



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: November 12, 2020	REQUESTS: The applicant is submitting a request for a Basic Use Permit to switch from retail to service for the property located at 500 S. Highway 89, legally known as LOT 1, HORNE D LARK ADDITION (MOS T-31H). For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P20-211	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner Jackson Shopping Village LLLP 26135 Mureau Rd. Suite 200 Calabasas, CA 91302 Applicant: Ariane Sanders, PM Design Group 3860 Broadway Street American Canyon, CA 94503	
Please respond by: November 26, 2020 (Sufficiency) December 3, 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: Chase Bank Tenant Improvements
Physical Address: 500 S Hwy 89 (Suite B)
Lot, Subdivision: 22-41-16-32-4-10-001 PIDN: _____

PROPERTY OWNER.

Name: Jackson Shopping Village LLLP Phone: 818.880.1800
Mailing Address: 26135 Mureau Rd, Suite 200, Calabasas CA ZIP: 91302
E-mail: jabrams@mallc.com

APPLICANT/AGENT.

Name: Ariane Sanders, PM Design Group Phone: 707-731-7394
Mailing Address: 3860 Broadway Street, American Canyon CA ZIP: 94503
E-mail: asanders@pmdginc.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

☒ 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 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. **\$500 fee to be paid over phone**

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. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

X _____ **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.

Per discussion with Tyler, the following items are required for our specific project:

- 1) Application
- 2) Authorization Letter
- 3) Proposed Floor Plan with Aerial Photo
- 4) Short Project Narrative

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
Judd Abrams Trustee of the Judd Steven Abrams Family Trust

Name Printed

11/3/20

Date
General Partner

Title

LETTER OF AUTHORIZATION

Jackson Shopping Village LLLP, "Owner" whose address is: _____

26135 Mureau Road Calabasas CA, 91302

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Jackson Shopping Village LLLP, as the owner of property

more specifically legally described as: 500-530 South US Hwy. 89 Jackson, Wyoming 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES PM Design Group

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:

Jackson Shopping Village LLLP
Judd Abrams

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: *GENERAL PARTNER*

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

STATE OF *California*)

COUNTY OF *Los Angeles*)

SS.

Judd Abrams

The foregoing instrument was acknowledged before me by *Judd Abrams* this *3* day of

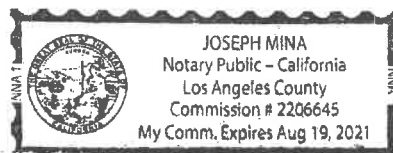
Nov, 20 *20*

WITNESS my hand and official seal.

Joseph Mina (Seal)

(Notary Public)

My commission expires: *08-19-2021*



November 9, 2020

Town of Jackson
Planning Department
150 E Pearl Avenue
Jackson, WY 83001

RE: **CHASE BANK MAPLE WAY & US HWY 89**
500 S US Hwy 89
Jackson, WY 83001
Chase OVP No. 38200P369001
PMDG JOB NO. JPM20023.0

Project Description:

This application including architectural drawings and documents is being submitted by PM Design Group Inc. on behalf of JP Morgan Chase and pertains to the property located at 500 S US Highway 89 (Suite B), Taxlot: 22-41-16-32-4-10-001 and zoned: CR-3 (Commercial Residential).

Chase is requesting approval for a Basic Use Permit to construct a new branch with a walk-up ATM and night drop within a 24-hour accessible vestibule in the existing demised space. The building exterior façade will remain as-is with exception to the following items: a) replacement of storefront at SW corner with new entrances and b) new 3'-0" access door on the south elevation; door will be used by the manager/employees to access the space during closed hours. The general public will not utilize this door at any time for security purposes. The hours of operation are estimated to be on Mon. through Fri. 9 am to 6 pm, the branch will be closed Saturday and Sunday. The employee count during normal operations will be 5-6.

The tenant space is located within the Jackson Shopping Village at the SE corner of US Hwy 89 & Maple Way. The proposed space is approximately 3,302 sf and is currently occupied by Silver Star Communications; the adjacent tenant is Fitzgerald's Bicycle. The parking lot can be accessed from two locations along Maple Way. No site work is proposed.

The branch is designed to minimize the use of bankers in the traditional sense. While tellers will be available and in plain sight, the bank hopes to handle routine needs with in-branch technology. Bankers are equipped with tablets and with easy access to other technology in order to interact with consumers as naturally as possible in multiple environments. The intent is for the customer to have a full experience not just a place for processing transactions. The experience is to include financial education as well.

The improvements will give a new enhanced bank experience to the customers. We are looking forward to coordinate with the city in the anticipation of a fast approval of the project.

Please let us know if you have any questions.

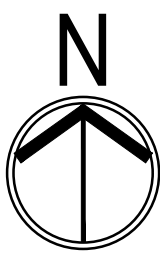
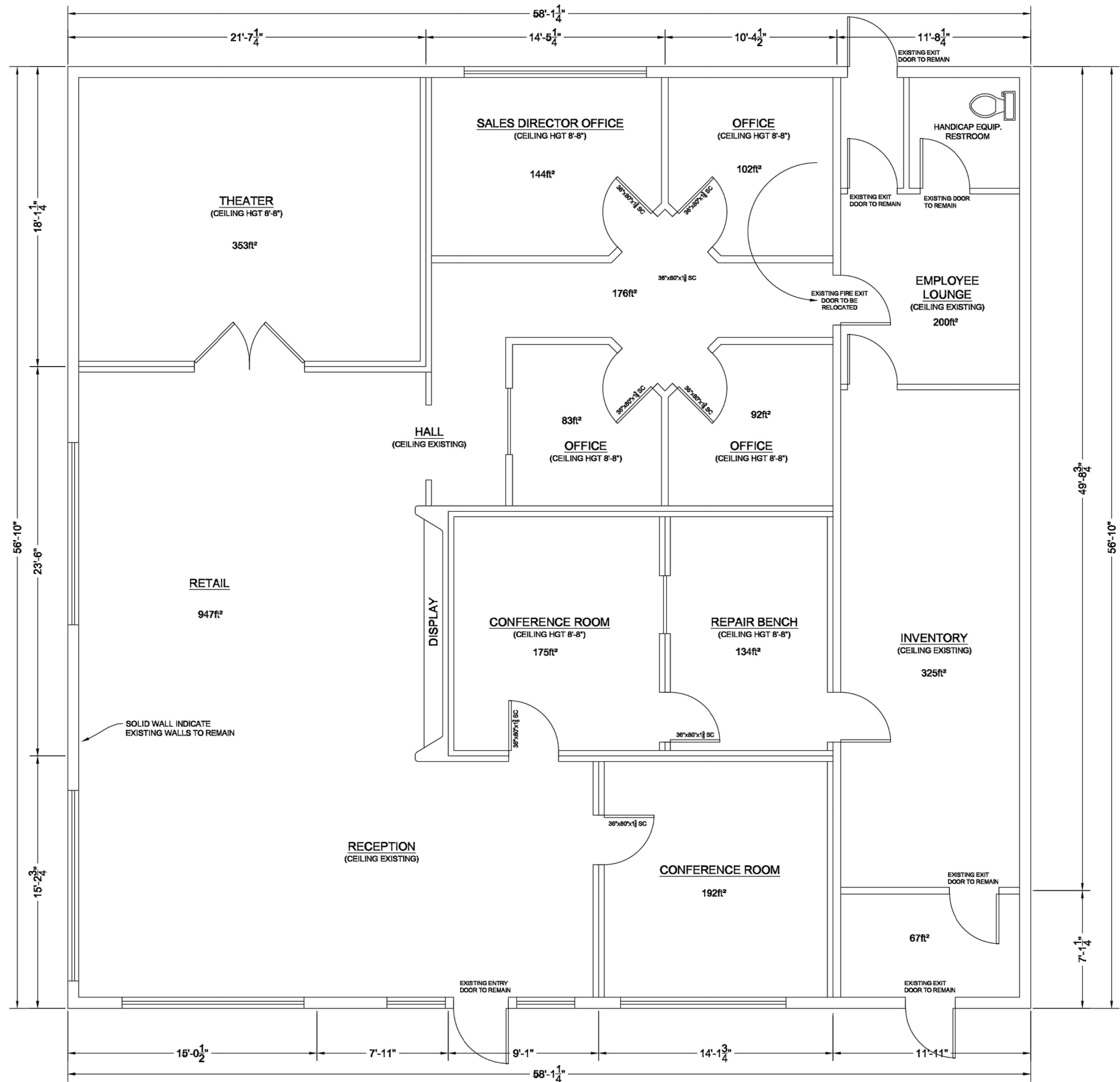
Respectfully,



Ariane Sanders, Architect
Project Manager
PM Design Group, Inc.
3860 Broadway Drive Suite #110
American Canyon, Ca. 94503
P: 707.655.4320
asanders@pmdginc.com

HIGHWAY 89

MAPLE WAY



ISSUE	DATE	DESCRIPTION
	11/06/20	BP SUBMITTAL
PROJECT INFORMATION BLOCK		
JOB #	JPM20023.0	
DATE:	11/06/2020	
DRAWN BY:	AJM	
CHECKED BY:	AS	

ISSUE	DATE	DESCRIPTION
	11/06/20	BUP SUBMITTAL
PROJECT INFORMATION BLOCK		
JOB #	JPM20023.0	
DATE:	11/06/2020	
DRAWN BY:	AJM	
CHECKED BY:	AS	

MODEL

DRAWING STANDARDS v20.2

SHEET TITLE

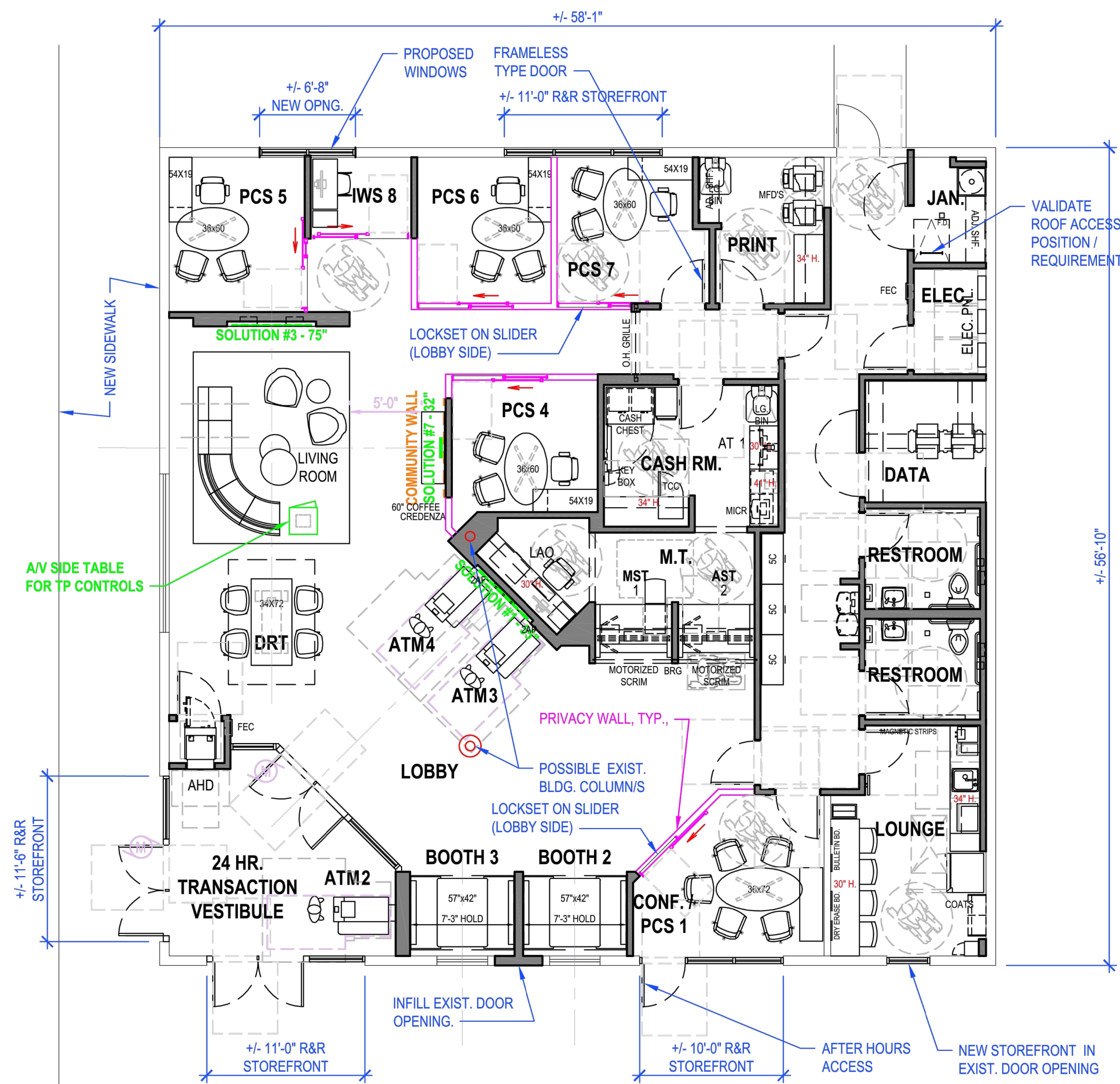
PROPOSED
FLOOR PLAN

SHEET NUMBER

A1.1

MAPLE WAY

HIGHWAY 89



1
A1.1
PROPOSED FLOOR PLAN
1/4" = 1'-0"

