



# 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	<b>REQUESTS:</b>  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.
Item #: P20-162	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1305  Email: tvalentine@jacksonwy.gov	
<b>Owner</b> Episcopal Church PO Box 1690 Jackson, WY 83001  <b>Applicant:</b> Jimmy Bortz (Robyn) PO Box 1690 Jackson, WY 83002	
<b>Please respond by: September 3, 2020 (Sufficiency) September 10, 2020 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto: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](http://www.townofjackson/200/Planning)

**Use Permit**

\_\_\_\_\_ Basic Use  
☒ Conditional Use  
\_\_\_\_\_ Special Use

**Relief from the LDRs**

\_\_\_\_\_ Administrative Adjustment  
\_\_\_\_\_ Variance  
\_\_\_\_\_ Beneficial Use Determination  
\_\_\_\_\_ Appeal of an Admin. Decision

**Physical Development**

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Development Plan  
\_\_\_\_\_ Design Review

**Subdivision/Development Option**

\_\_\_\_\_ Subdivision Plat  
\_\_\_\_\_ Boundary Adjustment (replat)  
\_\_\_\_\_ Boundary Adjustment (no plat)  
\_\_\_\_\_ Development Option Plan

**Interpretations**

\_\_\_\_\_ Formal Interpretation  
\_\_\_\_\_ Zoning Compliance Verification

**Amendments to the LDRs**

\_\_\_\_\_ LDR Text Amendment  
\_\_\_\_\_ Map Amendment

**Miscellaneous**

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

  *f*   **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

  *f*   **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).

  *f*   **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](http://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.

  *James P. Bantz*    
Signature of Property Owner or Authorized Applicant/Agent  
  The Reverend James P. Bantz    
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 process 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: 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

X\_\_\_\_\_  
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](mailto:tstolte@jacksonwy.gov)).

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.



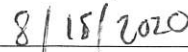
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize 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.



Signature of Owner or Authorized Applicant/Agent



Name Printed



Date



Title

# LETTER OF AUTHORIZATION

The Episcopal Church in Jackson Hole, "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:

The 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 )

)SS.

COUNTY OF Lincoln )

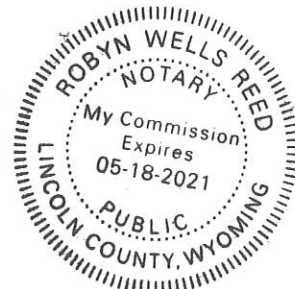
The foregoing instrument was acknowledged before me by James Bartz this 19 day of  
August, 2020.

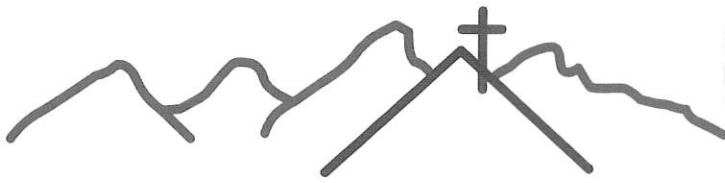
WITNESS my hand and official seal.

(Seal)

[Signature]  
(Notary Public)

My commission expires:





**ST. JOHN'S**  
**EPISCOPAL CHURCH**  
JACKSON HOLE

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. R. J. P. B.

J. B.

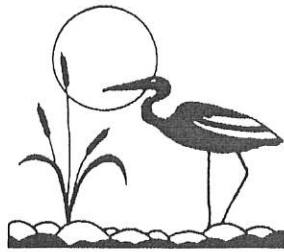
B. A. S.

David F. Fichtel

A

Ch. W. T.

Mr. S.



## 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](http://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 28<sup>th</sup> 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

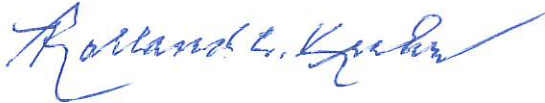
Tyler Valentine  
June 15, 2020  
Page Two

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,

A handwritten signature in blue ink, reading "Rolland C. Kuhr". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

RCK:ejk

# Legend

- Proposed Ash Tree
- Proposed Spruce Tree
- Proposed Maple Tree
- Proposed Potentilla
- Existing Willow Tree (to be removed)
- Existing Cottonwood Tree (to be removed)
- Existing Spruce Tree (to remain)

## St. John's Episcopal Church

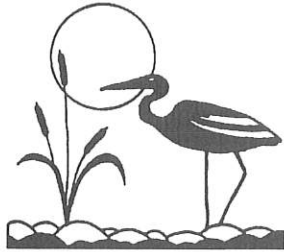


Cache Street

## Campus Landscape Plan

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





## NATURESCAPE DESIGNS

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[www.NaturescapeDesigns-jh.com](http://www.NaturescapeDesigns-jh.com)

~~(307) 733-5564~~ • (307) 690-5564

August 13, 2020

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

[Robyn@stjohnsjackson.org](mailto: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](mailto: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