



# 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: September 28, 2020

Item #: P20-181

Planner: Brendan Conboy  
Phone: 733-0440 ext. 1302

Email: bconboy@jacksonwy.gov

**Owner:**

Jicarilla Apache Nation c/o Nann Winter  
PO Box 528  
Albuquerque, NM 87103

**Applicant:**

CCC's PBI, LLC  
PO Box 844  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 420 & 490 W. Broadway Avenue and 425 W. Pearl Avenue, legally known as, PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG. 116, PT. NW1/4NE1/4, SEC. 33, TWP. 41, RNG 116, and CONDO UNIT 16-33, PHASE 1-A NW1/4NE1/4 SEC. 33, TWP. 41, RNG. 116.

For questions, please call Brendan Conby at 307-733-0440, x1302 or email to the address shown to the left. Thank you.

**Please respond by:** **October 8, 2020 (Sufficiency)**  
**October 19, 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](http://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: JH Lodge  
Physical Address: 420 W Broadway, 490 W Broadway and 425 W Pearl Ave  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: Jicarilla Apache Nation c/o Nann Winter Phone: \_\_\_\_\_  
Mailing Address: PO Box 528, Albuquerque NM 87103 ZIP: 87103  
E-mail: nwinter@stelznerlaw.com

**APPLICANT/AGENT.**

Name: Crystal Creek Capital Phone: 307-733-4733  
Mailing Address: PO Box 844, Jackson, WY ZIP: 83001  
E-mail: jeanne@crystalcreekcapital.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

|   |  |  |
|---|--|--|
| <b>Use Permit</b>                                     | <b>Physical Development</b>                            | <b>Interpretations</b>   |
| <input type="checkbox"/> Basic Use                    | <input type="checkbox"/> Sketch Plan                   | <input type="checkbox"/> Formal Interpretation                     |
| <input type="checkbox"/> Conditional Use              | <input type="checkbox"/> Development Plan              | <input checked="" type="checkbox"/> Zoning Compliance Verification |
| <input type="checkbox"/> Special Use                  | <input type="checkbox"/> Design Review                 | <b>Amendments to the LDRs</b>                                      |
| <b>Relief from the LDRs</b>                           | <b>Subdivision/Development Option</b>                  | <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)  | <b>Miscellaneous</b>   |
| <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](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?

**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.

**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).

**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.

 \_\_\_\_\_  
Signature of Property Owner or Authorized Applicant/Agent

 \_\_\_\_\_

Date

 \_\_\_\_\_  
Name Printed

Title

# Crystal Creek Capital Real Estate Advisors, LLC

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P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Tiffany Stolte  
Office Manager  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

## Zoning Compliance Verification Request

September 23, 2020

Dear Tiffany,

Please accept the Zoning Compliance Verification request for three subject properties known as:

- 490 W Broadway, legally described as PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG 116
- 420 W Broadway, legally described as PT NW1/4NE1/4, SEC. 33, TWP. 41, RNG. 116
- 425 W Pearl, legally described as CONDO UNIT 16-33, PHASE 1-A NW1/4NE1/4 SEC. 33, TWP. 41, RNG. 116

Please provide the following assurances on Town of Jackson letterhead:

1. The zoning classification for subject land;
2. The uses allowed under said zoning classification;
3. That the current use of the land, and all approved structures, comply with all zoning ordinances and amendments thereto with respect to the following:
  - a. area, width or depth of the land as a building site for the structure;
  - b. floor space area of the structure;
  - c. setback of the structure from the property lines of the land;
  - d. height of the structure; and
  - e. number of parking spaces.

If you have any questions, please feel free to contact me at your convenience.

All my best,



\_\_\_\_\_  
Jeanne Carruth  
Crystal Creek Capital REA, LLC

**Stelzner, Winter, Warburton  
Flores & Dawes, P.A.**

September 4, 2020

Jaime L. Dawes  
Juan L. Flores  
Dan E. Gershon  
Keith W. Herrmann  
Quentin Smith  
Eleanor C. Werenko  
Nann M. Winter

**VIA FEDERAL EXPRESS**

Hugh J. O'Halloran  
Holland & Hart LLP  
25 South Willow Street, Suite 200  
Jackson, Wyoming 83001

*Of Counsel:*  
Luis G. Stelzner  
Robert P. Warburton

Re: Jicarilla Apache Nation/Crystal Creek Capital;  
Jackson Hole Lodge – Letter of Authorization

Dear Mr. O'Halloran:

Enclosed is the original, fully executed Letter of Authorization.

If you have any questions or concerns, please contact us.

Sincerely,

STELZNER, WINTER, WARBURTON,  
FLORES, SANCHEZ & DAWES, P.A.



BY: JODY GARCIA  
ASSISTANT TO NANN M. WINTER

Enclosure

S:\TXTLIB\18029\Wyoming Real Estate Transaction\ltrs\O'Halloran01.docx

## LETTER OF AUTHORIZATION

Jicarilla Apache Nation, "Owner" whose address is: c/o Nann Winter, Esq.,  
Stelzner, Winter, Warburton, Flores & Dawes, P.A., P.O. Box 528, Albuquerque, New Mexico 87103, as counsel for owner

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 420 West Broadway, 425 West Pearl Avenue, and 490 West  
Broadway, all in the Town of Jackson, Wyoming, as more specifically described on Exhibit A attached  
hereto.

(If too lengthy, attach description)

HEREBY AUTHORIZES James D. Walter, acting as President of Crystal Creek Capital Real Estate Advisors, LLC 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

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

STATE OF New Mexico

)

)SS.

COUNTY OF Rio Arriba

)

The foregoing instrument was acknowledged before me by Darrell Paiz this 31<sup>st</sup> day of  
August, 2020.

WITNESS my hand and official seal.

Carmen A. Martinez  
(Notary Public)

My commission expires:



OFFICIAL SEAL  
CARMEN A. MARTINEZ  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My commission expires: 05/04/2024

Exhibit A

**LEGAL DESCRIPTION OF THE LAND**

**Parcel 1 (Commercial Parcel):**

**PIDN: 22-41-16-33-1-00-003**

The West 175 feet of a tract of land lying wholly within the NW $\frac{1}{4}$ NE $\frac{1}{4}$  of Section 33, T. 41 N., R. 116 W., 6th P.M., bounded and described as follows:

Beginning at a point on the South line extended of the Wort Addition to the Town of Jackson, Wyoming, said point being 200 feet West and approximately 400 feet south of the NE Corner of the NW $\frac{1}{4}$ NE $\frac{1}{4}$  of Section 33, T. 41 N., R. 116 W., 6th P.M., Wyoming; thence running North 276 feet more or less to the Southerly right-of-way line of U.S. Highway Numbered 89 and 187 as said highway right-of-way line is described in the easement therefore dated August 23, 1938, and recorded as instrument No. 17278 in Book 6 of Deeds on Page 2 in the Office of the County Clerk and Ex-Officio Register of Deeds of Teton County, Wyoming; running thence Southwesterly along said Southerly right-of-way line of said highway following generally a transition spiral curve to the left for approximately 220 feet, thence continuing along said right-of-way line and following generally a 6° circular curve to the left for approximately 280 feet to a point where the said Southerly right-of-way line of said highway intersects said South line extended of said Wort Addition approximately due West of the point of beginning, thence Easterly along the said South line extended of said Wort Addition for 410 feet more or less to the point of beginning.

**Parcel 2 (Lodge Parcel):**

PIDN: 22-41-16-33-1-00-018

Units \_\_\_\_\_ through \_\_\_\_\_ as described in Jackson Hole Lodge Resort, I, according to the Plat recorded in the Teton County Clerk's Office on September 15, 1982 as Plat No. 552, in Book No. 1, together with 100% of the undivided interest in and to the common area as described in the Declaration dated \_\_\_\_\_, recorded in the Teton County Clerk's Office on \_\_\_\_\_ at Book \_\_, Page \_\_\_\_

[Legal Description to be confirmed by Title Commitment]

**Parcel 3 (Phase I-A Parcel):**

PIDN: 22-41-16-33-1-00-002

[Legal Description to be confirmed by Title Commitment]