



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: November 14, 2019

Item #: P17-186, 187

Planner: Paul Anthony
Phone: 733-0440 ext. 1303
Fax: 734-3563
Email: panthony@jacksonwy.gov

Owner:
Bank of Jackson Hole
PO Box 3709
Apline, WY 83128

Applicant:
Berlin Architects, LLC
Scott Zabriskie
PO Box 4119
Jackson, WY 83001

Please respond by: November 28, 2019 (Sufficiency)
December 5, 2019 (with Comments)

REQUESTS:

The applicant is submitting a request for a Boundary Adjustment (not plat) for the property located at 990, 988, and 986 W Broadway Ave, legally known as, LOT 9, HORN ADDITION.

For questions, please call Paul Anthony at 733-0440, x1303 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



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: Bank of Jackson Hole - Main Branch Addition
Physical Address: 990, 988, 986 W. Broadway, Jackson, WY
Lot, Subdivision: Lots 9, 8A & 8B, Horn Addition PIDN: 22-41-16-32-1-01-003, 004 & 005

PROPERTY OWNER.

Name: Bank of Jackson Hole Phone: _____
Mailing Address: po box 3709, Alpine, WY ZIP: 83128
E-mail: plawton@bojh.com

APPLICANT/AGENT.

Name: Berlin Architects, LLC / Scott Zabriskie Phone: 307.733.5697
Mailing Address: po box 4119, Jackson, WY ZIP: 83001
E-mail: scott@berlinarchitects.com

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson.com/200/Planning

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input checked="" type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to 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 #:

P16-141

Environmental Analysis #:

Original Permit #:

B18-0181

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 and select the relevant application type for submittal requirements.

Have you attached the following?

Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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.

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 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.


Signature of Property Owner or Authorized Applicant/Agent

Scott Zabriskie, Berlin Architects

Name Printed

11.07.2019

Date

Project Manager/Architect

Title

LETTER OF AUTHORIZATION

Bank of Jackson Hole , "Owner" whose address is: _____

Physical: 990 West Broadway, Jackson, WY 83001; Mailing: PO Box 7000, Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Bank of Jackson Hole , as the owner of property

more specifically legally described as: Refer to attached deeds

(If too lengthy, attach description)

HEREBY AUTHORIZES Berlin Architects 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:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: CEO

(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*

1

The foregoing instrument was acknowledged before me by PETER R. LAWTON this 6th day of OCTOBER, 2007.

WITNESS my hand and official seal.

Carla S. Seydel, Notary Public
(Notary Public)
My commission expires: 03/03/2024

(See)

A rectangular notary seal for Wyoming. At the top, it reads "CARLA JOY GOETTSCH - NOTARY PUBLIC". In the center is a circular seal with the state of Wyoming's coat of arms. Below the circular seal, the text "COUNTY OF TETON" is on the left and "STATE OF WYOMING" is on the right. At the bottom, it says "MY COMMISSION EXPIRES 03/03/2021".



November 12, 2019

Paul Anthony, Teton County Planning Director
PO Box 1687 / 150 East Pearl Avenue Jackson, WY 83001
panthony@jacksonwy.gov
(307) 733-0440

RE: 990 West Broadway, Lot Combination – Architect's Narrative

Dear Mr. Anthony,

As the Bank of Jackson Hole Addition at 990 W Broadway, is nearing completion, and in accordance with conditions of the approved building permit, the 3 existing contiguous lots must be combined in order to satisfy fundamental Building Code Requirements.

As an authorized agent, and on behalf of our client, the Bank of Jackson Hole, Berlin Architects, is requesting Town of Jackson Council acknowledgement for a lot combination of Lots 8A, 8B, & 9 of the Horn Addition Subdivision at 990, 988, & 986 W. Broadway. Markings on a reference copy of the Map D57.A that is associated with Plat map 317, is included as visual description for the lot combination.

If application is sufficient, please schedule the item as appropriate for the earliest upcoming Council meeting and let us know if we or a representative from BOJH needs to be present for the meeting.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Scott Zabriskie".

Scott Zabriskie, Architect
Berlin Architects

BOX 4119
JACKSON, WY 83001

307-733-5697
FAX 307-733-5761
berlinarchitects.com

**PARTIAL VACATION WITHOUT REPLAT /
LOT COMBINATION OF LOTS 8A, 8B & 9, OF THE HORN ADDITION TO
THE TOWN OF JACKSON**

WHEREAS, the Town of Jackson Council has previously approved a Final Development Plan (P17-187) and Building Permit (B18-0181) for an Addition to the Bank of Jackson Hole on the three subject lots, and

WHEREAS, having determined that the proposed partial vacation / lot combination does not abridge or destroy any rights and privileges of other proprietors in said plat; and

WHEREAS, the partial vacation without replat / lot combination is acknowledged by all affected parties and approved by the Town Council, and

WHEREAS, the combined lots shall be treated as one for all purposes under these LDRs and cannot be resubdivided without receiving subdivision approval under the LDRs in effect at that time, and

WHEREAS, Berlin Architects has prepared the required application and this instrument of documentation.

NOW, THEREFORE, BE IT ACKNOWLEDGED that the Town of Jackson Council hereby requests the Teton County Clerk to make the appropriate annotations on Plat No. 317 and Map D57.A, referencing the partially vacated plat boundary lines for the lot combination of lots 8a, 8b & 9 as further described below, and that the County Clerk also make reference on said plat and map to the volume and page in which this required instrument of partial vacation without replat is recorded:

1. Eliminate the boundary line between lots 8A & 8B.
2. Eliminate the boundary line between lots 8B & 9.
3. The 3 subject lots shall be combined into one lot to here forth be labeled and referred to as Lot 9A and consisting of .588 acres.

FURTHER, all of the above is in accordance with the Town of Jackson Land Development Regulations, **Section 8.2.13 Amendments of Permits or Approvals**, paragraph **C.5 Subdivision Plat Amendment/Partial Vacation Without Replat**, and it is expressly permitted by said regulations.

OWNER ACKNOWLEDGEMENT:

(signature)
Bank of Jackson Hole Representative

(print name) (title)
Bank of Jackson Hole Representative

STATE OF WYOMING)
)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____
on this _____ day of _____, 2019.

Notary Public

My commission expires

Witness my hand and official seal.

TOWN ACKNOWLEDGEMENT:

Pete Muldoon, Mayor
Town of Jackson

STATE OF WYOMING)
)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Pete Muldoon, as
Mayor of the Town Council on this _____ day of _____, 2019.
Witness my hand and official seal.

Notary Public

My commission expires

