



# 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: December 19, 2022

Item #: P22-293

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

**Owner:**

CCC's Center St. LLC  
PO Box 844  
Jackson, WY 83001

**Applicant:**

Ryan Kirby  
2420 W 26<sup>th</sup> Ave. STE 400-D  
Denver, CO 80211

**REQUESTS:**

The applicant is submitting a request for a Zoning Compliance Verification for the properties located at 112 Center St. and 165 E Deloney Ave. legally described as LOTS 2-3-4-5, BLK. 3, CLUBHOUSE, PT SW1/4, SW1/4, SEC. 27, TWP. 41, RNG. 116 and LOTS 8-9, BLK. 1, VAN VLECK -2 PIDNs 22-41-16-27-3-15-001 and 22-41-16-27-3-14-002

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

**Please respond by: January 9, 2023 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@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: \_\_\_\_\_

Physical Address: 112 Center St. and 165 E. Deloney Ave. (PIDNs: 22-41-16-27-3-15-001 and 22-41-16-27-3-14-002)

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: CCC'S CENTER STREET, LLC Phone: \_\_\_\_\_

Mailing Address: PO BOX 844, JACKSON, WY ZIP: 83001

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: Ryan Kirby Phone: 720-583-0783

Mailing Address: 2420 W. 26th Ave. Suite 400-D, Denver, CO ZIP: 80211

E-mail: rkirby@aeiconsultants.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)

**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?

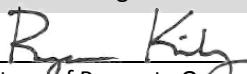
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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

Ryan Kirby  
\_\_\_\_\_  
Name Printed

12-16-22  
\_\_\_\_\_  
Date

Zoning Project Manager  
\_\_\_\_\_  
Title



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://www.jacksonwy.gov)

Date: 12-16-22

## LETTER OF AUTHORIZATION

**NAMING APPLICANT AS OWNER'S AGENT**

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 CCC's Center Street, LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 112 Center St. and 165 E. Deloney Ave.

Legal Description: [attached]

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

And, that the person named as follows: Name of Applicant/agent: Ryan Kirby

Mailing address of Applicant/agent: 2420 W. 26th Ave. Suite 400-D, Denver, Colorado 80211

Email address of Applicant/agent: rkirby@aeiconsultants.com

Phone Number of Applicant/agent: (720) 583-0783

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:

P - Instrument/Subdivision Plat Permit Application       Building Permit Application

Public Right-of-Way Permit    Grading and Erosion Control Permit    Demolition Permit

Other (describe) Zoning Verification Letter

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.

Mh B

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Property Owner Signature

Mark Berry, Vice President of Operations for CCC's Center Street, LLC and Crystal Creek Capital R.E.A.

Title 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 Teton )

The foregoing instrument was acknowledged before me by Mark Berry this 16<sup>th</sup> day of December. WITNESS my hand and official seal.

Notary Public SARAH SAMPSON  
NOTARY PUBLIC  
STATE OF WYOMING  
COMMISSION ID: 167197  
MY COMMISSION EXPIRES: 06/17/2028

My commission expires: 6/17/2029

## Legal Description

**Parcel 1:** Lots 2, 3, 4 and 5 of Block 3 of Club House Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 29, 1914 as Plat No. 108.

**Parcel 2:** A tract of land located in the SW  $\frac{1}{4}$  SW  $\frac{1}{4}$ , Section 27, T41N, R116W, 6th P.M. described as follows:

Beginning at a point which lies East, 50.0 feet from the NW corner and corner number 2 of the Van Vleck Second Subdivision to the Town of Jackson, Wyoming;

THENCE North 60.0 feet to corner number 2;

THENCE East 125.0 feet to corner number 3;

THENCE South 60.0 feet to corner number 4;

THENCE West 125.0 feet to corner number 1 and the point of beginning.

AND

A tract of land adjoining Block 1 of the Van Vleck Second Subdivision to the Town of Jackson, Wyoming described by metes and bounds as follows:

Starting at the Northwest Corner of the Lot numbered Nine of the aforesaid Block 1 of the Van Vleck Second Subdivision and running thence North 105 feet;

running thence East 50 feet;

running thence South 105 feet;

running thence West 50 feet; to the point of beginning.

**Parcel 3:** Lots 8 and 9 of Block 1 of Van Vleck Second Subdivision, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on November 19, 1955 as Plat Number 144.



## Planning & Zoning Department Information Request Letter

<b>To:</b> Town of Jackson	<b>From:</b> Ryan Kirby (720) 583-0783 rkirby@aeiconsultants.com	<b>Subject Property:</b> 112 Center St. and 165 E. Deloney Ave. (PIDNs: 22-41-16-27-3-15-001 and 22-41-16-27-3-14-002)
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AEI Consultants has been retained to conduct a Zoning Analysis of the above referenced property. Please respond to the following documentation/information requests. Should you have any questions, or should there be any fees associated with same, please direct them to the Project Manager listed above. Thank you in advance for your assistance.

- 1) What is the current zoning classification for the Subject Property? \_\_\_\_\_
- 2) When was this zoning classification adopted & most recently updated? \_\_\_\_\_
- 3) Subject Property Use: According to the zoning ordinances and regulations, the use of the Property is a:  
 Permitted Use by Right  
 Permitted Use by Conditional/Special Use Permit \_\_\_\_\_  
 Legal Non-Conforming Use (Use was existing prior to adoption of the current zoning classification)  
 Non-Permitted Use (Does not comply with existing zoning use regulations, no exceptions granted/approved)
- 4) Subject Property Conformance: As it pertains to the current zoning code, the existing structures on the Property are:  
 Legal Conforming (complies with existing zoning regulations)  
 Legal Non-Conforming (Does not meet current zoning requirements due to re-zoning, approved variances, amendments OR is considered to be pre-existing due to development prior to zoning ordinance)  
 Non-Conforming (does not comply with existing zoning regulations, no exceptions granted/approved)
- 5) Did the Property require a Site Plan Approval prior to development?  
 No    Yes (comments): \_\_\_\_\_
- 6) Are there any Variances, Special/Conditional Use Permits, Ordinances. or Exceptions/Conditions related to the Property? If yes, does the SUP/CUP run with the land or would a new tenant need to re-apply?  
 No    Yes (comments): \_\_\_\_\_
- 7) Casualty: In the event of a catastrophic loss, can the Property be rebuilt to its current density?  
 No    Yes (comments): \_\_\_\_\_
- 8) Are there any outstanding Zoning or Building Code Violations on file for the Property?  
 No    Yes (comments): \_\_\_\_\_
- 9) Does the Property have a valid Certificate of Occupancy on file? (please email copies of all COs on file)  
 No    Yes (comments): \_\_\_\_\_
- 10) Are there any requirements that are triggered by a change of ownership such as a re-issuance of Zoning Approval?  
 No    Yes (Comments): \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**From:** [Ryan Kirby](#)  
**To:** [Annette Langley](#); [Town of Jackson Planning Department](#)  
**Subject:** RE: Online Form Submittal: Email Planning & Building  
**Date:** Tuesday, December 27, 2022 10:26:51 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[Plan Zone FOIA.docx](#)

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Hello Annette,

I believe you have received the attached request letter. In addition to the items on this letter, I will also need verification on any outstanding fire code violations and in the event there are no Certificates of Occupancy on file, confirmation that this is not a code violation.

Thank you,



**Ryan Kirby**    
*Zoning Project Manager*

**AEI Consultants**

2420 W. 26<sup>th</sup> Ave., Suite 400-D  
Denver, CO 80211  
**O:** [720.583.0783](tel:720.583.0783)  
**F:** [303.524.3401](tel:303.524.3401)  
**E:** [rkirby@aeiconsultants.com](mailto:rkirby@aeiconsultants.com)

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**From:** Annette Langley <ALangley@jacksonwy.gov>  
**Sent:** Friday, December 16, 2022 1:13 PM  
**To:** Ryan Kirby <RKirby@aeiconsultants.com>; Town of Jackson Planning Department <planning@jacksonwy.gov>  
**Subject:** RE: Online Form Submittal: Email Planning & Building

**External Email:**

Here's the link on how to apply for a Zoning Compliance Verification:

<https://www.jacksonwy.gov/220/Zoning-Compliance-Verification>

Thank you,

**Annette Langley**  
**Planning Coordinator**  
**Town of Jackson**  
**PO Box 1687**  
**Jackson, WY 83001**  
**307-733-0440 x 1304**  
[www.jacksonwy.gov](http://www.jacksonwy.gov)



[Sign Up for the Town's Newsletter!](#)

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Friday, December 16, 2022 1:11 PM  
**To:** Town of Jackson Planning Department <[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)>  
**Subject:** Online Form Submittal: Email Planning & Building

## Email Planning & Building

Email Content: AEI has been retained to conduct a Zoning Analysis Report for a client at 112 Center St. and 165 E. Deloney Ave. (PIDNs: 22-41-16-27-3-15-001 and 22-41-16-27-3-14-002)

I am inquiring about the process to obtain a Zoning Verification letter for this property

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Your Name: Ryan Kirby

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Your Company Name: AEI Consultants

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Your Phone Number: 7205830783

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Your Email Address: [rkirby@aeiconsultants.com](mailto:rkirby@aeiconsultants.com)

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Your City: Denver

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Your State: CO

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Your Zip Code: 80211

Email not displaying correctly? [View it in your browser.](#)

*"If you received this email in error, please notify AEI Consultants immediately by sending an e-mail or by calling"*