



# 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: August 11, 2020

Item #: P20-155

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Fax: 734-3563

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

**Owner:**

Adam & Suzanne Watts  
PO Box 13143  
Jackson, WY 83002

**Applicant:**

Nelson Engineering – Philip Gyr  
PO Box 1599  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting an Encroachment Agreement Application for the property located at 40, 60, 80 Aspen Drive.

For questions, please call Brian Lenz at 739-4547 or email to the address shown below. Thank you.

**Please respond by:**

**September 1, 2020 (with Comments)**

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

#### OWNER OF PROPERTY:

Name: SNO-KING VILLAGE ASSOCIATION INC. Phone: 733-0205

Mailing Address: Grand Teton Property Management ZIP: 83001  
PO Box 2282

E-mail: Tucker Olsen <tolsen@wyom.net> and Kevin Cochary <cochary@gmail.com>

#### APPLICANT/AGENT:

Name: PHILIP GYR Phone: 733-2087

Mailing Address: PO BOX 1599 ZIP: 83001

E-mail: pgyr@nelsonengineering.net

#### DESIGNATED PRIMARY CONTACT:

Owner \_\_\_\_\_ Applicant/Agent X

#### PROPERTY:

Physical Address of Property: 40,60, and 80, Aspen Drive

Lot, Subdivision: \_\_\_\_\_

PIDN: 22-41-16-33-4-17-007

Description of Public Right-of Way: ASPEN DRIVE

**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.

**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.

**Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way.

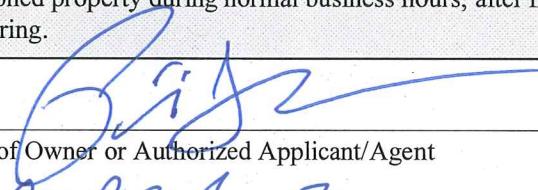
**Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

**FORMAT:**

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

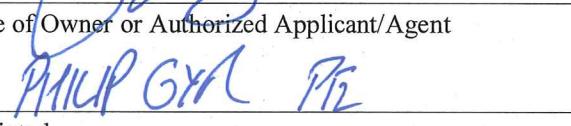
Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

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

8/19/2020

Date

  
Name Printed

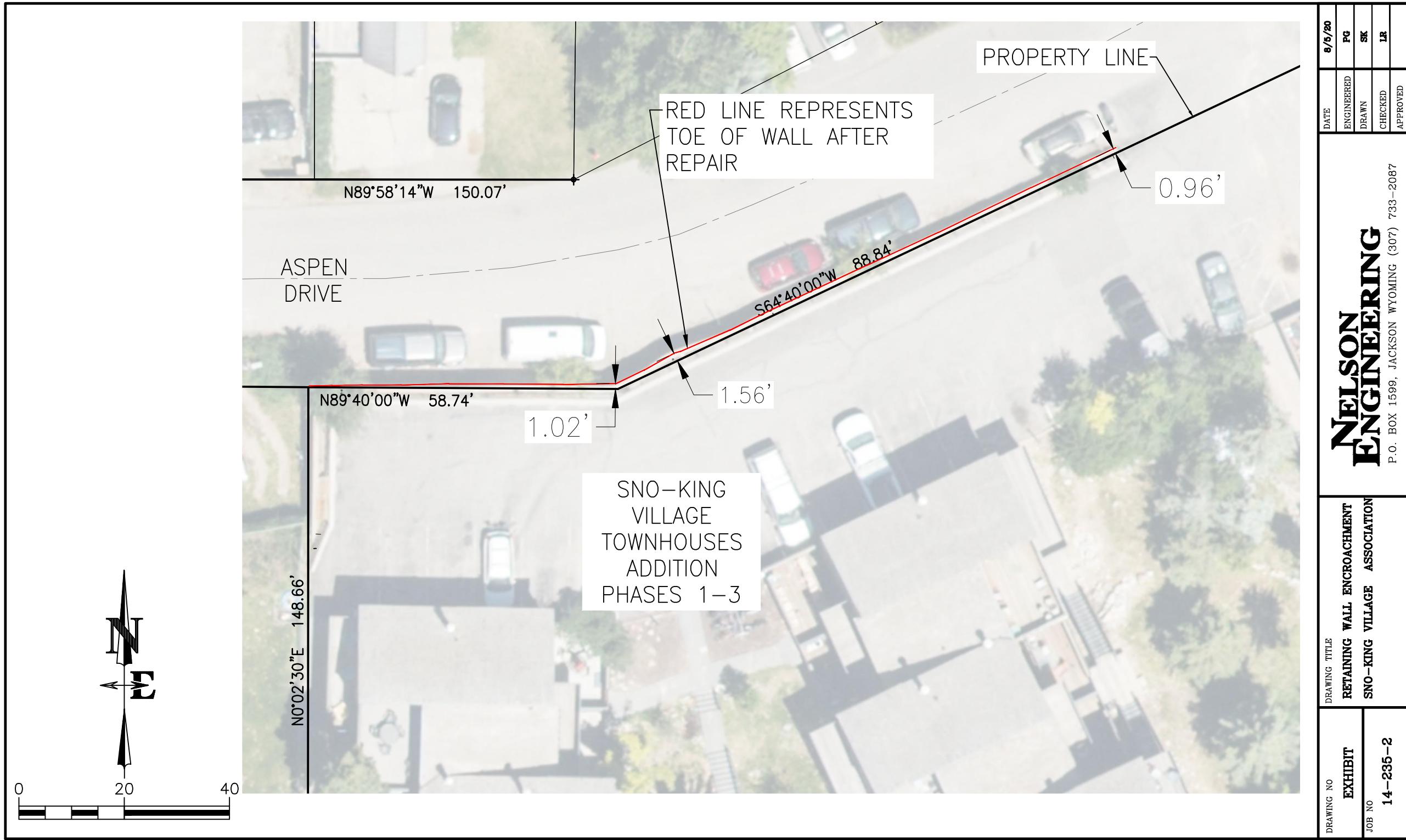
PHILIP GYL PR

Title

### **Town of Jackson Encroachment Agreement Narrative**

A Versa-Lok masonry block geogrid reinforced earth retaining wall supports the street front parking lot of the Sno-King Village Condominiums along the south side of Aspen Drive (see Exhibit Drawings). The retaining wall was constructed in 2000 and subsequently has deteriorated. The wall has deflected and bulged to the north. Nelson Engineering has monitored wall movement and deflection since 2014. Wall movement and deflection measurements and analysis show increased rates of movement over recent months. Measurements of the wall and engineering analysis have led to the conclusion that wall repairs are necessary.

Geostabilization International, a geostructural design build contractor, has proposed to repair the wall with soil nail reinforcements and a reinforced shotcrete wall face. This method of repair will result in a shotcrete facing several inches thick being placed over the face of the existing wall. The repaired wall will extend into Town property as shown on the attached exhibit. Shotcrete fascia will have a stained and stamped finish in keeping with the general look of the existing block wall.



## LETTER OF AUTHORIZATION

SNO-KING VILLAGE ASSOC., INC. C/O \_\_\_\_\_, "Owner" whose address is: \_\_\_\_\_  
40,60,80, ASPEN DRIVE

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

SNO-KING VILLAGE ASSOCIATION \_\_\_\_\_, as the owner of property  
more specifically legally described as: 22-41-16-33-4-17-007 - T41N R116W S33 NESE Part  
SNO KING VILLAGE COMMON AREA

(If too lengthy, attach description)

HEREBY AUTHORIZES PHILIP GYR 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: President, Sno-King HOA

(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 Kevin Cochary this 7<sup>th</sup> day of  
August, 2020

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 11/4/2021

(Seal)

