



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: January 25 2022	REQUESTS:
Item #: P22-013	The applicant is submitting a request for an Encroachment Agreement for the property located at 185 N Glenwood St. legally known as LOTS 1-4, BLK. 6, JACKSON PIDN: 22-41-16-28-4-10-001
Planner: Tyler Valentine	For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	
Owner: Glenwood JH, Inc. 4011 80 th St. Kenosha, WI 53142	
Applicant: Jorgensen Assoc. PO Box 9550 Jackson, WY 83002	
Please respond by: February 15, 2022 (with Comments)	

Applicant:

Jorgensen Assoc.
PO Box 9550
Jackson, WY 83002

The applicant is submitting a request for an Encroachment Agreement for the property located at 185 N Glenwood St. legally known as LOTS 1-4, BLK. 6, JACKSON PIDN: 22-41-16-28-4-10-001

For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@jacksonwy.gov



January 24, 2022

Town of Jackson Planning Department
150 E. Pearl Ave.
Jackson WY, 83001

via email: alangley@jacksonwy.gov

Re: Encroachment Agreement Application

The Glenwood Condominium Addition to the Town of Jackson – 185 N. Glenwood St.

Planning Staff,

This Encroachment Agreement Application is submitted to address as-constructed conditions found during measurements made for the Glenwood Condominium Addition to the Town of Jackson.

The Glenwood Condominiums are located at 185 N Glenwood St. The development has built two new three-story buildings on the site, which feature 21 condominium units.

It has come to our attention during the final platting stage, that the eaves of the western building have been constructed partially over the lot boundary and encroach into the public alley. The eaves are part of the stair towers within the building and there are three areas of encroachment. The extent of encroachment is 0.5' to 0.7'.

The public alley is 20 feet wide and runs north-south between N Glenwood St and N Millward St. The alley had been upgraded as part of the development, with curb and gutter installed along the eastern side, adjacent to the site. This length of the alley will also be re-paved.

It is intended that the encroachment easement will cover the three separate areas where the building encroaches over the lot boundary.

This application includes:

- Encroachment Agreement application
- Letter of Authorization assigning Jorgensen Associates, Inc. as agent
- Exhibit map detailing the location and extent of the requested encroachment.

Please call me if you have any questions, or if you require additional information. Thank you for your assistance and consideration in this matter.

JORGENSEN ASSOCIATES, INC.

Matt Gotham, PLS
Wyoming Professional Land Surveyor 13002



ENCROACHMENT AGREEMENT APPLICATION

Planning & Building Department

Planning Division

150 E Pearl Ave. ph: (307) 733-0440

P.O. Box 1687 fax: (307) 734-3563
Jackson, WY 83001 www.townofjackson.com

OWNER OF PROPERTY:

Name: Glenwood JH, Inc. Phone: 262-308-2656

Mailing Address: 4011 80th St., Kenosha, WI ZIP: 53142

E-mail: northmann@bearddevelopment.com

APPLICANT/AGENT:

Name: Matt Gotham, Jorgensen Associates Phone: 307-733-5150

Mailing Address: PO Box 9550, Jackson, WY ZIP: 83002

E-mail: mgotham@jorgeng.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 185 N. Glenwood St.

Lot, Subdivision: Lots 1-4, Block 6, Original Townsite of Jackson

PIDN: 22-41-16-28-4-10-001

Description of Public Right-of Way: North-South public alley between N Glenwood St and N Millward St.

SUBMITTAL REQUIREMENTS. One(1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department via email to planning@jacksonwy.gov. 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.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

Narrative Description of the Request. Provide a detailed narrative description explaining the use of the noted public right-of-way.

Exhibit. Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

FORMAT:

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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. 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 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 the Town of Jackson to enter upon the abovementioned 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

Matt Gotham

Name Printed

2022-01-24

Date

Survey Manager

Title



Town of Jackson Planning and Building Department

LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT

Stephen R. Mills, President of Glenwood JH, Inc.

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Glenwood JH, Inc. is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 185 N. Glenwood St.

Legal Description: Lot 1-4, Block 6, Town of Jackson

Legal Description: _____
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Matt Gotham, Jorgensen Associates, Inc.

Mailing address of Applicant/agent: PO Box 9550, Jackson, WY 83002

Email address of Applicant/agent: mgotham@jorgeng.com

Phone Number of Applicant/agent: 307-733-5150

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this(these) application(s) at the premises listed above:

Development/Subdivision Plat Permit Application Building Permit Application

Public Right of Way Permit Grading and Erosion Control Permit

Demolition Permit Other (describe) _____

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.

~~Property Owner Signature~~

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

STATE OF WISCONSIN)
COUNTY OF KENOSHA) SS.
)

The foregoing instrument was acknowledged before me by Stephen R. Mills this 30th day of August, 2021.

WITNESS my hand and official seal.

Janis E. Hagerty
Notary Public



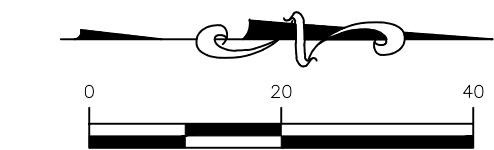
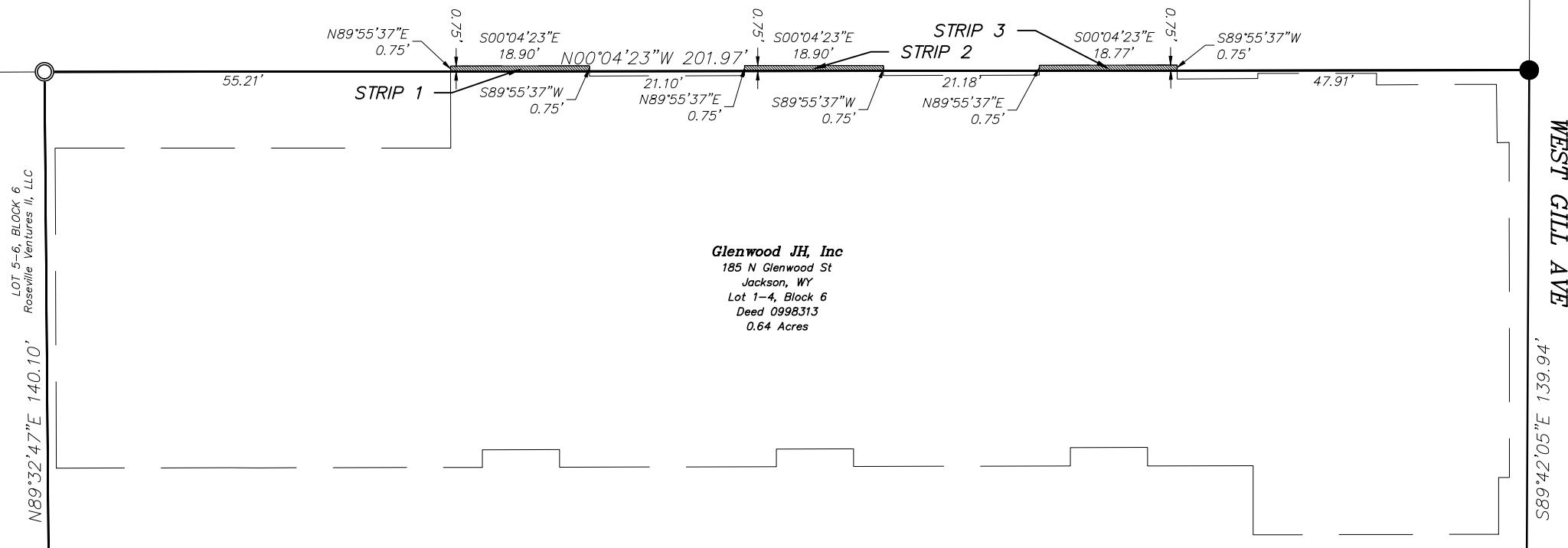
My commission expires: 02/10/2024

LOT 17 & N1/2 LOT 16, BLOCK 6
JJB LLC

MILLER PARK LOFTS CONDOMINIUMS
PLAT NO. 1318

*BUFFALO CLUB CONDOMINIUMS
PLAT NO. 1250*

ALLEY (20'-PUBLIC)



SCALE: 1 INCH = 20 FEET
THIS SCALE VALID ONLY FOR 8.5x14 PRINTS

N25°25'25"E 100.00'
S89°52'24"W 10.00'

reinforcing steel bar with 2 1/2" diameter aluminum cap inscribed "PLS 6447"

reinforcing steel bar with 2" diameter aluminum cap inscribed
"JORGENSEN ASSOCIATES P.C. PLS 13002", to be set June 2022

measured bearing & distance or curve geometry

boundary, Lot 1-4, Block 6, Original Township of Jackson

boundary, adjoining property

structure limits

SUBJECT ENCROACHMENT AREAS

EXHIBIT A
EXHIBIT TO ACCOMPANY
APPLICATION FOR
ENCROACHMENT EASEMENT

LOCATED WITHIN
SE1/4 of SE1/4 Section 28
T41N, R116W, 6th P.M.
Town of Jackson
Teton County, Wyoming



JORGENSEN

JACKSON, WYOMING 307.733.5150
www.jorgense.com

PREPARED BY: RF

MAP PREPARED: 01/24/2022

PROJECT NUMBER: 18105