



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

<p>Date: September 28, 2020</p> <p>Item #: P20-181</p> <p>Planner: Brendan Conboy Phone: 733-0440 ext. 1302</p> <p>Email: bconboy@jacksonwy.gov</p> <p>Owner: Jicarilla Apache Nation c/o Nann Winter PO Box 528 Albuquerque, NM 87103</p> <p>Applicant: CCC's PBI, LLC PO Box 844 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>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.</p> <p>For questions, please call Brendan Conby at 307-733-0440, x1302 or email to the address shown to the left. Thank you.</p>
<p>Please respond by: October 8, 2020 (Sufficiency) October 19, 2020 (with Comments)</p>	

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: 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/200/Planning

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

Jeanne Carruth *Crystal Creek Capital*
Signature of Property Owner or Authorized Applicant/Agent

9/24/20
Date

Jeanne Carruth
Name Printed

Title

Crystal Creek Capital Real Estate Advisors, LLC

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

VIA FEDERAL EXPRESS

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

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

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

Of Counsel:
Luis G. Stelzner
Robert P. Warburton

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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:

Darrell Paiz
(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)

COUNTY OF Rio Arriba)
)SS.

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

WITNESS my hand and official seal.

Carmen A. Martinez
(Notary Public)

My commission expires:

(Seal)



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 NW¼NE¼ 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 NW¼NE¼ 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]