



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: February 10, 2020	REQUESTS: The applicant is submitting a request for an Encroachment Agreement for the property located at 175 S. Glenwood Street, legally known as, Lots 11-12, BLK 2, WORT-2. For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.
Item #: P20-023	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Arts District Development PO 1569 Jackson, WY 83001 Applicant: Y2 Consultants PO Box 2674 Jackson, WY 83001	
Please respond by: March 2, 2020 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@jacksonwy.gov



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

OWNER OF PROPERTY:

Name: Arts District Development, LLC Phone: 307-690-0870

Mailing Address: PO Box 1569, Jackson WY ZIP: 83001

E-mail: jsv@jhdevelopment.net

APPLICANT/AGENT:

Name: Y2 Consultants LLC Phone: 307-733-2999

Mailing Address: PO Box 2870, Jackson WY ZIP: 83001

E-mail: pat@y2consultants.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent x

PROPERTY:

Physical Address of Property: 175 S Glenwood Street, Jackson

Lot, Subdivision: Lots 11-12, Block 2, Word 2nd Addition

PIDN: 22-41-16-33-1-08-004

Description of Public Right-of Way: Survey of encroachment to be provided following construction of improvements.

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.

10/29/15

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. 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.

 x **Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way. Complete streets: canopy overhangs, pedestrian walkway including related canopy support posts; bicycle parking racks, unit pavers, and landscaping per TOJ

 x **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.



Signature of Owner or Authorized Applicant/Agent

5 Jan 2020

Date

SCOTT R Pierson

Name Printed

Agent

Title



y2consultants.com
307 733 2999

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

February 7, 2020

Brendan Conboy, Associate Planner
Town of Jackson
PO Box 1687
Jackson WY 83001

Re: **Encroachment Agreement Application**
Glenwood + Simpson Mixed Use Building (B19-0323)

Brendan –

This Encroachment Agreement Application is submitted in response to the checklist for submittals outlined in the Grading Pre-Application Conference summary (P19-057).

NARRATIVE DESCRIPTION OF THE REQUEST

The Encroachment Agreement is intended to provide for improvements within the public right-of-way associated with the proposed mixed-use building at the corner of Glenwood & Simpson in downtown Jackson. The proposed encroachments are necessary in order for the developer to meet the stated requirements of the Town of Jackson in its *2015 Community Streets Plan, December 2015* ("Guidelines").

This project is a three-story mixed-use building, constructed "lot line to lot line" as permitted by the FDP (P18-156). In accordance with the Guidelines, the Glenwood and Simpson frontages shall be pedestrian-focused i.e. safe, engaging, and visually attractive.

Amenities include a 6' wide pedestrian travelway (Guidelines pg 33). The travelway shall provide access to recessed entries to ground-floor retail, and also to the street via "pass-throughs" across the Furnishings Zone. Travelways shall continue across curb extension "bulb-outs" to crosswalks (Guidelines page 24). The Furnishings Zone shall be landscaped including street trees and groundcovers/lawn, occasional unit-paver pass-throughs as mentioned above, paved bicycle parking, and planted curb extension (Guidelines pg 24).

An overhead canopy protects pedestrians throughout much of the encroachment area. Of the 6' pedestrian way, the outer 6" shall include occasional posts supporting the balconies overhead. The 6.5' Encroachment easement is intended to include the columns and their footers.

Please let me know if we can provide any additional information for your review.

Sincerely,

Patricia Ehrman, PLA

Encl.: Narrative Description of the Request
Encroachment Agreement Application
Letter of Authorization
Site Plan (sketch level as requested by TOJ Engineer), Exhibits 1-3
CC: Brian Lenz, Town Engineer, Town of Jackson

LETTER OF AUTHORIZATION
TO: THE TOWN OF JACKSON
FROM: ARTS DISTRICT DEVELOPMENT LLC
RE: GLENWOOD+SIMPSON PARCEL

LETTER OF AUTHORIZATION

_____, "Owner" whose address is: _____

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: _____

(If too lengthy, attach description)

HEREBY AUTHORIZES _____ 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: _____

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

STATE OF _____)
)SS.
COUNTY OF _____)

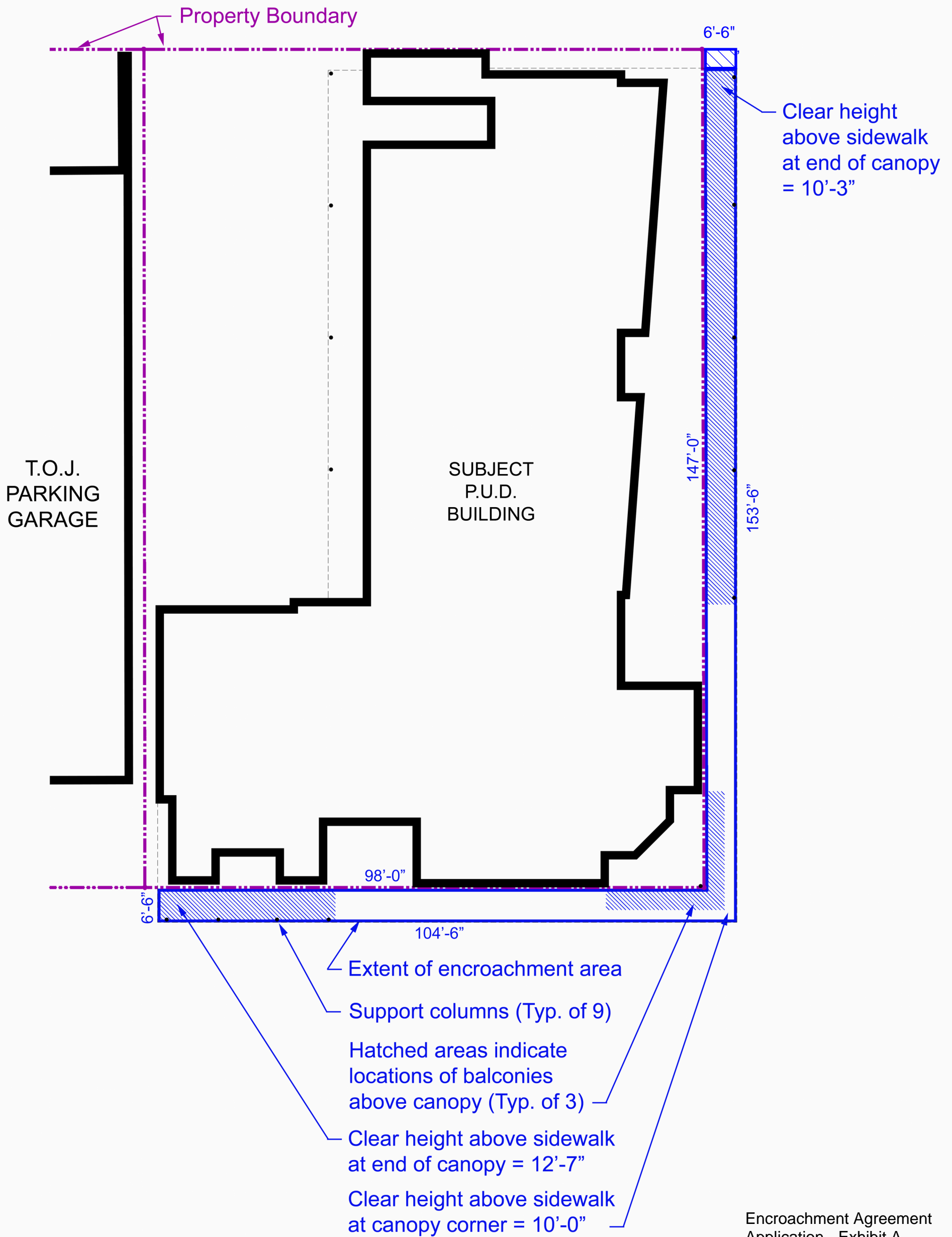
The foregoing instrument was acknowledged before me by _____ this _____ day of
_____, 20__.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:



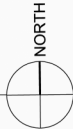
Encroachment Agreement
Application - Exhibit A
Glenwood + Simpson Mixed
Use Building (B19-0323)
2020-02-07

Encroachment Diagram

SCALE: 0' 5' 10' 20'

Project is normalized to south property line.
True north is 0.742° west of project north.

01 / 25 / 2019



WALL, FLOOR OR CEILING
TYPE - SEE A409-010
ASSEMBLY TYPE NOTE

ROOM NUMBER

WINDOW TYPE - SEE SCHED. A400
DOOR TYPE & HARDWARE TYPE -
SEE SCHEDULE A400

DETAILED DRAWING NOTE

REVISION - SEE TITLEBLOCK

1. DUAL BEARING AND SHOCK MOUNTING
2. 100% RIGIDITY
3. 100% STRENGTH
4. 100% DURABILITY
5. 100% RELIABILITY
6. 100% SAFETY
7. 100% COMFORT
8. 100% CONSTRUCTION AND FINISH

MATERIALS

1. PARTITION WALL IS EXTENDED TO METAL DECK WHERE NO CHAINS ARE USED

2. ABOVE 100% CEILING LINE, TO THE UNDERBITE OF METAL DECK

3. REINFORCING OF DOWNLIGHTS IS EXTENDED TO UNDERBITE OF METAL DECK, PROVIDE PROTECTION FROM FALLING OBJECTS

4. HOOK AT TOP FOR MEN AT 100% AND HANG WASHERS FOR LAMP LINE AT 100%

5. C.C. TO COORDINATE ALL FLOORING AND SHIFT

6. 100% RIGIDITY

7. 100% DURABILITY

8. 100% SAFETY

9. 100% COMFORT

10. 100% CONSTRUCTION AND FINISH

DETAIL

1. SEE EXTERIOR ELEVATIONS FOR WINDOW OPERATION

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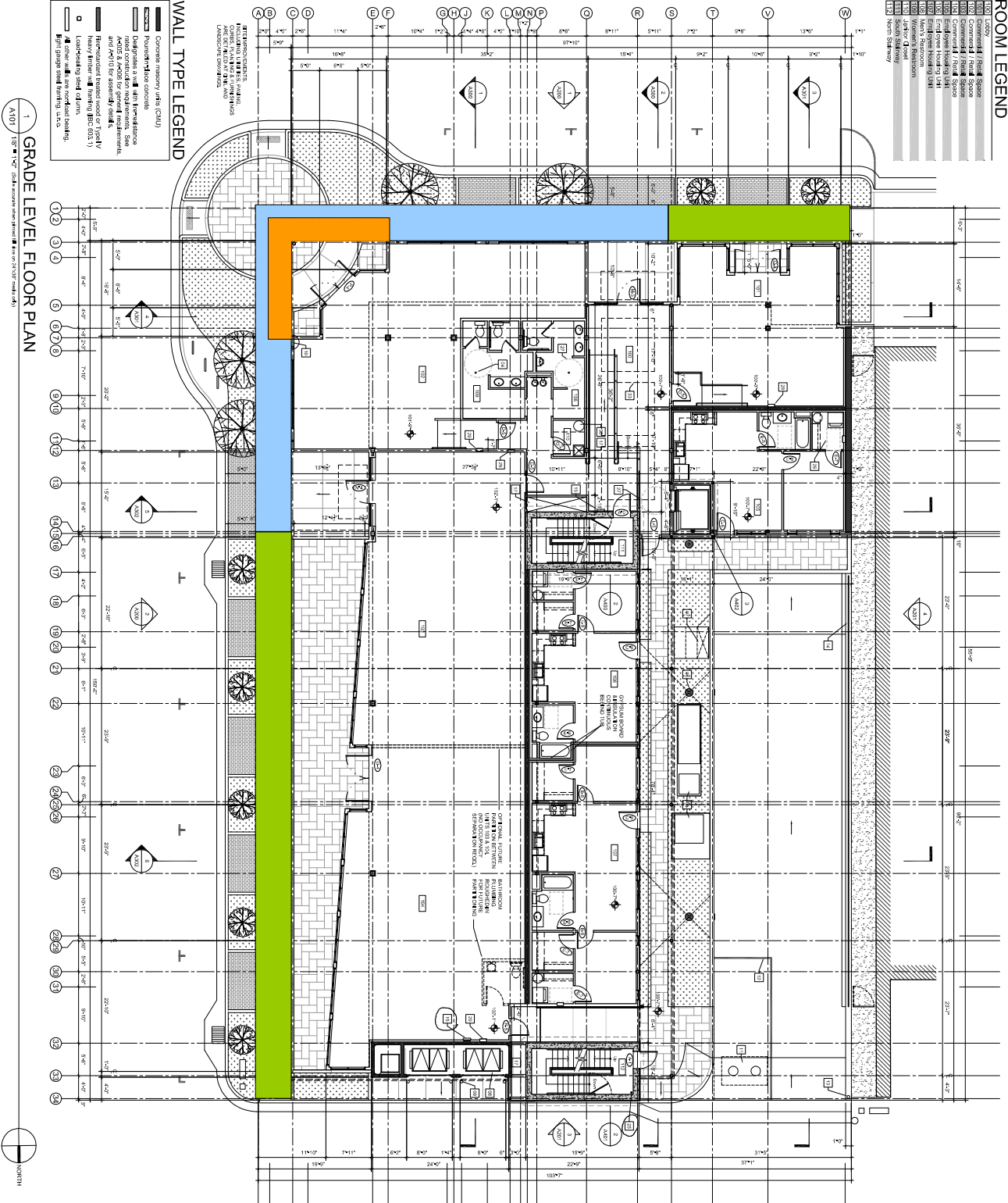
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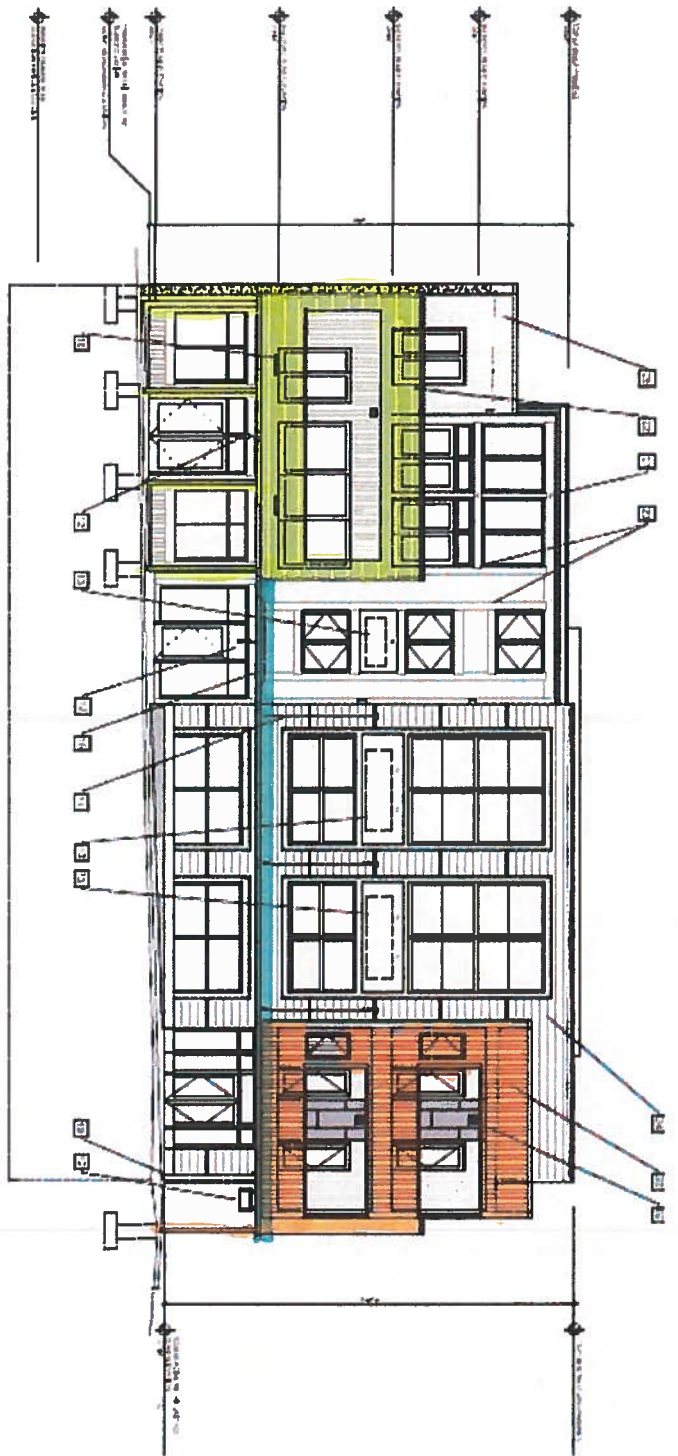
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5. G&L TO COMPLEMENT THE DRAINAGE
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8. ELECTRICAL TRANSDUCER, SENSING DISCONNECT
9. AND WEIR FOR SEE ELECTRICAL DRAWINGS
10. ROOF OR VARIOUS DRAINAGE, SEE PLUMBING
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101	Commons / Rel'd Space
102	Commons / Rel'd Space
103	Commons / Rel'd Space
104	Commons / Rel'd Space
105	Employee Housing Unit
106	Employee Housing Unit
107	Employee Housing Unit
108	Men's Restroom
109	Women's Restroom
110	Junior Closet
111	South Stairway
112	North Stairway

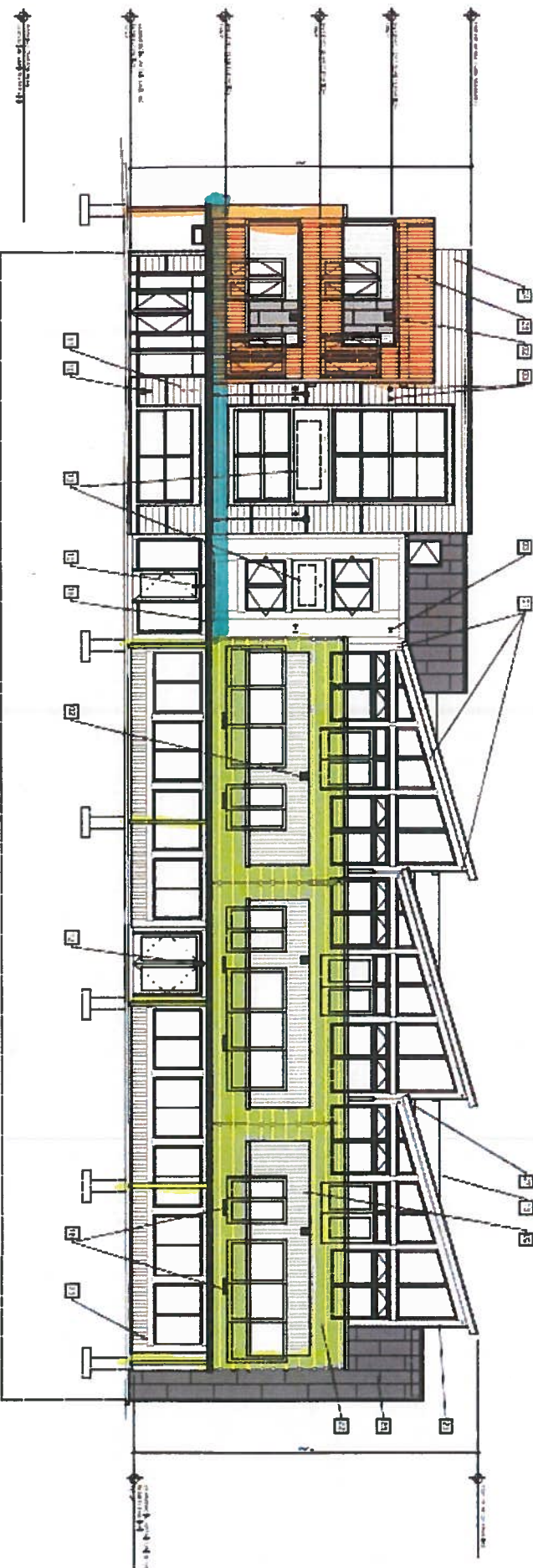
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1 GRADE LEVEL FLOOR PLAN
A101 1/8" = 1'-0" (Scale accurate when plotted 1/8" on 24"x36" sheets of 4)





1 SOUTH (SIMPSON AVENUE) ELEVATION
 1/8" = 1' - 0" (1/4" = 1' - 0") (1/8" = 1' - 0") (1/8" = 1' - 0")



2 EAST (GLENWOOD STREET) ELEVATION
 1/8" = 1' - 0" (1/4" = 1' - 0") (1/8" = 1' - 0") (1/8" = 1' - 0")