



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 17, 2020

Item #: P20-159

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Email: bconboy@jacksonwy.gov

Owner:

Monroe Needle Rock, LLC
PO 8615
Jackson, WY 83002

Applicant:

Hoyt Architects
PO Box 7364
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for an Encroachment Agreement for the property located at 36 E. Broadway Ave., legally known as, UNITS 7-3 & 8-3, CACHE CREEK SQUARE CONDOMINIUM.

For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.

Please respond by: September 12, 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: Monroe Needle Rock LLC Phone: _____

Mailing Address: PO Box 8615 Jackson, WY ZIP: 83002

E-mail: johnhouston77@hotmail.com

APPLICANT/AGENT:

Name: Hoyt Architects Phone: 307-733-9955

Mailing Address: PO Box 7364 ZIP: 83002

E-mail: collind@hoytarchitects.design

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 36 Broadway

Lot, Subdivision: Cache Creek Square Condominium

PIDN: 22-41-16-34-2-45-CND

Description of Public Right-of Way: Boardwalk along north side of the building.

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.

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.



Signature of Owner or Authorized Applicant/Agent

8/17/2020

Date

Collin Delano
Name Printed

Authorized Applicant
Title

Wyoming Title & Escrow - Jackson
211 E Broadway
Jackson, Wyoming 83001

WARRANTY DEED

Gifts of the Earth, Inc., a Wyoming Corporation, GRANTOR(S), of PO Box 2528, Jackson, WY 83001, for Ten Dollars (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, and pursuant to an I.R.C. § 1031 tax deferred exchange for benefit of Grantee, CONVEY(S) AND WARRANT(S) TO Monroe Needle Rock LLC, a Wyoming limited liability company, GRANTEE(S), whose address is PO Box 8615, 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:

Units 7-3 and 8-3 of Cache Creek Square Condominium, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on April 18, 1975 as Plat Number 259, and further defined and described in the Declaration of Condominium recorded for said property.

PIDN: 22-41-16-34-2-45-008

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.

GRANTOR: GIFTS OF THE EARTH INC
GRANTEE: MONROE NEEDLE ROCK LLC
Doc 0969132 Filed At 14:26 ON 05/14/19
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary Antrobus Deputy Clerk

WITNESS the due execution and delivery of this Warranty Deed this 13th day of May, 2019

Gifts of the Earth, Inc., a Wyoming Corporation

By: Brooke Bullinger
Brooke B. Bullinger, Sole Shareholder and
President

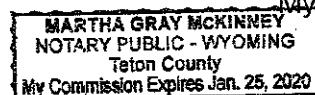
STATE OF Wyoming)
COUNTY OF Teton) ss.

The foregoing instrument was acknowledged before me by Brooke B. Bullinger, Sole Shareholder and President of Gifts of the Earth, Inc., a Wyoming Corporation this 13th day of May, 2019.

WITNESS my hand and official seal.

martha g mckinney ✓
Notary Public

[S E A L]



LETTER OF AUTHORIZATION

Joel Revill, "Owner" whose address is: 1025 W Sagebrush Dr., Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Monroe Needle Rock LLC, as the owner of property
more specifically legally described as: _____
36 E BROADWAY AVE UNITS #7-3 & 8-3, JACKSON, WY 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES Hoyt Architects 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: OWNER REPRESENTATIVE

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

STATE OF Wyoming
COUNTY OF Teton

)
)SS.
)

The foregoing instrument was acknowledged before me by Joel Revill this 15 day of May, 2020.

WITNESS my hand and official seal.

Arnold H. Jr.
(Notary Public)
My commission expires:

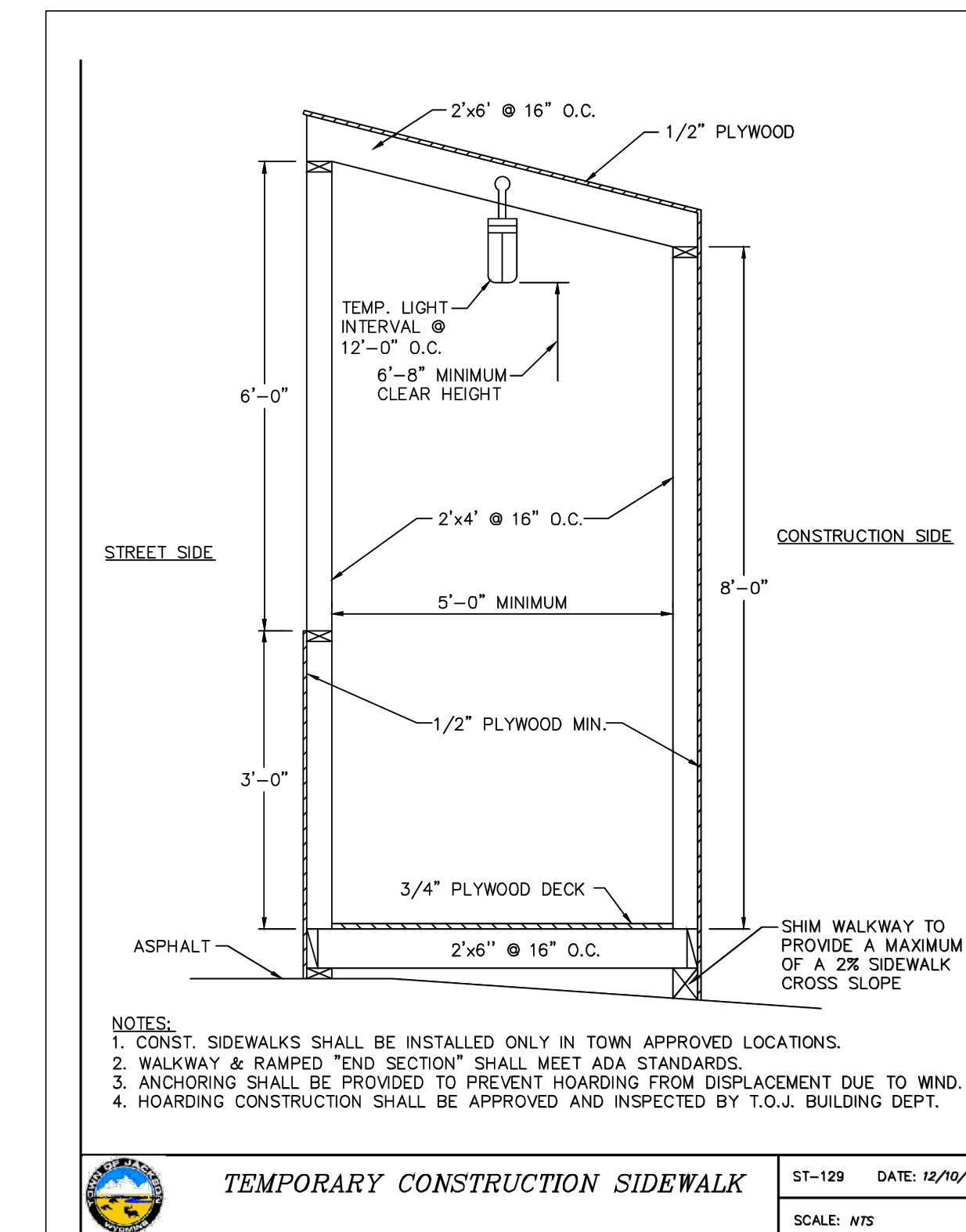
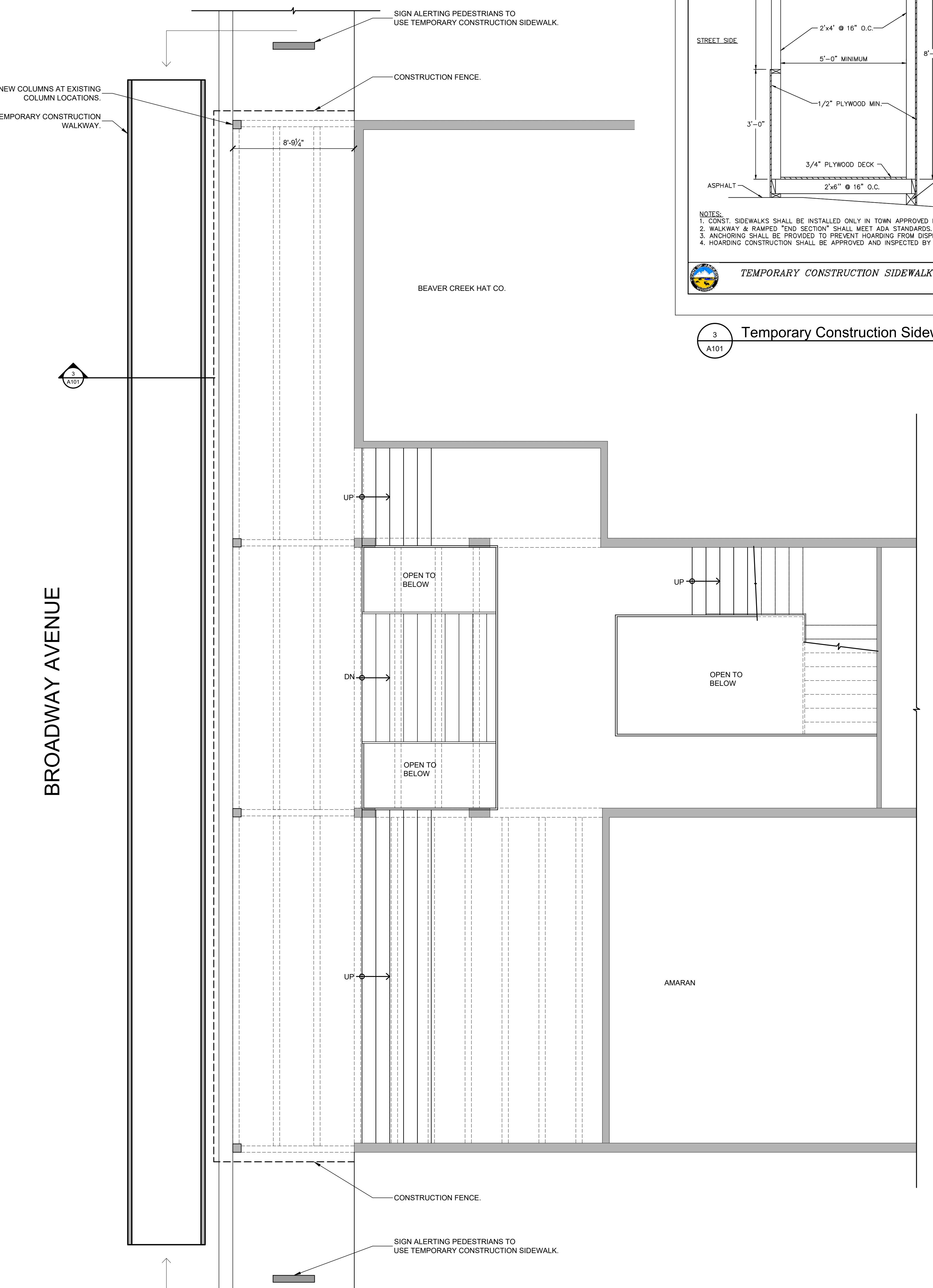
(Seal)



August 17, 2020

Encroachment Narrative

Monroe Needle Rock LLC seeks an encroachment agreement for a second story deck over the right of way along the north façade of the building at 36 East Broadway. The right of way is currently a covered walkway. The boardwalk is protected by an existing shed roof. Monroe Needle Rock LLC propose replacing the existing shed roof in the right of way with a deck accessed through tenant spaces on the second story. The proposed deck will not encroach any farther into the right of way than the existing shed roof and will continue to provide pedestrians protection from rain/snow. The proposed deck will provide the ground level businesses more daylight and visibility along the Town Square.



3 A101 Temporary Construction Sidewalk NTS

