



# 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: May 27, 2020

Item #: P20-100

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Email: [bconboy@jacksonwy.gov](mailto:bconboy@jacksonwy.gov)

**Owner:**

Brown Baker Family Trust  
PMB 493 PO Box 30000  
Jackson, WY 83002

**Applicant:**

Jorgensen Associates – Colter Lane  
PO Box 9550  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a request for a Grading Pre-Application for the property located at 550 Rancher Street legally known as, PT. SE1/4NE1/4, SEC. 34, TWP. 41, RNG. 116.

For questions, please call Brain Lenz at 733-3079, x1410 or email to the address shown below. Thank you.

**Please respond by:** **N/A**

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



May 21, 2020

Mr. Paul Anthony, Planning Director  
Town of Jackson Planning & Building Department  
PO Box 1687  
150 E Pearl Avenue  
Jackson, Wyoming 83001

-Email at [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)-

**RE: Baker / 550 Rancher St., Pre-Application Conference Request (PAP)  
Jorgensen Associates, Inc., Project No. 18155**

Dear Mr. Anthony,

Presently, one residential single-family dwelling exists on 550 Rancher Street. No structures are present on 556 Rancher Street and 558 Rancher Street. The applicant is seeking to improve his driveway with the intent of lessening the slopes of the existing driveway for health and safety concerns during the winter. The driveway grants access to 550 Rancher Street from Rancher Street and goes through two other properties, 556 Rancher Street and 558 Rancher Street, directly to the South of said property.

Preliminary plans have determined a driveway alignment with a length of approximately 537-ft is necessary to improve access to the desired slopes. Retaining walls, which are expected to be a combination of techniques including mechanically-stabilized earth (MSE) walls, concrete cantilever walls, and/or soil nail walls. The wall facing of MSE walls will allow for the growth of vegetation to decrease the aesthetic impacts.

The driveway will be constructed using up to approximately 14-ft of fill and up to 12-ft of cut supported by retaining walls. Several overhead utilities operated by Lower Valley Energy may be impacted. We have initiated correspondence with LVE staff to coordinate utility requirements.

For processing, please find enclosed the following items:

- Application for a Pre-Application Conference Request (PAP) for Baker / 550 Rancher St.
- Letter of Authorization from Property Owner
- Warranty Deed, Document 0965896 of record at Teton County Clerk's Office
- Warranty Deed, Document 0846341 of record at Teton County Clerk's Office
- Jorgensen Associates, Inc., PLAN & PROFILE – EXHIBIT 1
- Jorgensen Associates, Inc., SLOPE BANDING – EXHIBIT 2
- Jorgensen Associates, Inc. check in the amount of \$150 for the application fee

Jorgensen Associates, Inc.  
Baker / 550 Rancher St., Pre-Application Conference Request (PAP)

May 21, 2020

Should you have any questions or require additional information, please do not hesitate to contact me at our office. Thank you for your assistance.

Sincerely,

**JORGENSEN ASSOCIATES, INC.**

A handwritten signature in blue ink that reads "Colter H. Lane".

Colter H. Lane, P.E.  
Project Manager

Cc. Brian Lenz, P.E., Town of Jackson Engineer



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

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

*For Office Use Only*

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

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

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

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

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Baker / 550 Rancher St.

Physical Address: 550 Rancher Street, Jackson, Wyoming 83002

Lot, Subdivision: Lot 4, Beesley Subdivision 1st Filing  
PT Lot 12, Ferrin Addition  
PT. SE1/4NE1/4, SEC. 34, TWP. 41, RNG. 116

PIDN: 22-41-16-34-1-34-001,  
22-41-16-34-1-27-001,  
22-41-16-34-1-00-014

**PROPERTY OWNER.**

Name: Brown Baker Family Trust Phone: 307-690-5677  
Mailing Address: PMB 493 PO Box 30000, Jackson, Wyoming ZIP: 83002  
E-mail: dwbaker03@gmail.com

**APPLICANT/AGENT.**

Name, Agency: Jorgensen Associates, Inc. c/o Colter Lane Phone: 307-733-5150  
Mailing Address: PO Box 9550 ZIP: 83002  
E-mail: clane@jorgeng.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: N/A Phone: N/A  
Mailing Address: N/A ZIP: N/A  
E-mail: N/A

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

- Physical Development Permit
- Use Permit
- Development Option or Subdivision Permit
- Interpretations of the LDRs
- Amendments to the LDRs
- Relief from the LDRs
- Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide one electronic copy ([tstolte@gmail.com](mailto:tstolte@gmail.com)).

Have you attached the following?

- Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).
- Narrative Project Description.** Please attach a short narrative description of the project that addresses:
  - Existing property conditions (buildings, uses, natural resources, etc)
  - Character and magnitude of proposed physical development or use
  - Intended development options or subdivision proposal (if applicable)
  - Proposed amendments to the LDRs (if applicable)
- Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:
  - Property boundaries
  - Existing and proposed physical development and the location of any uses not requiring physical development
  - Proposed parcel or lot lines (if applicable)
  - Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference
- Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.
- Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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.

Colter H. Lane

Signature of Owner or Authorized Applicant/Agent

Colter H. Lane

Name Printed

5/20/2020

Date

Project Manager

Title

## LETTER OF AUTHORIZATION

Don Baker, *Manager*, *Brown Baker Family Trust*, "Owner" whose address is: \_\_\_\_\_  
PMB 493 PO BOX 30000, Jackson, Wyoming 83002

### (NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Brown Baker Family Trust, as the owner of property

more specifically legally described as: 550 Rancher St. (PT. SE1/4NE1/4, SEC. 34, TWP. 41, RNG. 116)

556 Rancher St. (PT LOT 12, FERRIN ADDITION), and 558 Rancher St. (LOT 4, BEESLEY SUBDIVISION, 1ST FILING)

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, Inc. 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: *Manager*, *Trustee, Brown Baker Family Trust*

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

STATE OF WY

)

)SS.

COUNTY OF TETON

)

The foregoing instrument was acknowledged before me by DON BAKER this 10 day of July, 2020.

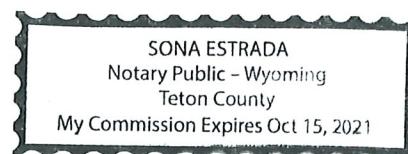
WITNESS my hand and official seal.

(Seal)

*[Signature]*  
(Notary Public)

My commission expires:

*10/15/21*



GRANTOR: MERRELL, MARY B  
GRANTEE: BAKER, DON W ET AL TRUSTEE  
Doc 0965896 Filed At 16:04 ON 03/18/19  
Sherry L. Daigle Teton County Clerk fees: 15.00  
By Mary Antrobus Deputy Clerk

Space Above This Line for Recorder's Use Only

## **WARRANTY DEED**

File No.: **708795JAC (mgm)**

**Mary B. Merrell, a single woman, GRANTOR(S), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) to**

**Don W. Baker and Valerie G. Brown, Trustees of the Brown Baker Family Trust dated April 19, 2013, and any amendments thereto, GRANTEE(S),**

whose mailing address is P.O. Box 30000, PMB 493, Jackson, WY 83002, the following described real estate, situated in the County of **Teton**, State of **Wyoming**, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit:

**Parcel 1:**

**Part of Lot 12 of the Ferrin Addition to the Town of Jackson, Plat No. 401, lying within the SE $\frac{1}{4}$ NE $\frac{1}{4}$  Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming, being more particularly described as follows;**

**BEGINNING at a the northeast corner of said Lot 4 of the Beesley Subdivision First Filing, Plat No. 504, also being a point on the east line of said Lot 12 of the Ferrin Addition;**

**THENCE along the north boundary of said Lot 4, Beesley Subdivision, N 89°34'12" W, 118.43 feet to a point;  
THENCE continuing along the north boundary of said Lot 4, S 77°20'00" W, 73.00 feet to an intersection with the east R.O.W. line of Rancher Street;  
THENCE along said east R.O.W. line of Rancher Street, N 00°05'00" E, 85.53 feet to an intersection with the north line of said Lot 12;  
THENCE along said north line of Lot 12, N 89°31'28" E, 190.91 feet to the north-east corner of said Lot 12;  
THENCE along the east line of said Lot 12, S 01°05'54" W, 72.01 feet to the POINT OF BEGINNING;**

State Identification Number 22-41-16-34-1-27-001

**Parcel 2:**

**Lot 4 of Beesley Subdivision, First Filing, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on October 27, 1981 as Plat Number 504.**

State Identification Number 22-41-16-34-1-34-001

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

This Warranty Deed is given to effect an IRS Code Section 1031 exchange on behalf of Mary B. Merrell, the Grantor.

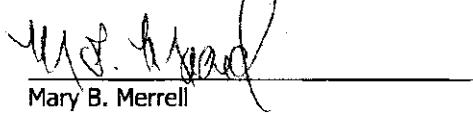
Date: 03/13/2019

Warranty Deed  
- continued

File No.: 708795JAC (mgm)

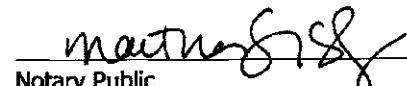
WITNESS the due execution and delivery of this Warranty Deed

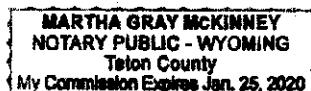
this 18 day of March, 2019.

  
Mary B. Merrell

State of Wyoming )  
ss.  
County of Teton )

This instrument was acknowledged before me on this 18<sup>th</sup> day of March, 2019 by Mary B. Merrell.

  
Notary Public  
My Commission expires:



# WARRANTY DEED



FRANK N. TSAMOUTALES AND KIMBERLY HILL TSAMOUTALES, husband and wife, AND BRIAN A. HILL AND DONNA KAY HILL, husband and wife, GRANTORS, of 669 Franklyn Ave, Indialantic, FL 32903-4603, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY AND WARRANT to **DON W. BAKER AND VALERIE G. BROWN, TRUSTEES** of the Brown Baker Family Trust dated April 19, 2013, as amended, GRANTEEES, whose address is 2304 The Strand, Manhattan Beach, CA 90266, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit:

*See Exhibit A attached hereto and made a part hereof by this reference.*

*State Identification Number: 22-41-16-34-1-00-014*

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

WITNESS the due execution and delivery of this Warranty Deed this 8/18 day of October, 2013.

RELEASED	<input type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input checked="" type="checkbox"/>

FRANK N. TSAMOUTALES

KIMBERLY HILL TSAMOUTALES

STATE OF FLORIDA )  
COUNTY OF BREVARD ) ss.

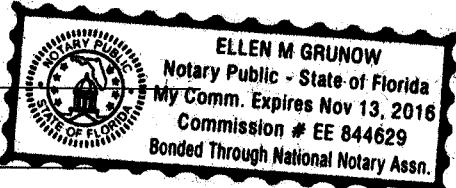
GRANTOR: TSAMOUTALES, FRANK N ET AL  
GRANTEE: BAKER, DON W ET AL TRUSTEE  
Doc 0846341 bk 856 pg 81-84 Filed At 16:35 ON 10/10/13  
Sherry L. Daigle Teton County Clerk fees: 21.00  
By Mary D Antrobus Deputy

The foregoing instrument was acknowledged before me by Frank N. Tsamoutales and Kimberly Hill Tsamoutales this 8/18 day of October, 2013.

WITNESS my hand and official seal.

Notary Public

My commission expires: 11-13-2016



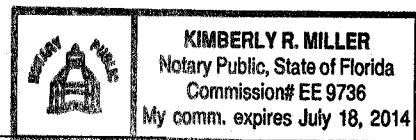
*Additional signatures on pages 2 and 3*

Brian A. Hill  
BRIAN A. HILL

STATE OF Florida )  
COUNTY OF Orange ) ss.

The foregoing instrument was acknowledged before me by Brian A. Hill this 8 day of October, 2013.

WITNESS my hand and official seal.



Notary Public

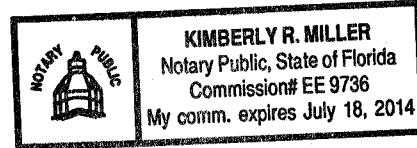
My commission expires: 7/18/2014

Donna Kay Hill  
DONNA KAY HILL

STATE OF Florida )  
COUNTY OF Orange ) SS.

The foregoing instrument was acknowledged before me by Donna Kay Hill  
this 8 day of October, 2013.

WITNESS my hand and official seal:



Notary Public

My commission expires: 7/18/2014

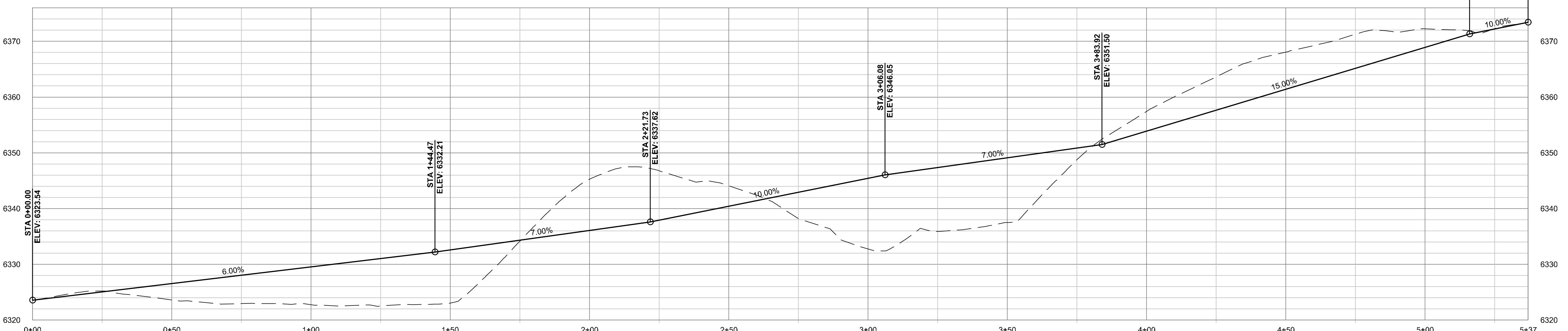
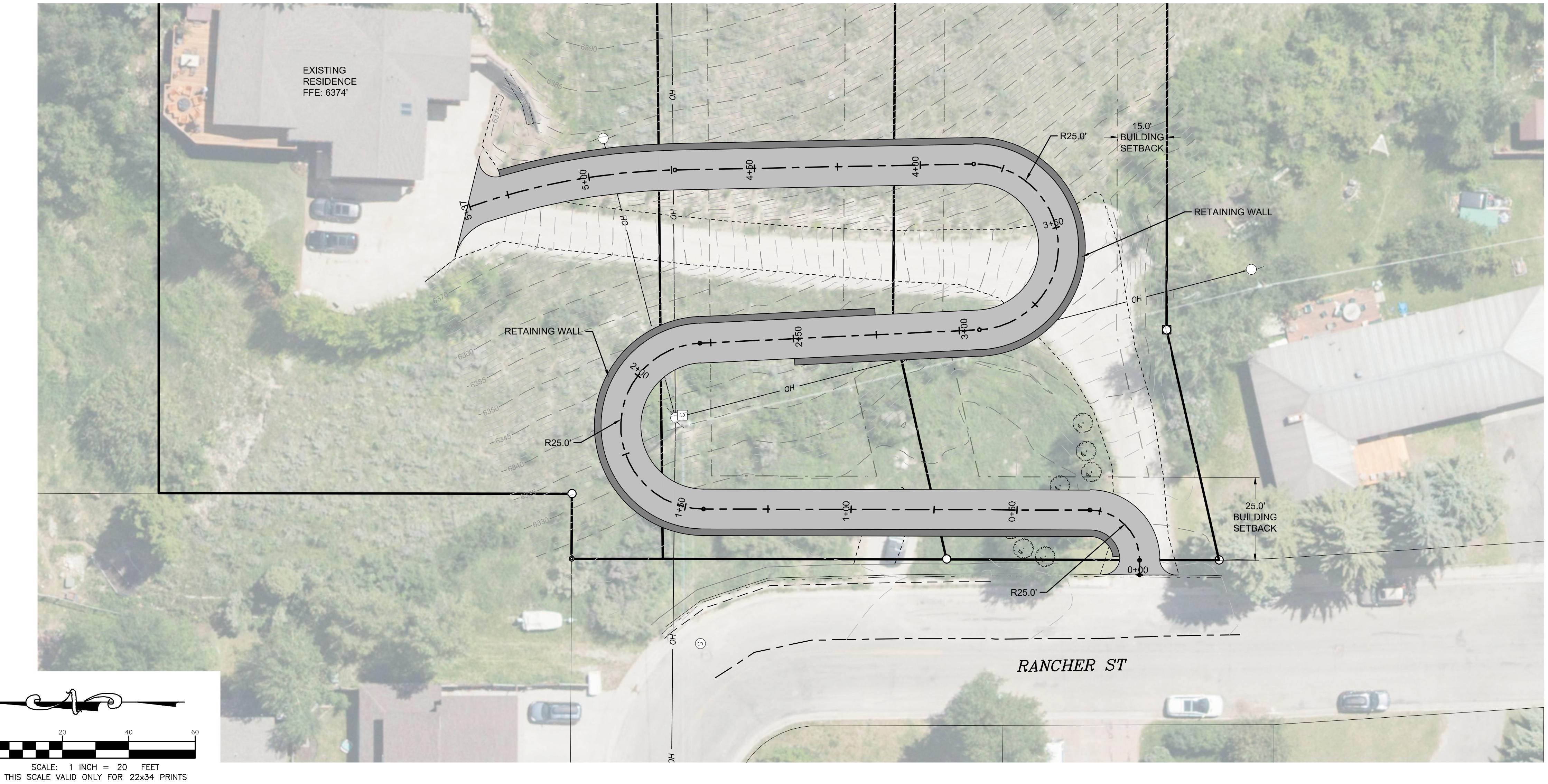
# Legal Description - Exhibit A



Jackson Hole Title & Escrow

A tract of land located in the SE $\frac{1}{4}$ NE $\frac{1}{4}$ , Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming, described as follows:

Beginning at a point which lies 330 feet West and 660 feet South of the N.E. corner of said SE $\frac{1}{4}$ NE $\frac{1}{4}$ ; thence North 150 feet to corner #2; thence West 165 feet to corner #3; thence South 150 feet to corner #4; thence East 165 feet to corner #1 and the point of beginning.



=PROFILE=  
DRIVEWAY OPTION B  
SCALE: HORIZONTAL. 1"=20  
VERTICAL 1"=10

- PRELIMINARY -  
SUBJECT TO CORRECTION  
AND APPROVAL

PROJECT TITLE: BROWN BAKER FAMILY TRUST  
550 RANCHER ST  
SECTION 34, T41N, R116W, 6TH P.M.  
TETON COUNTY, WYOMING

Sheet Title: PRELIMINARY DRIVEWAY ALIGNMENT

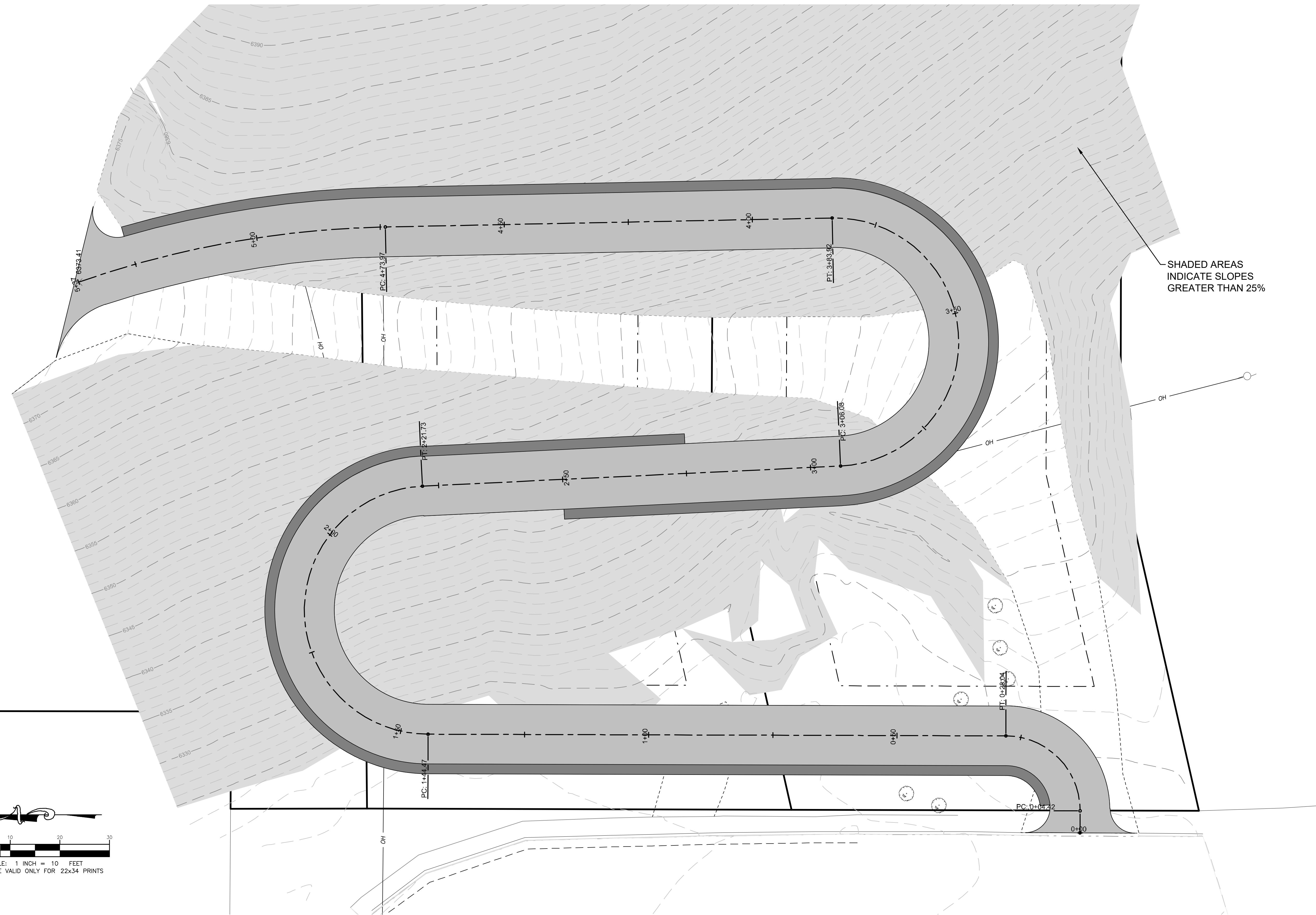
DRAFTED BY: KB

REVIEWED BY: JB

PLAN VERSION DATE

EXHIBIT 03/04/2020

PROJECT NUMBER 18155.10  
Sheet EXHIBIT 1



**- PRELIMINARY -**  
**JECT TO CORRECTION**  
**AND APPROVAL**

**SHEET TITLE:**  
**PRELIMINARY DRIVEWAY ALIGNMENT**  
**SLOPE BANDING**  
**OPTION B**

**PROJECT TITLE:**  
**BROWN BAKER FAMILY**  
**550 RANCHER ST**  
**SECTION 34, T41N, R11**  
**TETON COUNTY, WYOMING**

DRAFTED BY:	KB
REVIEWED BY:	JB
PLAN VERSION	DATE
EXHIBIT	03/04/2020

PROJECT NUMBER  
**18155.10**

**SHEET**  
**EXHIBIT 2**

