



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: March 10, 2020	REQUESTS: The applicant is submitting a request for an Encroachment Agreement for canopies for the property located at 174 N. King Street known as, PT. SW1/4SW1/4 SEC. 27, TWP. 41, RNG. 116. For questions, please call Brian Lenz at 733-3079, x1410 or email to the address shown below. Thank you.
Item #: P20-048	
Planner: Paul Anthony Phone: 733-0440 ext. 1303 Email: panthony@jacksonwy.gov	
Owner: Town of Jackson PO Box 1687 Jackson, WY 83001 Applicant: JH Community Housing Trust Alison PO Box 4498 Jackson, WY 83001	
Please respond by: March 31, 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: TOWN OF JACKSON Phone: (307) 733-0520

Mailing Address: PO BOX 1687 ZIP: 83001

E-mail: _____

APPLICANT/AGENT:

Name: JHCHT Phone: (307) 739-0665

Mailing Address: PO BOX 4498 ZIP: 83001

E-mail: ALISON@JHCHT.ORG

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X _____

PROPERTY:

Physical Address of Property: 174 NORTH KING STREET

Lot, Subdivision: _____

PIDN: 22-41-16-27-3-00-021

Description of Public Right-of Way: Sidewalk along eastern frontage of 174 North King Street

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.

 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.

Annie Cresswell
Signature of Owner or Authorized Applicant/Agent

3.9.20
Date

Annie Cresswell
Name Printed

Executive Director
Title

NORTHWORKS

JHCHT c/o Northworks Architects
185 East Hansen Avenue
P.O. Box 4027
Jackson, WY 83001

Paul Anthony, Planning Director
Town of Jackson Planning Department
150 East Pearl Avenue
Jackson, WY 83001

March 9, 2020

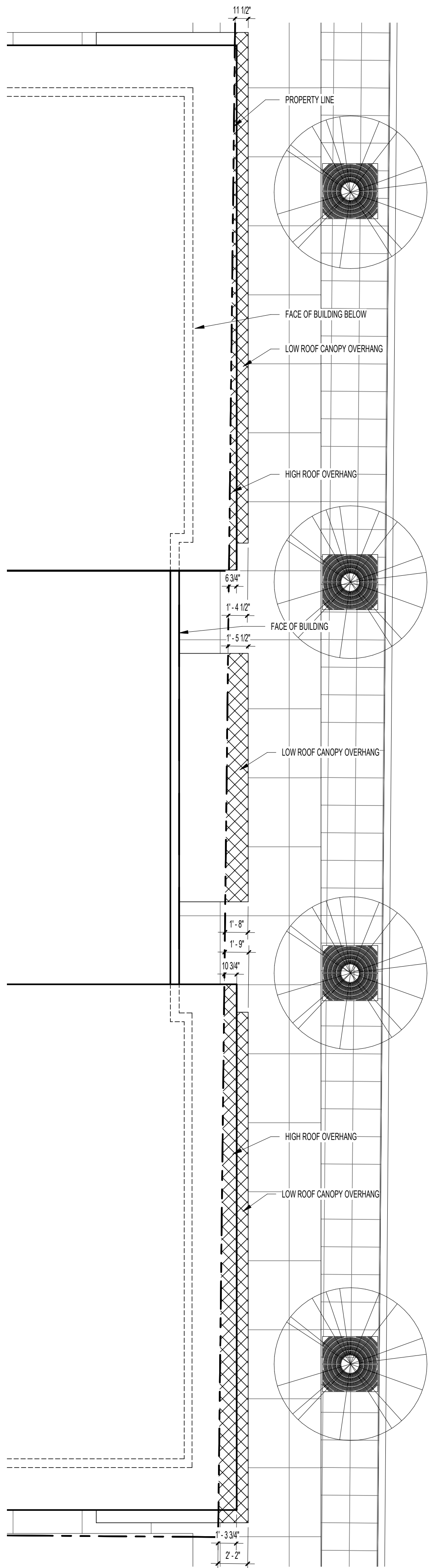
Re: Encroachment Narrative

Project Description

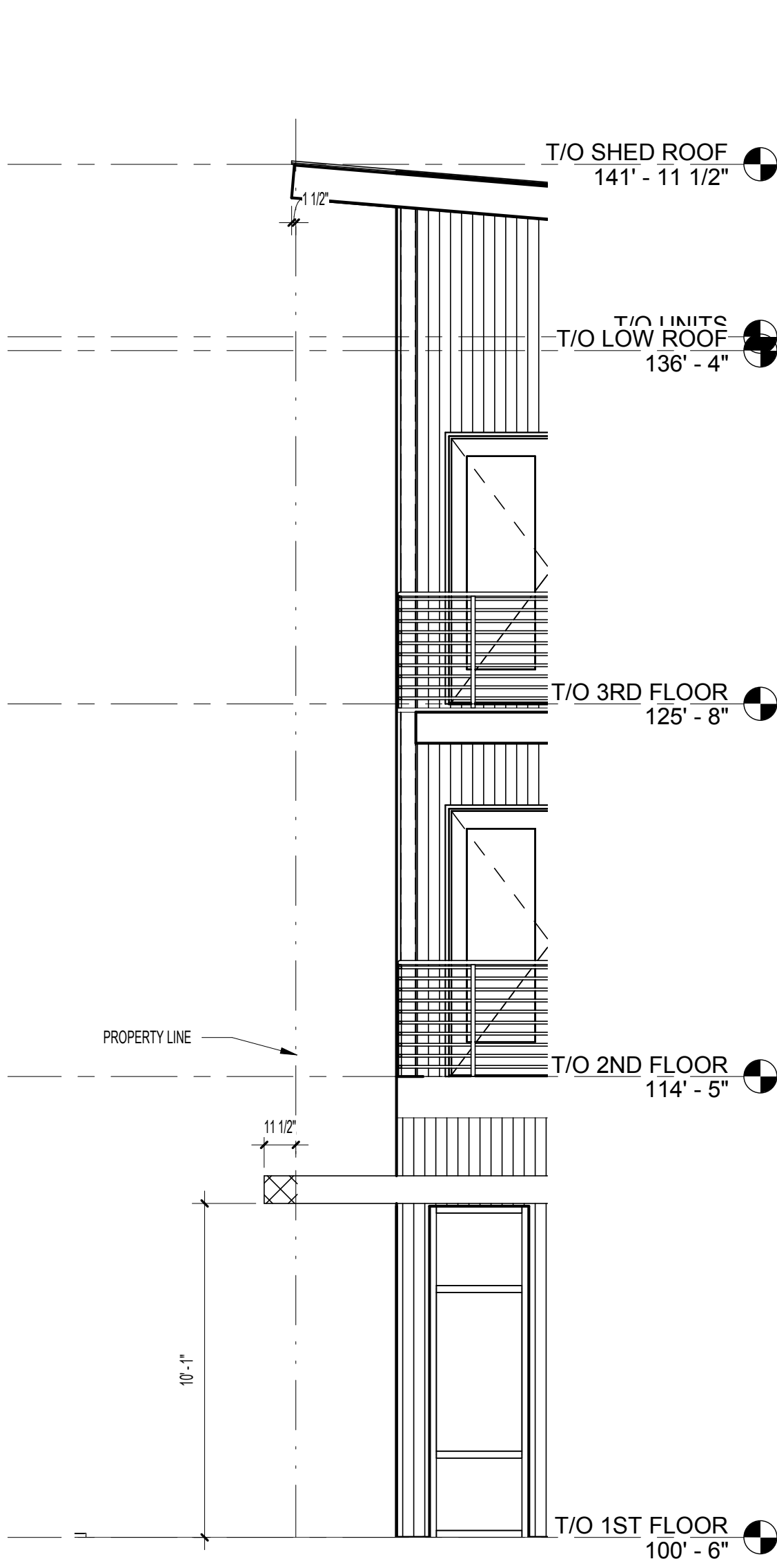
The JHCHT Condominium project located at 174 North King Street includes the design and development of 24 affordable apartment units, and two ground level commercial spaces. The apartments will occupy the second and third stories of the building – each with access to private balconies. Parking will be structured, at grade and will be accessed via an access easement along the south side of the site through the hotel entrance. The development aims to deliver affordable, high quality residences with internal entries to activate the common areas within the building, and provides a well-designed and appropriately scaled connection to the surrounding neighborhood.

Narrative Description of Request

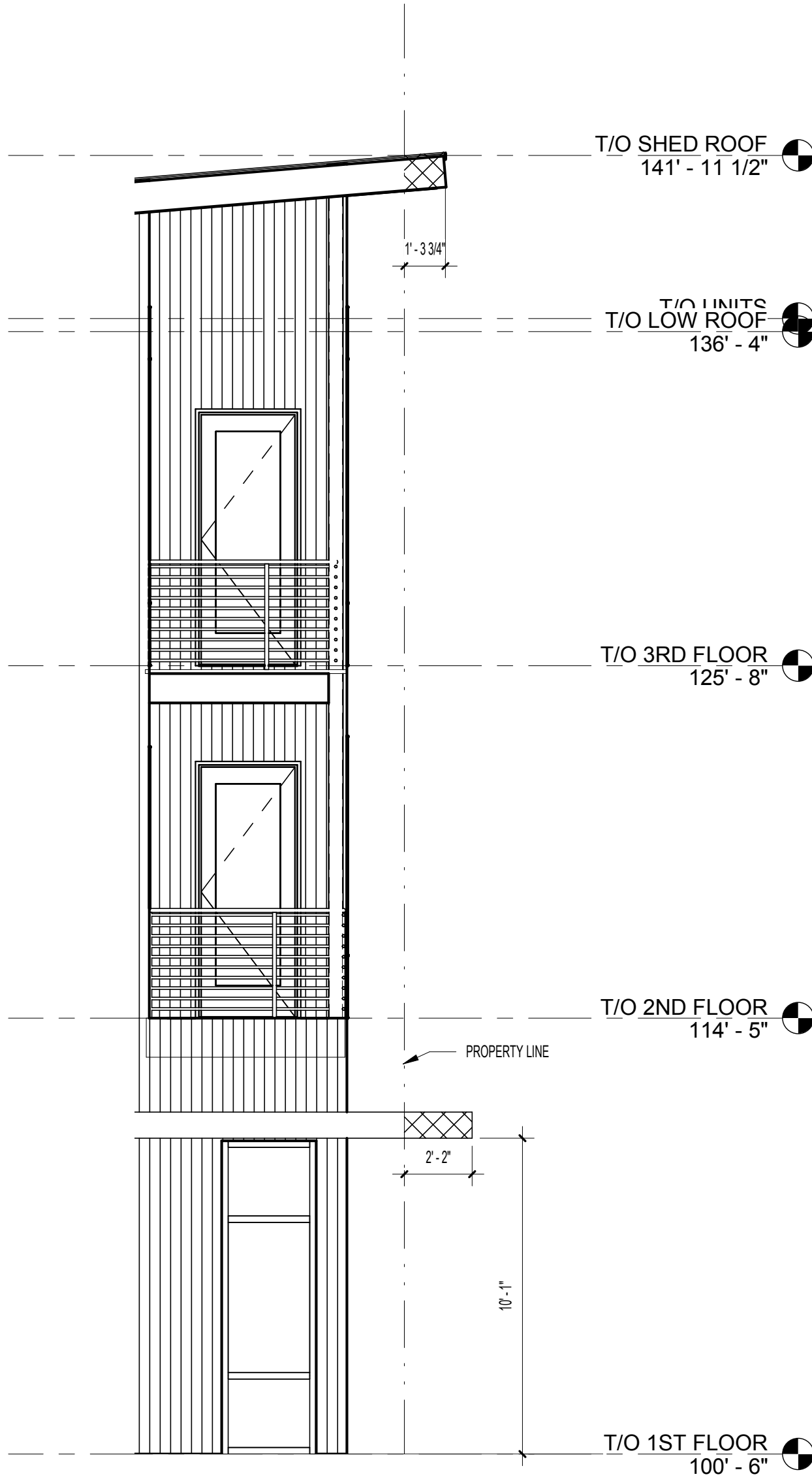
The JHCHT seeks an encroachment agreement for the third-story roof and first-story entry canopies into the eastern public right of way along King Street (eastern frontage). The canopies extend into the right of way 11 ½" to 2'-2" ft, 10'-1" above grade. The roof line at the 3rd story extends into the public right of way 1'-4" at the north east corner of the property, 42 ft. above grade due to the skewed angle of the lot line. The canopies provide solar shading for the 1st floor commercial spaces, add to the architectural expression of the eastern façade, and provide a level of protection against the elements for users of the building and pedestrians along King Street. The third-story rooflines also add to the architectural expression of the building, and the roof overhang helps protect the building from pre-mature weathering and costly maintenance.



1 SITE - ENLARGED PLAN
3/16" = 1'-0"



2 BUILDING ELEVATION NORTH - ENLARGED
1/4" = 1'-0"



3 BUILDING ELEVATION SOUTH - ENLARGED
1/4" = 1'-0"

NORTHWORKS

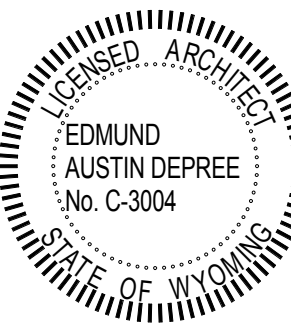
CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

185 E. Hansen Avenue Jackson Hole, Wyoming 83001
T 307-201-5324 www.nwks.com

© 2020 Northworks Architects & Planners - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning Work.

NO.	ISSUED DATE	ISSUED FOR

PROFESSIONAL SEAL



Project
JHCT KING STREET

174 N King St. Jackson, WY 83001

1933	Project No.
Author	Drawn By
Checker	Checked By
Discipline	Drawing No.

EXHIBIT A

Drawing Name
ENCROACHMENT AGREEMENT