



# 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: July 19, 2019</p> <p>Item #: P19-182</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><b>Owner:</b> Lynette Friess PO Box 9590 Jackson, WY 83002</p> <p><b>Applicant:</b> Derek Collins dcollins@friess.com</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Tree Removal at 115 e Snow king Ave legally known as LOT 17, BLK. 5 MEADOWLAND.</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:</b></p> <p style="text-align: center;"><b>July 26, 2019 (with Comments)</b></p>	

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



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

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

**For Office Use Only**

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

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

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

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

**PROJECT.**

Name/Description: Friess office building  
Physical Address: 115 East Snowking Avenue  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: Lynnette Friess Phone: 413-3220  
Mailing Address: Box 9590 Jackson, WY 83002 ZIP: 83002  
E-mail: DCOLLINS@FRIESS.COM

**APPLICANT/AGENT.**

Name: Derek Collins Phone: 413-3220  
Mailing Address: DCOLLINS@FRIESS.COM ZIP: 83002  
E-mail: DCOLLINS@FRIESS.COM

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_ Property Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

**Use Permit**

\_\_\_\_ Basic Use  
\_\_\_\_ Conditional Use  
\_\_\_\_ Special Use

**Relief from the LDRs**

\_\_\_\_ Administrative Adjustment  
\_\_\_\_ Variance  
\_\_\_\_ Beneficial Use Determination  
\_\_\_\_ Appeal of an Admin. Decision

**Physical Development**

\_\_\_\_ Sketch Plan  
\_\_\_\_ Development Plan  
\_\_\_\_ Design Review

**Subdivision/Development Option**

\_\_\_\_ Subdivision Plat  
\_\_\_\_ Boundary Adjustment (replat)  
\_\_\_\_ Boundary Adjustment (no plat)  
\_\_\_\_ Development Option Plan

**Interpretations**

\_\_\_\_ Formal Interpretation  
☒ Zoning Compliance Verification  
Amendments to the LDRs minor deviation  
\_\_\_\_ LDR Text Amendment  
\_\_\_\_ Map Amendment  
**Miscellaneous**  
\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: \_\_\_\_\_

Environmental Analysis #: \_\_\_\_\_

Original Permit #: \_\_\_\_\_

Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** 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. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

00 **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

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. 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).

✓ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**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 or a Pre-Application Conference, if held. 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 associated checklists 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.

Lynnette E. Friess  
Signature of Property Owner or Authorized Applicant/Agent

LYNNETTE E. FRIESS  
Name Printed

7/18/19  
Date

OWNER  
Title

- Town of Jackson Application
- Narrative of work to be performed
- Reference images of property and trees
- Copy of blueprints
- Scan of Blueprints
- Cashier's check for 150% of estimated cost of materials (standard is 125%)



Proposal for tree removal at 115 East Snowking Avenue

We are submitting a minor deviation to the original application plan. Please see the provided images and blueprint diagrams for reference.

We propose to remove eight (8) Cottonwood trees from the property (marked 1-8 on diagram1) at 115 East Snowking Avenue.

The trees are being removed because they are causing infrastructure damage to both the property owner and the town sidewalks. The town sidewalks are buckling and have 4 inch vertical uplifts. The curbs are being cracked and displaced. The irrigation system has had to be completely replaced and the new system is now beginning to be damaged. In the parking lot itself, there is buckling and spalling of the asphalt surface from root growth. In addition, a few of the trees have begun to lean. Given the extreme size of the trees, there is concern for safety as well. Please see attached photos for reference.

In place of the trees being removed, we intend to replace all of them. All trees will be planted ON TOP of the existing stump structure so as to allow the new tree to utilize the decaying stump of the old tree. The one exception to this is the cottonwood tree on the Southwest corner of the property (corner of King and Snowking). It is well within the required town setback of 15 feet from the intersection. The new tree will be set back to a distance that meets the town requirements.

The replacement trees will be Maple. They will be of 3 inches or greater in caliper size. A standard maple tree at 3 inch caliper diameter costs \$550. Assuming there are 8 trees to be replaced, the total estimate for material costs would be \$4400. We are presenting a cashier's check for bonding in the amount of \$6600. This will exceed the required 125% and will ensure ample bonding.

## **Photo reference of trees scheduled for removal**

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 2:52 PM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 2:52 PM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 2:52 PM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 2:52 PM  
**To:** Derek Collins



Sent from my iPhone



**Photo reference of damage and safety issues occurring  
due to trees in question**

**Derek Collins**

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 11:38 AM  
**To:** Derek Collins

leaning tree 1



Sent from my iPhone

**Derek Collins**

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 11:38 AM  
**To:** Derek Collins

leaning tree 2



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:52 AM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:52 AM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:52 AM  
**To:** Derek Collins



Sent from my iPhone



## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:51 AM  
**To:** Derek Collins



Sent from my iPhone

## Derek Collins

---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:53 AM  
**To:** Derek Collins

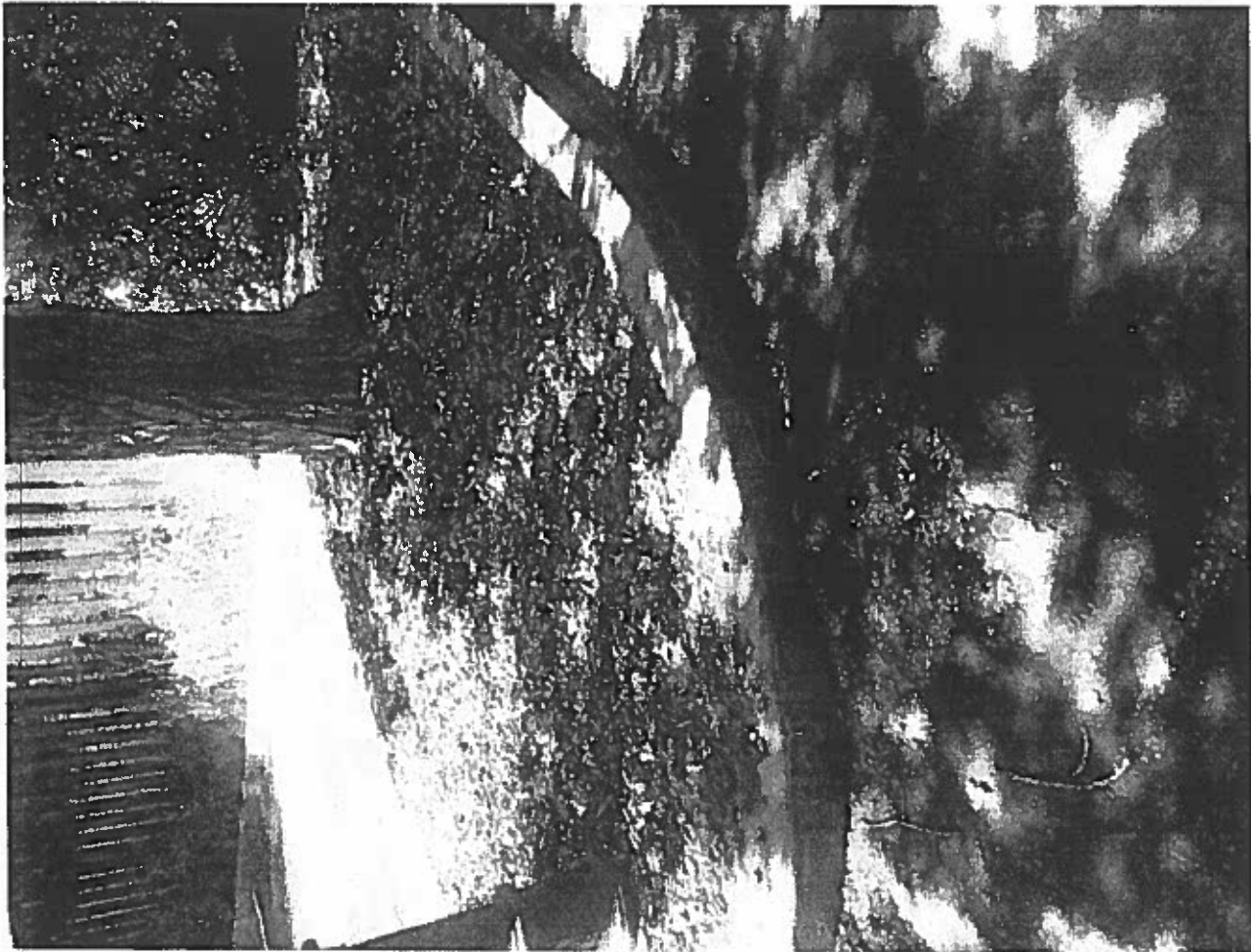


Sent from my iPhone

## Derek Collins

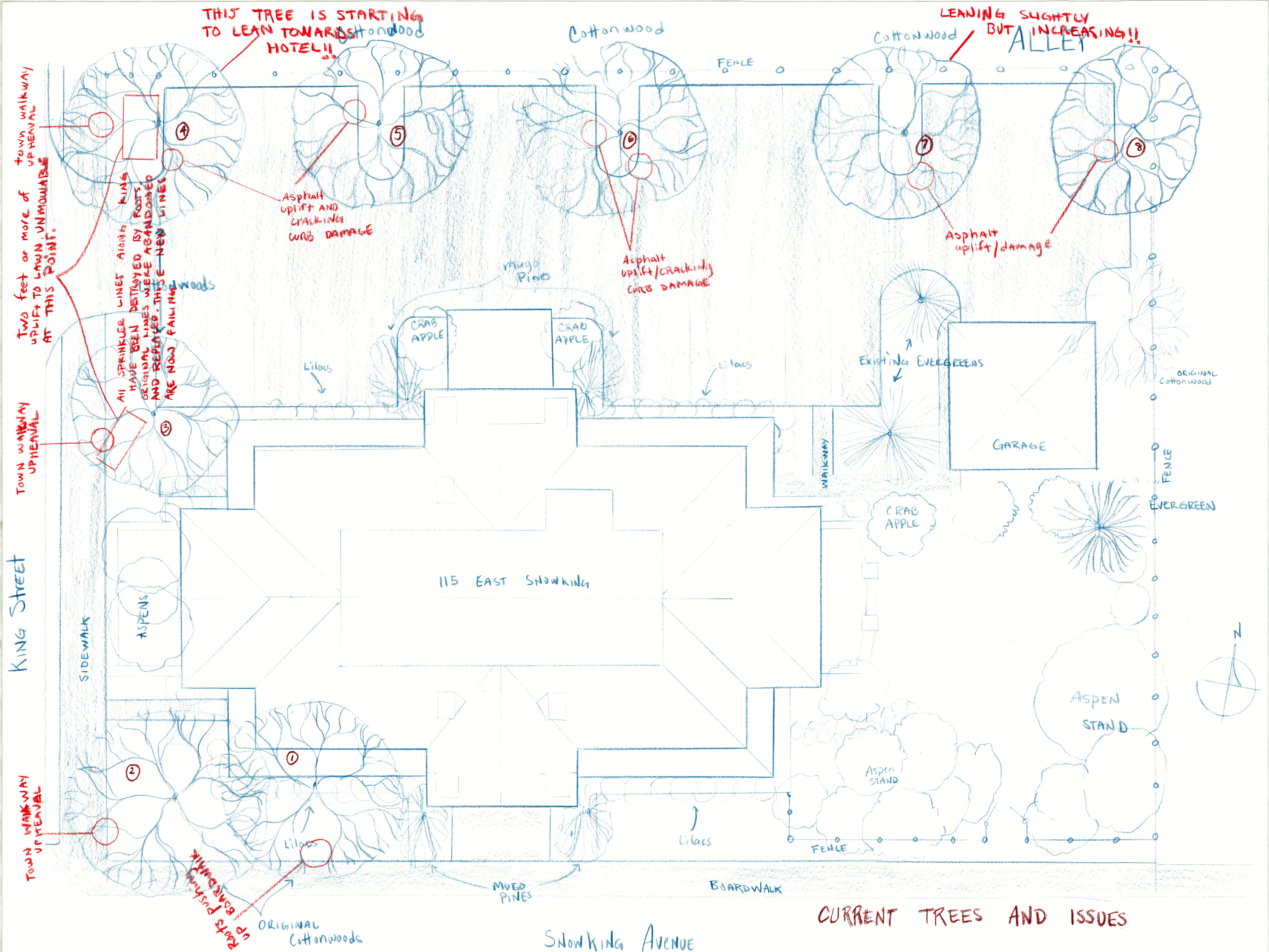
---

**From:** Derek Collins <dcxster@gmail.com>  
**Sent:** Thursday, July 18, 2019 9:53 AM  
**To:** Derek Collins



Sent from my iPhone





CURRENT TREES AND ISSUES



# PROPOSED NEW TREE REPLACEMENT

NOTES TO LANDSCAPE

ALLEY

tree reference  
tree: 1) maple  
2) maple  
3) maple  
4) maple  
5) maple  
6) maple  
7) maple  
8) maple

