



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: May 14, 2024 | REQUESTS: The applicant is submitting a request for a Basic Use Permit for a new drive-through facility and associated site work for the property located at 802 W. Broadway Ave. PIDN: 22-41-16-33-2-00-003 For questions, please call Tyler Valentine at 733-0440 x 1305 or email the address shown. Thank you. |
| Item #: P24-075 | |
| Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov | |
| Owner First Interstate Bank 1070 NW Bond Street, Suite 301 Bend, OR Applicant Mallory Johnson Cushing Terrell 411 E Main St #101 Bozeman, Montana | |
| Please respond by: June 3, 2024 (with Comments) | |

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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?

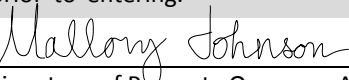
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees. \$640 to be paid via the website

_____ **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 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



BUP NARRATIVE

Date: April 24, 2024

To: Town of Jackson

From: First Interstate Bank / Cushing Terrell

RE: Basic Use Permit Narrative

Existing Use:

FIB currently uses the Administration Building, at 802 W Broadway Ave, for wealth management services. The building is a two story building built in 2003 that has the entry on the south side opened to the shared parking lot with their branch building at 842 W Broadway Ave and Grand Teton Plaza.

Proposed Use:

FIB will be moving branch operations from their current branch to the west side of the Administration Building. This change will include an interior renovation, the addition of a drive through canopy, and associated site work. Parking has been worked through with owners of Grand Teton Plaza. Letter from Grand Teton Plaza will be forwarded to Town of Jackson.

Existing Residential Units to remain as is.

Height and FAR to remain as is. Set back of added canopy shown on site plan.

No change to lot lines. Shared parking will remain as is for FIB and the Grand Teton Plaza Ownership. Included is G101 which shows parking as is currently and how quantity will remain the same

Character & Magnitude:

The current building fits with the Jackson aesthetic. The proposed renovation is to move the branch operations into Wealth Management Building on the west portion of the first floor. To accomplish the necessary transactions that go with moving the branch into the building, an exterior addition of a drive through on the south side of the building is proposed. The parking layout will be modified to allow for this addition. There will be more than 3,000 square feet of site disturbed for this modification and reconfiguration of parking at the current Branch, so a grading review will be necessary. The parking and drive through addition has been communicated and has been worked through with the members of Grand Teton Plaza. The site plan (G101) shows existing and proposed layouts for comparison.


SITE PLAN LEGEND

- PARKING TO BE REMOVED
- PARKING TO BE ADDED

PARKING SUMMARY

| | STALLS REMOVED | STALLS ADDED | NUMBER OF STALLS BEFORE/AFTER |
|---------------------------------------|----------------|--------------|-------------------------------|
| GRAND TETON PLAZA COMMON PARKING AREA | 6 | 2 | 123/119 |
| FIB MAIN BRANCH BUILDING PARKING AREA | 0 | 13 | 20/33 |
| FIB ADMIN BUILDING PARKING AREA | 9 | 0 | 52/43 |
| TOTAL PARKING STALLS | | | 195/195 |

NOTE: ACCORDING TO THE HOA / FIB PARKING AGREEMENT, ALL PARKING SPACES NO MATTER PROPERTY LINES ARE TO BE SHARED AMONGST USERS OF BUILDINGS IN THE DEVELOPMENT

| EXISTING PARKING AREAS (APPROX) | | |
|--|-----------|---|
| GRAND TETON PLAZA COMMON PARKING AREA | | 45,455 SF |
| FIB TOTAL PARKING AREA | | 30,229 SF |
| FIB MAIN BRANCH BUILDING PARKING AREA | 15,357 SF |  |
| FIB ADMIN BUILDING PARKING AREA | 14,872 SF | |
| TOTAL PARKING AREA | | 75,684 SF |



1 EXISTING SITE PLAN
1" = 30'-0"

2 NEW SITE PLAN
1" = 30'-0"

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN

JACKSON, WYOMING
FIRST INTERSTATE BANK

© 2024 | ALL RIGHTS RESERVED

NOT FOR CONSTRUCTION

03.28.2024
PROJECT# | FIB JACKSON
DESIGNED BY | SC/MJ
DRAWN BY | RS
REVISIONS

SITE PLANS

G101



SOUTHEAST

NOT TO SCALE



SOUTHWEST

NOT TO SCALE



CHECK WRITING & HOSPITALITY/WAITING

NOT TO SCALE



TELLER, FRONT

NOT TO SCALE



TELLER, BACK

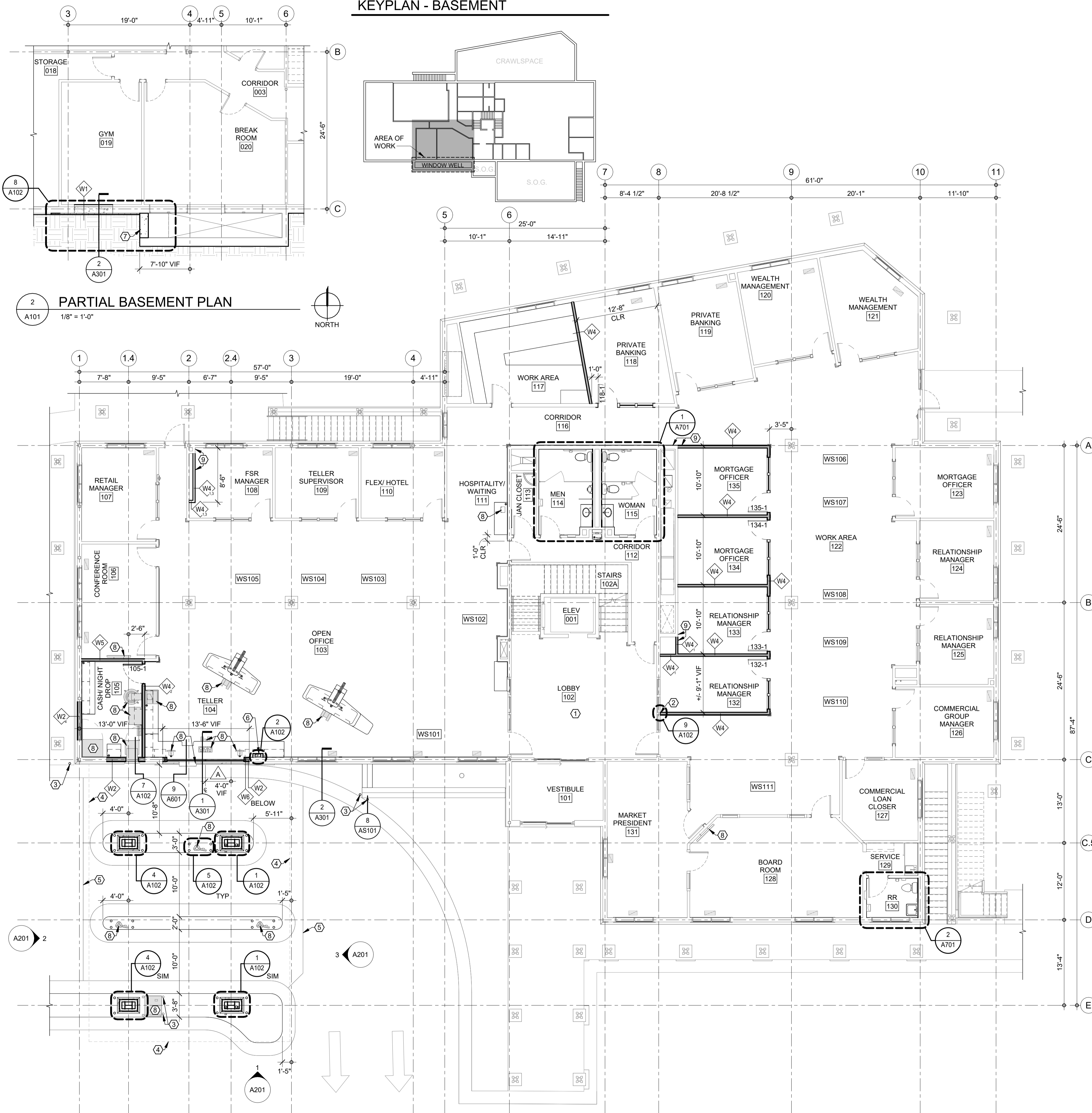
NOT TO SCALE




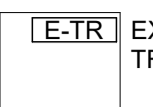
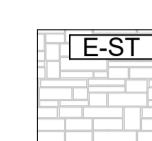
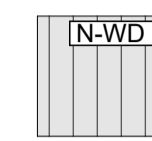
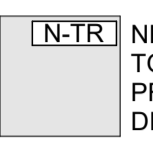

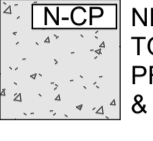
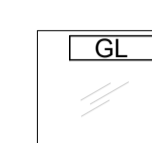
WORK AREA

NOT TO SCALE

KEYPLAN - BASEMENT

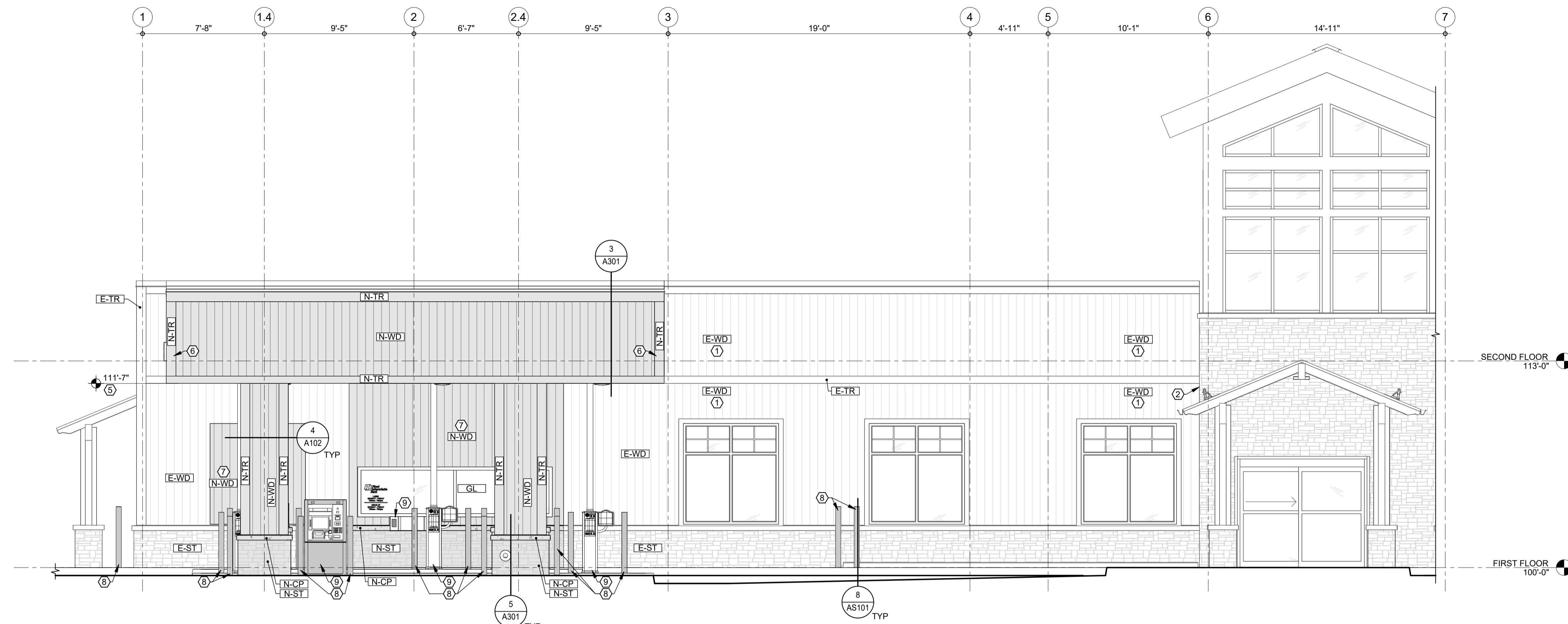
1
A101
1/8" = 1'-0"

MATERIALS LEGEND

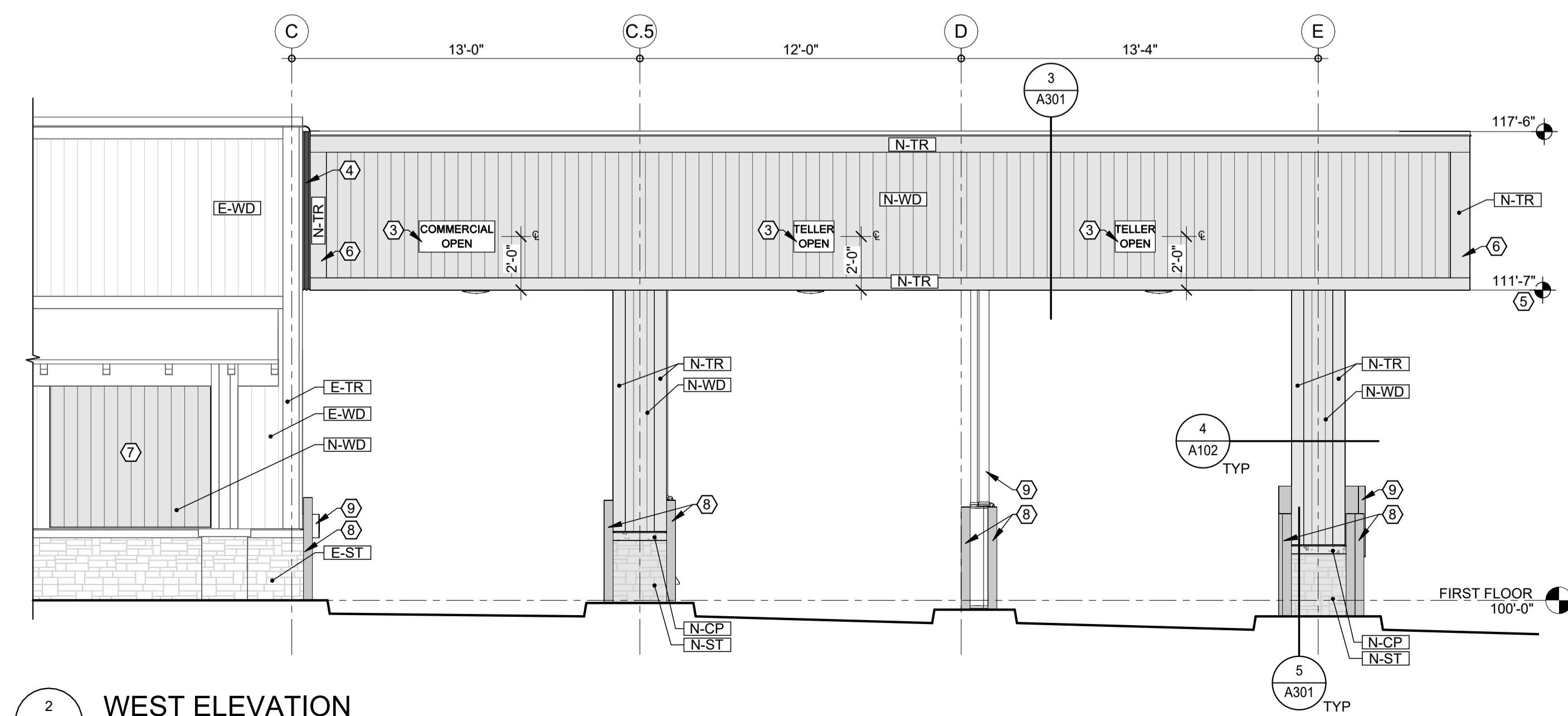
| | |
|---|--|
|  [E-WD] EXISTING WOOD SIDING, TO REMAIN |  [E-TR] EXISTING WOOD TRIM, TO REMAIN |
|  [E-ST] EXISTING STONE, TO REMAIN | |
|  [N-WD] NEW WOOD SIDING, TO MATCH EXISTING PROFILE, SPECIES, DIMENSIONS, & FINISH |  [N-TR] NEW WOOD TRIM, TO MATCH EXISTING PROFILE, SPECIES, DIMENSIONS, & FINISH |
|  [N-ST] NEW STONE, TO MATCH EXISTING PROFILE, DIMENSIONS, & COLOR. IF SALVAGED STONE IS IN GOOD CONDITION, REUSE OR MIX W/ NEW |  [N-CP] NEW WAINSCOT CAP, TO MATCH EXISTING PROFILE, DIMENSIONS, & COLOR |
|  [GL] GLASS | |

KEYNOTES

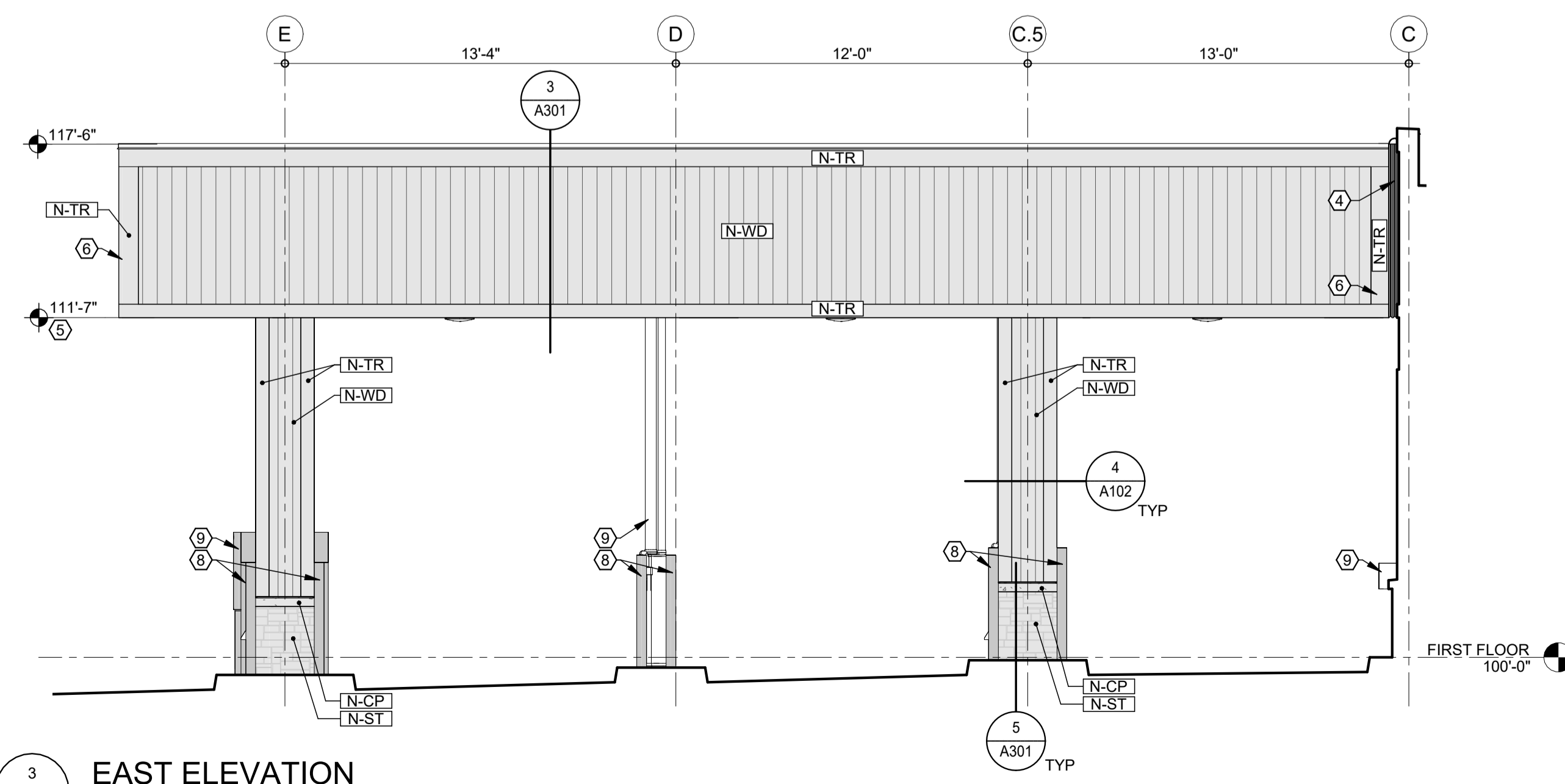
- PATCH SIDING AS REQUIRED AFTER DEMOLITION OF EXISTING SHED ROOF. REFINISH EXISTING SIDING ABOVE & BELOW DEMOLISHED SHED ROOF, TO BLEND WEATHERING
- PATCH STONE WALL @ DEMOLISHED ROOF W/ SALVAGED STONE
- PROVIDE POWER FOR TRAFFIC CONTROL SIGN CENTERED ON DRIVE AISLE. SEE ELEC. AND EQUIPMENT & SIGNAGE PLAN
- EXPANSION JOINT BETWEEN CANOPY & BUILDING
- VERIFY ELEVATION, TO ALIGN WITH EXISTING BUILDING TRIM
- 2x8 CORNER TRIM, TO MATCH EXISTING
- REINSTALL SALVAGED WOOD SIDING IF IN GOOD CONDITION, OR PROVIDE NEW TO MATCH EXISTING
- BOLLARD
- EQUIPMENT, SEE EQUIPMENT & SIGNAGE PLAN



1 SOUTH ELEVATION
A201 1/4" = 1'-0"



2 WEST ELEVATION
A201 1/4" = 1'-0"



3 EAST ELEVATION
A201 1/4" = 1'-0"

JACKSON, WYOMING
FIRST INTERSTATE BANK

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CONSTRUCTION
DOCUMENTS01.18.2024
PROJ# | FIB JACKSON
DESIGNED BY | SC/MJ
DRAWN BY | SCHREIBEIS

REVISIONS

EXTERIOR
ELEVATIONS

A201

Grand Teton Plaza Owners Association
PO Box 1001
Jackson, WY 83001
(307)203- 0723
virginia@mpmjh.com

Date: 4/23/2024

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

Re: First Interstate Bank Project

Town of Jackson

This letter is intended to express the Grand Teton Plaza Owner Association's approval of First Interstate Bank's project proposal for their building located at 802 W. Broadway in Jackson.

Grand Teton Plaza Owner Association Board of Directors met with FIB in September 2023 to discuss the addition of a drive-thru to FIB's current building and reviewed plans for reconfiguring parking to accommodate this project. GTPOA and FIB met further, and FIB adjusted plans based on the feedback provided by various owners within the Association. GTPOA feels these concerns have been adequately addressed in the design and approves adding a drive-thru to FIB's building, as well as the parking adjustments proposed in the attached plan.

If you have any questions, please contact Virginia Garcia, Grand Teton Plaza, c/o Mountain Property Management. virginia@mpmjh.com

Thank you,

Virginia Garcia

Board Member

cc: Tim Tasker (Teton Plaza Holdings, LLC) Board President
Rod Everett (P&R Investments, INC) Board Vice President
Donna Richards (CKR Enterprizes, LLC) Board Secretary



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

Date:

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: TIMOTHY TASKER Title: President

Being duly sworn, deposes and says that Grand Teton Plaza HOA is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: Grand Teton Plaza common area parking serving 800-840 W Broadway

Legal Description: Grand Teton Plaza Condo; parcel number 411633201CND00

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mallory Johnson Cushing Terrell / Brian Bergler First Interstate Bank

Mailing address of Applicant/agent: 411 E Main St #101 Bozeman MT 59715 / 1070 North West Bond Street, Suite 301 Bend Oregon

Email address of Applicant/agent: malloryjohnson@cushingterrell.com / Brian.Bergler@fib.com

Phone Number of Applicant/agent: 406.896.6204 / 541-330-7541

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 is 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 ☐ Business License Application
- ☒ Demolition Permit ☐ Home Occupation ☒ Other (describe) Basic Use Permit

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

President

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

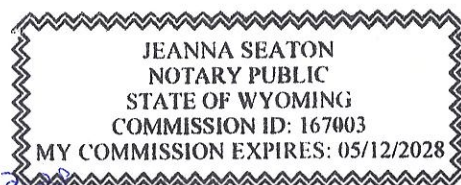
STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Timothy Tasker this 10th day of May 2024. WITNESS my hand and official seal.

Jeanna Seaton

Notary Public

My commission expires: 5-12-28





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

Date:

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: BRIAN D. BERGLER Title: SVP, CORPORATE REAL ESTATE

Being duly sworn, deposes and says that First Interstate Bank is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 802 W Broadway Ave

Legal Description: PT SW1/4NW1/4, SEC. 33, TWP. 41, RNG. 116 PT TRACT 13

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Mallory Johnson

Mailing address of Applicant/agent: 411 E Main St #101 Bozeman, Montana 59715

Email address of Applicant/agent: malloryjohnson@cushingterrell.com

Phone Number of Applicant/agent: 406.896.6204

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 is 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 ☐ Business License Application
☒ Demolition Permit ☐ Home Occupation ☒ Other (describe) Basic Use Permit

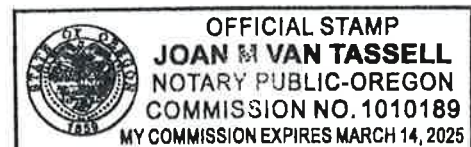
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

[Signature]
Property Owner Signature

SVP CORPORATE REAL ESTATE

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

STATE OF OREGON)
) SS.
COUNTY OF DESCHUTES)



The foregoing instrument was acknowledged before me by Joan M Van Tassell this 24TH day of APRIL 2024. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: 3/14/25