



# 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 26, 2019	<b>REQUESTS:</b>  The applicant is submitting a Pre-Application for a Development Plan for the property located at 135, 175 E. Broadway Ave. legally known as, PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 and PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116.  For questions, please call Tyler Sinclair at 733-0440, x1301 or email to the address shown below. Thank you.
Item #: P19-160, 161	
Planner: Tyler Sinclair	
Phone: 733-0440 ext. 1301	
Email: tsinclair@jacksonwy.gov	
<b>Owner:</b> Deloney St LLC & BWD St LLC - Jeff Golightly PO Box 10309 Jackson, WY 83002	
<b>Applicant:</b> Café G, LLC PO Box 7372 Jackson, WY 83002	
<b>Please respond by:</b> <b>July 12, 2019 (with Comments)</b>	

**Owner:**

Deloney St LLC & BWD St LLC -  
Jeff Golightly  
PO Box 10309  
Jackson, WY 83002

**Applicant:**

Café G, LLC  
PO Box 7372  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a Pre-Application for a Development Plan for the property located at 135, 175 E. Broadway Ave. legally known as, PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 and PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116.

For questions, please call Tyler Sinclair at 733-0440, x1301 or email to the address shown below. Thank you.

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

CIRQUE CONSULTING, LLC  
P.O. Box 7775  
Jackson, WY 83002

June 21, 2019

Tyler Sinclair, Planning Director  
Town of Jackson Planning and Building  
PO Box 1687  
Jackson, WY 83001  
*Via Hand Delivery*

**RE: East Broadway Genevieve Block – 135 & 175 E. Broadway – Pre-App Request for Development Plan**

Dear Tyler,

On behalf of the applicant, Café G, LLC, please accept this letter and the accompanying materials for a pre-application conference request for a Development Plan for Subdivision Permit within the Town of Jackson for property located at 135 and 175 E. Broadway currently owned by Deloney Street, LLC and BWD Street, LLC.

Included for your review are the following:

- Check for \$300
- Pre-App Application
- Letters of Authorization
- Project Narrative
- Conceptual Site Plan
- Zone Change Map

Please do not hesitate to contact me at (307) 413-5424 should you have any questions with this request. We look forward to hearing from you to schedule the meeting at your earliest convenience.

Sincerely,



George Putnam  
Cirque Consulting, LLC



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

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

Time & Date Received \_\_\_\_\_

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

***Please note: Applications received after 3 PM will be processed the next business day.***

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: E. Broadway - Genevieve Block

Physical Address: 135 & 175 E. Broadway Ave. Jackson, WY 83001

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

PIDN: 22-41-16-27-3-00-010;  
22-41-16-27-3-00-009

**PROPERTY OWNER.**

Name: Deloney Street, LLC; BWD Street, LLC

Phone: 690-1304

Mailing Address: P.O. Box 10309, Jackson, WY

ZIP: 83002

E-mail: [jeff@gardnercmc.com](mailto:jeff@gardnercmc.com)

**APPLICANT/AGENT.**

Name, Agency: Café G, LLC

Phone: 413-5424

Mailing Address: P.O. Box 7372 Jackson, WY 83002

ZIP: 83002

E-mail: [gputnam@cirqueconsulting.com](mailto:gputnam@cirqueconsulting.com)

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: N/A Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

This pre-application conference is:  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) for the fees.

**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. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (if applicable)  
 Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:  
 Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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.



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Signature of Owner or Authorized Applicant/Agent

George Putnam, Cirque Consulting, LLC,

---

Name Printed

6/21/19

---

Date

Agent

---

Title

## LETTER OF AUTHORIZATION

BWD Street LLC , "Owner" whose address is: PO Box 10309

Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

**more specifically legally described as:** 175 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41

Rng. 1

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

HEREBY AUTHORIZES George Putnam, Cirque Consulting, 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:**

Max C. Chan  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Magazine Member

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

**STATE OF Wyoming**

)

COUNTY OF Trotwood

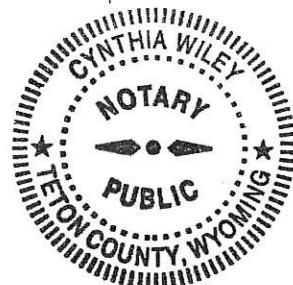
15

The foregoing instrument was acknowledged before me by Max C. Chapman this 26 day of April, 2019.

WITNESS my hand and official seal.

Cynthia Wiley  
(Notary Public)  
My commission expires: 1/12/11

(Seal)



## LETTER OF AUTHORIZATION

Deloney Street LLC, "Owner" whose address is: PO Box 10309  
Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 135 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

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

**HEREBY AUTHORIZES** Robbin Levy Mommsen, Café G, 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:**

Max C. Chapman  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

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

STATE OF Wyoming  
COUNTY OF Teton

)  
)SS.  
)

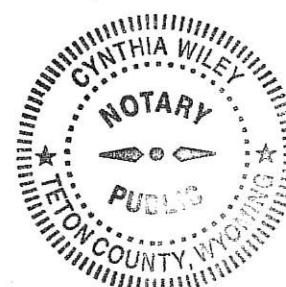
The foregoing instrument was acknowledged before me by Max C. Chapman, Jr. this 26 day of April, 2019.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires: 6.18.21



## LETTER OF AUTHORIZATION

Deloney Street LLC, "Owner" whose address is: PO Box 10309  
Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 135 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

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

HEREBY AUTHORIZES George Putnam, Cirque Consulting, 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:**

Mark. Chan  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

(SIGNATURE) (SIGNATURE OF CO-OWNER)  
**Title:** Managing Member (if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming

178

COUNTY OF Teton

13

The foregoing instrument was acknowledged before me by Max C. Chapman, Jr. this 26 day of April, 2019.

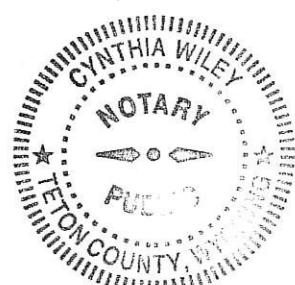
April 1, 2011

WITNESS my hand and official

(Notary Public)

(Notary Public)

(Seal)



## **135 & 175 E. Broadway – Development Plan**

### **Pre-Application Conference Request**

**June 21, 2019**

### **Project Narrative**

The applicant, Café G, LLC, is the contract purchaser of 135 and 175 E. Broadway (collectively referred to herein as the “Genevieve Block”). Café G, LLC intends to purchase the Genevieve Block with other project partners and hopes to subdivide the property to create individual lots around the historic properties (currently occupied by Café Genevieve, Persephone Bakery, and Healthy Being Juicery), a lot to be permanently protected as greenspace, and lots for future development in the SE and NW corners of the Genevieve Block.

The first step in this process is a request for Zoning Map Amendment on portions of the property from Urban Commercial (UC) to Downtown Core (DC). This application is currently in process with the Town of Jackson. A map of the proposed zone change is attached.

#### ***Existing Conditions:***

According to the most recent deeds, the property currently consists of two adjacent unplatteed parcels – 135 E. Broadway (1.38 acres) and 175. E Broadway – (.46 acres), bounded by E. Broadway Ave on the south, Deloney Ave. on the north and N. Willow Street on the east. The west property line is bordered by two lots with commercial use. Historically, the Genevieve Block served as the residential homestead of the Van Vleck family and the development patterns reflect the converted use of original structures within the context of a gradual conversion to commercial use over the years.

The west property, 135 E. Broadway, is occupied by six commercial businesses, located in individual stand-alone buildings. Two of these businesses have primary frontage on Deloney Ave. and four have primary frontage off Broadway. Vehicular back-of-house access is provided by access points off Broadway and Deloney Ave. The existing commercial buildings are small in scale compared to adjacent commercial development to the south and west and range in size from approximately 2,300 sf. to 800 sf. All businesses are retail except for one restaurant use. Significant portions of the property are currently gravel access, parking areas, and lawn/landscaping around mature trees.

The east property, 175 E. Broadway, has a single structure approximately 2,400 sf in size currently used as a residential rental on the southern portion of the property accessed from Broadway. Prior use of this structure over the years has included office and retail use. The northern half of the 175 E. Broadway parcel is open undeveloped land, including maintained lawn and landscaping with mature trees, and is bisected by an exposed section of the Cache Creek stormwater ditch.

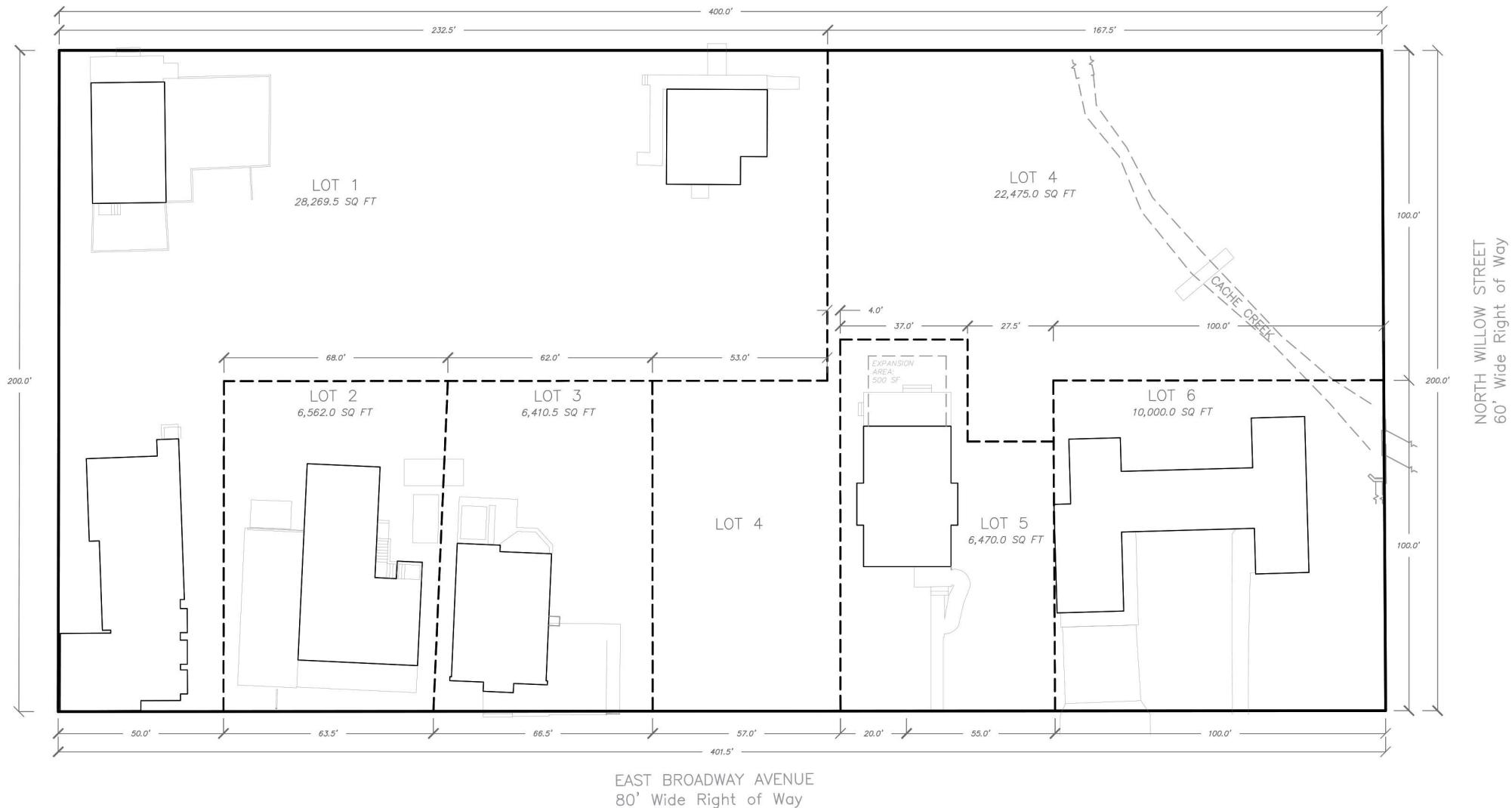
#### ***Proposed Development Plan:***

In accordance with Town of Jackson land development regulations, the applicant is pursuing development plan approval to allow subdivision of the property into six (6) lots (see the attached concept site plan).

UC zoning will govern development of what will become Lots 2, 3, 5, and 6. Proposed Lot 1 will allow three existing businesses to remain until a future owner desires to develop all or any portion of Lot 1 in accordance with DC zoning (assuming the re-zone application is approved) and utilizing the additional floor area (FAR) the applicant intends to allocate to Lot 1 through this development plan process. It is contemplated that proposed Lot 4 and the greenspace surrounding the structures on Lots 2, 3, 5 and 6 would remain undeveloped as project greenspace and receive permanent protection by conservation easement.

The proposed development plan will formally allocate existing parking credits, FAR, and workforce housing exemptions to proposed lots to accommodate existing and future uses of the property in accordance with zone specific conditions. Infrastructure planning, including utility locations and easements, vehicular access and stormwater connectivity will be identified and established through the development plan approval process as a precursor to a Final Plat application.

EAST DELONEY AVENUE  
60' Wide Right of Way



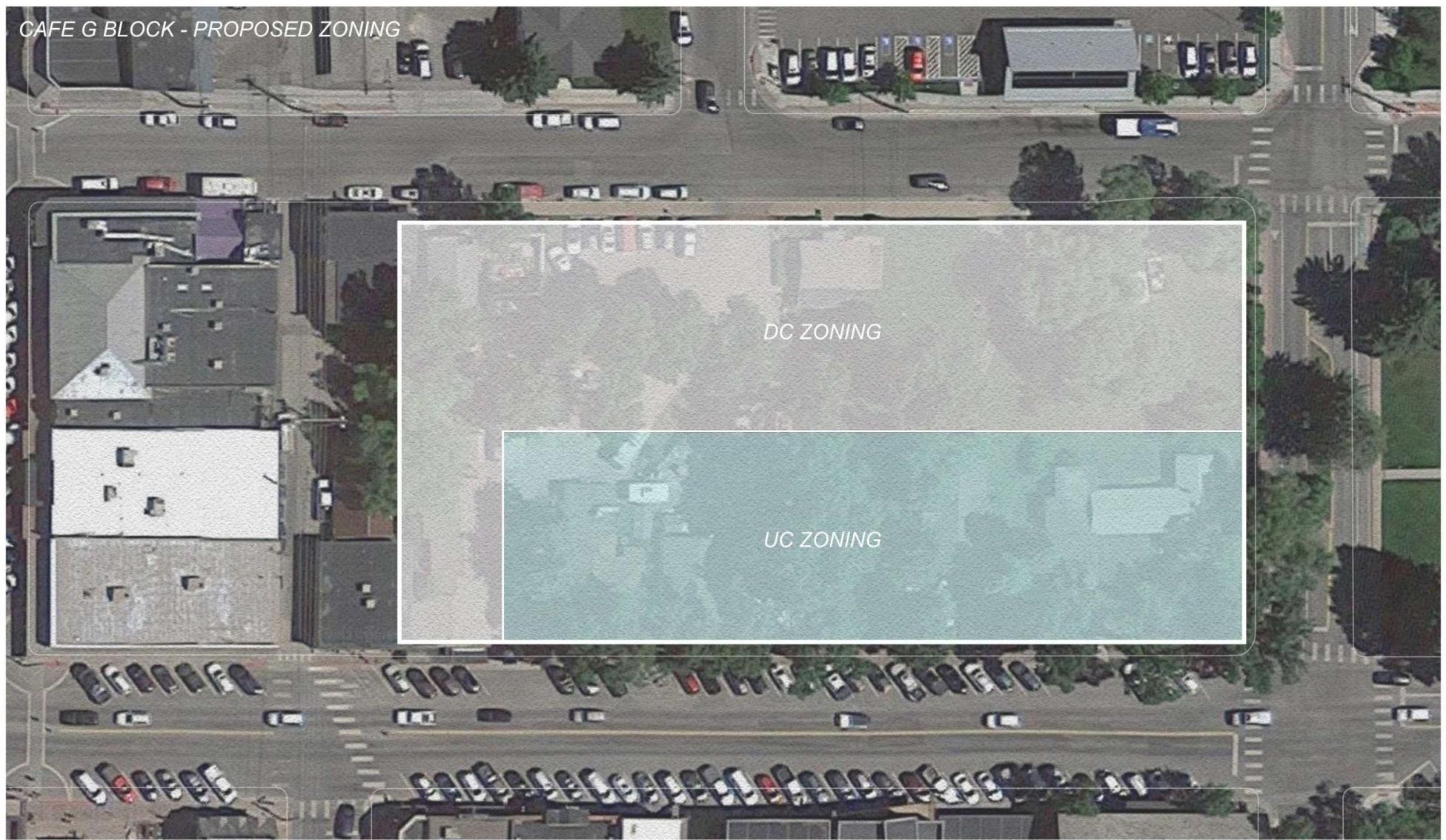
CAFE GENEVIEVE BLOCK - CONCEPT SITE PLAN

NORTHWORKS

NTS

06.20.2019

CAFE G BLOCK - PROPOSED ZONING



**SAVE GENEVIEVE**  
HISTORIC COMMUNITY GREENSPACE