 40'-8" length by 9'-5" of the sidewalk in the public way. There are no portions of the canopy extending beyond the back of curb or into the street.

The second phase Second floor deck and roof deck will extend over the boardwalk sidewalk. Including a small canopy below the Second Floor Deck it will cover 50'-0" length by 5'-8 1/2" depth of Cache street. The construction will be similar to the first phase of work, mainly Wood veneer, metal panel, and glass railing.

Thank you,



**Jerry L. Jensen AIA**  
Senior Associate | Architect  
FFKR ARCHITECTS



## 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](http://www.townofjackson.com)

#### OWNER OF PROPERTY:

Name: Stagestop Inc Phone: 307.413.6323

Mailing Address: P.O. Box 1677 Jackson WY ZIP: 83001

E-mail: sadekd@gmail.com, sdarwiche@hoteljackson.com

#### APPLICANT/AGENT:

Name: FFKR Architects - Jerry Jensen Phone: 801.517.4300

Mailing Address: 730 Pacific Ave, Salt Lake City UT ZIP: 84101

E-mail: jljensen@ffkr.com

#### DESIGNATED PRIMARY CONTACT:

Owner  Applicant/Agent

#### PROPERTY:

Physical Address of Property: 135 N Cache & 120 N. Greenwood Streets

Lot, Subdivision: lot 8, lot 12, and lot 13, original Townsite of Jackson

PIDN: \_\_\_\_\_

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.

**n/a** **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.

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Signature of Owner or Authorized Applicant/Agent

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Date

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Name Printed

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Title

