



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
- Joint Housing Dept

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 20, 2020

Item #: P20-162

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: tvalentine@jacksonwy.gov

Owner

Episcopal Church
PO Box 1690
Jackson, WY 83001

Applicant:

Jimmy Bortz (Robyn)
PO Box 1690
Jackson, WY 83002

REQUESTS:

The applicant is submitting a request for a Conditional Use Permit to implement a tree plan at the property located at 170 N. Glenwood Street, legally known as LOTS 1 THRU 7 & 14 THRU 20 BLK 7, JACKSON ORIGINAL TOWNSITE.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

Please respond by: **September 3, 2020 (Sufficiency)**
September 10, 2020 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:

tstolte@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____

Date & Time Received _____

Application #s _____

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

PROJECT.

Name/Description: St. John's Church Tree Removal Project

Physical Address: 170 N. Glenwood Street

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: The Episcopal Church in Jackson Hole Phone: 3077332603
Mailing Address: PO Box 1690 ZIP: 83001
E-mail: robyn@stjohnsjackson.org

APPLICANT/AGENT.

Name: Jimmy Bartz Phone: 307 733 2603
Mailing Address: PO Box 1690 Jackson ZIP: 83001
E-mail: robyn@stjohnsjackson.org

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input checked="" type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. 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. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

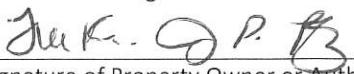
Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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.

Response to Submittal Requirements. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

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 or a Pre-Application Conference, if held. 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 associated checklists 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.


Signature of Property Owner or Authorized Applicant/Agent
The Reverend James P. Bautz
Name Printed

August 18, 2020
Date
Rector
Title



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

150 E Pearl Ave. | phone (307)733-0440
P.O. Box 1687 | 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

PROJECT.

Name/Description: St. Johns Church Tree Removal Project

Physical Address: 170 N Cache Street

Lot, Subdivision: _____

PIDN: _____

PROPERTY OWNER.

Name: The Episcopal Church in Jackson Hole

Phone: 3077332603

Mailing Address: PO Box 1690

ZIP: 83001

E-mail: robyn@stjohnsjackson.org

APPLICANT/AGENT.

Name, Agency: Jimmy Bartz, The Episcopal Church Phone: 307 733 2603

Mailing Address: PO Box 1690 Jackson WY 83001 ZIP: 83001

E-mail: robyn P stjohnsjackson.org

DESIGNATED PRIMARY CONTACT.

Property Owner

J 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: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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@jacksonwy.gov).

Have you attached the following?

Application Fee. Go to 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.

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)

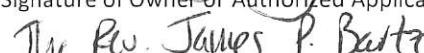
Conceptual Site Plan. For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. 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

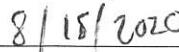
Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS). Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, 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.


Signature of Owner or Authorized Applicant/Agent


Name Printed


Date

Title

LETTER OF AUTHORIZATION

The Episcopal Church in Jackson Hob, "Owner" whose address is: 170 N Cache St.
Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: The Episcopal Church

(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:

Rev. J.P. B

The Reverend James P. Bartz

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: *Rector*

(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 Lincoln

)

)
SS.

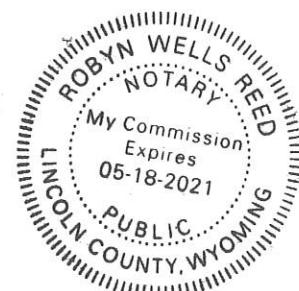
The foregoing instrument was acknowledged before me by James Bartz this 18 day of August, 2020.

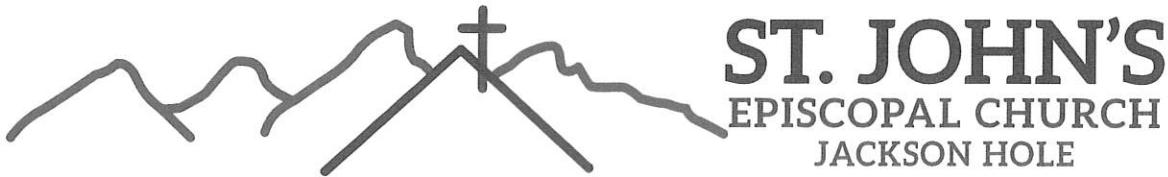
WITNESS my hand and official seal.

R. Wells Reed
(Notary Public)

My commission expires:

(Seal)





July 29, 2020

Members of Town Council
Town of Jackson
PO Box 1687
Jackson, Wyoming 83001

Dear Mr. Mayor and members of Town Council,

As members of the vestry, our church's governing body, we write to you on behalf of St. John's Episcopal Church. During our landscape planning process, we learned from Town Planning that our plan would require review of our conditional use permit for the property. Surely each of you has an experience of the park-like campus St. John's prides itself in sharing with our local community and those who visit our valley. For over 100 years, St. John's offers locals and visitors a place to rest or picnic or share a cup of coffee with a friend at one of our picnic tables. We take great pride and spare no expense in the stewardship of our historic buildings and the surrounding green spaces that make up our campus.

In an effort to care for our property over the long-term, we engaged an arborist to advise on the care and maintenance of our trees. We have taken great effort to create a campus plan that includes the health and wellbeing of our most valuable trees—those that offer a first glimpse of town as folks enter from the north. In our thorough efforts, we have discovered that a number of trees are planted improperly, crowding our spruce trees. The crowding threatens the lifespan, appearance, and health of our spruce trees. The improperly planted trees were likely planted some time in the 1980s or 1990s, and little or no thought was given to the planting method or location. At present the growth and wellbeing of our spruce trees along Cache Street are compromised.

We are requesting permission from Town Council to remove nine improperly planted and improperly placed cottonwoods to insure the wellbeing of our spruce trees. Additionally, we request permission to remove two additional willow trees, one that has been struck by lightning and is structurally unsound and another which is diseased and unable to be treated. Each willow poses a risk of danger to those visiting our campus.

We are requesting permission from Town Council to approve a reduced and phased replanting plan. Two cottonwoods are in the line of spruce trees. In our plan, we will replant two 12 to 14-foot spruce trees as soon as is seasonally possible. The following year we will plant three maples in another location on our campus and add colorful shrubs and bushes around our Labyrinth. After some planned renovations are able to be completed to our Browse 'N Buy Building, we will plant three ash trees along the north side of the building. This plan will replace some of the removed trees while maintaining an open space for our parishioners and visitors.

Additionally, we ask Town Council that the permit fee be waived. The tree removal and replanting project before us comes at a significant expense to our organization, and additional fees impact our ability to serve this community's human needs in the robust and generous way that is our century's old tradition.

Accompanying this letter is the application for review, the fee for which we request a refund, a landscape plan for our campus designed and approved by a certified Wyoming landscape architect, Roland Kuhr.

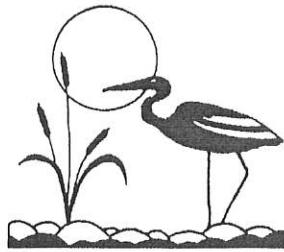
If you have questions or concerns, please do not hesitate to reach out to the church. You may contact Robyn Reed, our Director of Operations, or The Reverend Jimmy Bartz, Rector.

Sincerely,

Mr. & Mrs. B
John
Bob
Dawn Fagital

*As Above
So Below*

The Vestry of St. John's Episcopal Church



NATURESCAPE DESIGNS
ROLLAND C. KUHR • RLA • ISA • ASCA
Registered Landscape Architect • Landscape Contractor
Certified and Consulting Arborist • Plant Pest Control
P.O. Box 7426
Jackson, Wyoming 83002-7426
www.NaturescapeDesigns-jh.com
(307) 733-5564 • (307) 690-5564

June 15, 2020

Tyler Valentine
Senior Planner
Town of Jackson

RE: St. John's Episcopal Church

Dear Tyler,

It was a pleasure to meet with you and Andy Erskine and the Parks and Rec crew on May 28th to discuss St. John's request to remove thirteen trees on the east half of their property. As I informed you, I am a Registered Landscape Architect in Wyoming, a certified arborist and member of the International Society of Arboriculture, and the only Wyoming member of the American Society of Consulting Arborists.

In 2008, St. John's hired me to do a new landscape plan, which I submitted in March 2008 to the church, with a copy to Tyler Sinclair in the Town office. It was my recommendation then, as it is now, to remove the nine young narrowleaf cottonwoods (*Populus angustifolia*). It is my professional opinion, and the opinion of church officials, that these poplars should not have been planted so close to the existing spruces that grow along the west side of North Cache. These cottonwoods are damaging spruces when winds cause the branches to swing, hitting the spruces. The root system of these trees has also created unsafe conditions for people who walk under these trees. This species of cottonwood is notorious for having many surface roots and creating large "root knobs" that protrude above ground level, where people can twist their ankles and/or trip over them. It also makes lawn maintenance difficult, and when mowed, the roots continue to be damaged by the mowers.

The landscape plan I designed in 2008 recommended that these nine narrowleaf cottonwoods be removed. My plan shows that a number of other small trees, shrubs and flowers be planted around the buildings to add color and variety, which would make the site more aesthetically pleasing. My plan also includes mulching areas to enhance the site growing conditions for the trees and shrubs, and will make lawn maintenance easier, along with reducing the potential for lawn mower and string-trimmer damage. As a landscape architect and consulting arborist, I like to isolate the trees in mulched areas in the landscape plans I design. Over the many years I have lived and worked in Jackson Hole and elsewhere, lawn mower and string-trimmer damage to trees has been a common problem. As a consulting arborist and tree appraiser, I generally put a much higher value on healthy spruces more than on poplars.

I am also recommending that the two large "original" narrowleaf cottonwoods be removed for this project. These trees are slowly failing in health, and they "hover over" the existing boardwalk and North

Tyler Valentine
June 15, 2020
Page Two

Cache. If the trees were to be blown down in a strong wind, damages would likely occur to vehicles and buildings, and injuries to people. My recommendation is to remove these old trees and replace them with flowering crabapples, which would complement the existing landscape.

The church would also like to have the two willow trees removed that are in the south portion of the large lawn area, just north of Browse N' Buy. The north willow appears to have been struck by lightning and is missing a large portion of its bark. This has created a condition that makes it structurally weaker. These trees, as willows, also have weak wood inherently and branches break easily in windy weather. The church is often needing to clean up twigs and branches after winds blow. If the Jackson Town Council requires two replacement trees, I recommend planting "Patmore" seedless green ash, planted paralleling the boardwalk on the north side of Browse N' Buy. Please keep in mind that my landscape plan calls for planting a number of other new trees, shrubs, flowers, and ornamental grasses, all to enhance the setting of the church buildings and making landscape maintenance easier.

Thank you for your consideration. Please let me know if you have any questions. I'd be happy to meet with you again, preferably on the St. John's Church grounds.

Sincerely,

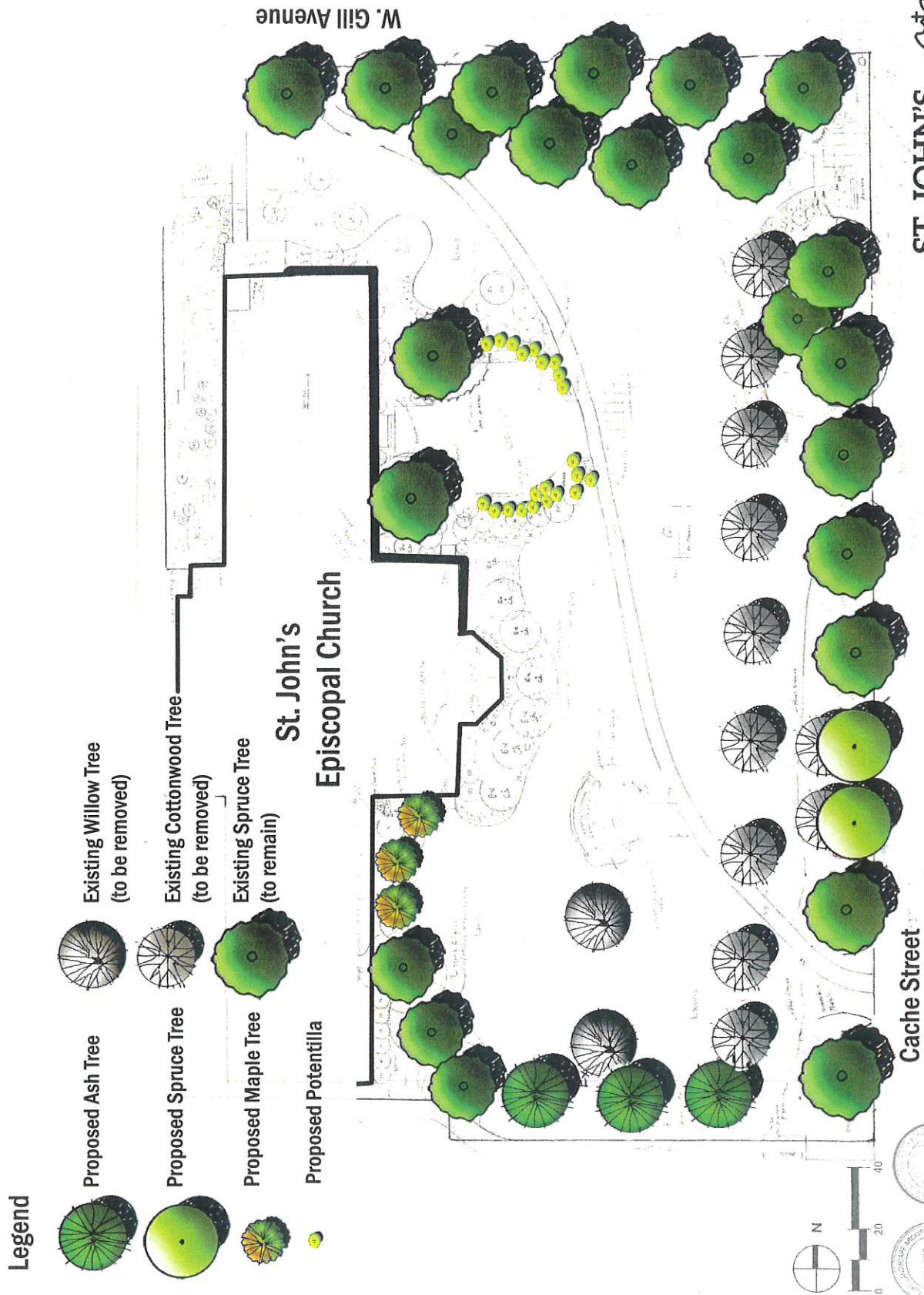


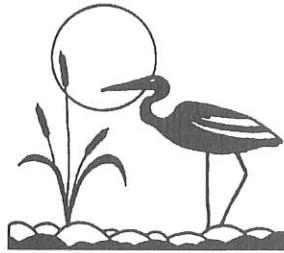
Rolland C. Kuhr, RLA • ISA • ASCA
Registered Landscape Architect
Landscape Contractor
Certified/Consulting Arborist
Licensed Commercial Pesticide Applicator

RCK:ejk

ST. JOHN'S
EPISCOPAL CHURCH
JACKSON HOLE
stjohnsjackson.org

Campus Landscape Plan





NATURESCAPE DESIGNS
ROLLAND C. KUHR • RLA • ISA • ASCA
Registered Landscape Architect • Landscape Contractor
Certified and Consulting Arborist • Plant Pest Control
P.O. Box 7426
Jackson, Wyoming 83002-7426
www.NaturescapeDesigns-jh.com
~~(307) 735-5564~~ • (307) 690-5564

August 13, 2020

Robyn Reed
St. John's Episcopal Church
Jackson, WY 83001

Robyn@stjohnsjackson.org

Dear Robyn,

The following is my **Cost Estimate** for work to be done at St. John's Episcopal Church.

To remove eleven large cottonwood trees and two large willows. There are uncertainties as to how much damage will occur to the lawn, especially where the willows have to come out. We will make every effort to keep lawn damage to a minimum. The excavation work for the removal of the two largest cottonwoods next to the boardwalk may have to be done by parking in the street parking strip, and it might be necessary to remove a portion of the boardwalk.

Cost Estimate: \$ 34,500 - \$ 38,500

The **Estimate** includes cleanup, dump fees, excavator work, travel fees, and costs for a lift, a grade-all, stump grinder, chipper, Case skidsteer. This includes lawn repair, spreading wood chips, and top-dressing with mulch.

This work should be done before mid-October, partly because of availability for sod to repair the lawn where needed.

Since this is a **Cost Estimate**, billing will reflect actual time and expenses incurred on this project.

If you approve this proposal and/or if you have any questions, please call me on my cell phone (690-5564) and/or respond by email to naturescapedesignslandscaping@gmail.com

We appreciate your consideration.

Sincerely,

Rolland C. Kuhr, RLA • ISA • ASCA
Registered Landscape Architect
Landscape Contractor
Certified/Consulting Arborist
Licensed Commercial Pesticide Applicator

RCK:ejk