



# 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: November 14, 2019</p> <p>Item #: P17-186, 187</p> <p>Planner: Paul Anthony Phone: 733-0440 ext. 1303 Fax: 734-3563 Email: <a href="mailto:panthony@jacksonwy.gov">panthony@jacksonwy.gov</a></p> <p><b>Owner:</b> Bank of Jackson Hole PO Box 3709 Apline, WY 83128</p> <p><b>Applicant:</b> Berlin Architects, LLC Scott Zabriskie PO Box 4119 Jackson, WY 83001</p>	<p style="text-align: center;"><b>REQUESTS:</b></p> <p>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.</p> <p>For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: November 28, 2019 (Sufficiency)</b> <b>December 5, 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](http://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/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**

\_\_\_\_\_ 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 #: P16-141 Environmental Analysis #: \_\_\_\_\_  
Original Permit #: B18-0181 Date of Neighborhood Meeting: \_\_\_\_\_

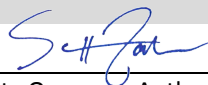
**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

- X **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.
- X **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).
- X **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.

  
\_\_\_\_\_  
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: Peter K. Lawton

(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 )  
 )SS.  
COUNTY OF TETON )

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

WITNESS my hand and official seal.

Carla Joy Goettsch  
(Notary Public)

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](mailto: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, appearing to read "Scott Zabriskie".

Scott Zabriskie, Architect  
Berlin Architects

BOX 4119  
JACKSON, WY 83001

307-733-5697  
FAX 307-733-5761  
[berlinarchitects.com](http://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  
Witness my hand and official seal.

\_\_\_\_\_  
My commission expires

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



# DETAIL PLAT

# LOCATION PLAT

# CERTIFICATE OF SURVEYOR

State of Wyoming ss.  
County of Sublette

I, Scott A. Scherbel of Big Piney, Wyoming hereby certify that this plat was made from notes taken during an actual survey made by Maurice J. Zardus, Jr., under my supervision, during August 1987 and from records of the Clerk of Teton County and that it correctly represents the lots shown.

*Scott A. Scherbel*  
Land Surveyor - Registration No. 3889 - 17 August 1987

The foregoing instrument was acknowledged before me by Scott A. Scherbel this 17th day of August 1987.  
Witness my hand and official seal.

*Diana Davis*  
Notary Public My commission expires: 21 May 1989

# CERTIFICATE OF OWNER

State of Wyoming ss.  
County of Teton

The undersigned hereby certify that the foregoing division of Lot B of the Horn Addition to the Town of Jackson, Teton County, Wyoming as it appears on this plat is with free consent and in accordance with the desires of the undersigned owner and proprietor.

V. JOSEPHINE HORN REVOCABLE TRUST

*V. Josephine Horn*  
V. Josephine Horn, Trustee

The foregoing instrument was acknowledged before me by V. Josephine Horn this 11th day of September, 1987.  
Witness my hand and official seal.

*Scott A. Scherbel*  
Notary Public My commission expires: 27 September 1987

# LEGEND

- Indicates a Certified Land Corner Recordation Certificate filed.
- Indicates a steel T-shaped stake 24" long with metal cap inscribed "SURVEY POINT DO NOT DISTURB RLS164" found or of record.
- ⊙ Indicates a steel T-shaped stake 24" long with metal cap inscribed "SCOTT A. SCHERBEL RLS3889 SURVEY POINT" set this survey.



PLAT TO ACCOMPANY LOT DIVISION APPLICATION

for

V. JOSEPHINE HORN

of

LOT B of the HORN ADDITION

TO THE

TOWN OF JACKSON

within the

SE1/4NE1/4 SECTION 32  
T41N R116W  
TETON COUNTY, WYOMING

D57-A

2-27-87 10:55  
274635  
County Clerk  
Clerk R. L. R. R.

