



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: November 13, 2024</p> <p>Item #: P24-164</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owners: Episcopal Church of JH PO BOX 1690, JACKSON, WY 83001</p> <p>Applicant: Jorgensen Assoc. Mila Dunbar-Irwin PO Box 9550 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application Conference for development of a proposed mixed use retail, residential, office and assembly located at 170 N Glenwood Street and 139 N Cache St. LOTS 1 THRU 7 & 14 THRU 20 BLK 7, JACKSON ORIGINAL TOWNSITE. PIDN: 22-41-16-28-4-09-005</p> <p>For questions, please call Katelyn Page at 307-733-0440 x1302, or email the address shown to the left. Thank you.</p>
<p>Please respond by: November 27, 2024 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to: planning@jacksonwy.gov



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process the next business day.

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

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

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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>.

_____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

_____ Existing property conditions (buildings, uses, natural resources, etc)
_____ Character and magnitude of proposed physical development or use
_____ Intended development options or subdivision proposal (if applicable)
_____ Proposed amendments to the LDRs (if applicable)

_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

_____ Property boundaries
_____ Existing and proposed physical development and the location of any uses not requiring physical development
_____ Proposed parcel or lot lines (if applicable)
_____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

_____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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 Owner or Authorized Applicant/Agent

Date

Name Printed

Title

Teton County Planning and Building Department
200 S. Willow, P.O. Box 1727
Jackson, WY 83001
Phone (307)733-7030



LETTER OF AUTHORIZATION BY OWNER

THE LETTER OF AUTHORIZATION IS TO BE SUBMITTED ONLY IF THE APPLICANT/AGENT IS NOT THE RECORDED OWNER OF THE PROPERTY. THE RECORDED OWNER MUST SIGN THE LETTER OF AUTHORIZATION AND HAVE IT NOTARIZED.

OWNER, CO-OWNER, OR CORPORATE OWNER:

Name: The Episcopal Church in Jackson Hole
Physical Address of Property: 170 N Glenwood, Jackson, WY 83001
Mailing Address: PO Box 1690
Zip code: 83001 Phone: (307) 733-2603
Email: jimmycstjohns.jackson.wy

AGENT OR CONTRACTOR: (If authorizing Agent and Contractor, fill out a form for each)

Name: Jorgensen Associates, Inc.
Mailing Address: P.O. Box 9550, Jackson, WY
Zip code: 83002 Phone: (307)733-5150
Email: bschulte@jorgeng.com

Owner, Co-Owner, or Corporate Owner, ("Owner") which property is specifically described as Lots 1-7 & 14-20, Block 7, Jackson Original Townsite (22-41-16-28-4-09-005)

hereby authorizes Agent or Contractor, as stated above, to represent and/or act for Owner in making application for, receiving, and accepting on Owner's behalf, any permits or other action by the Teton County Commissioners, Planning and Development, Building, and/or Engineering Departments relating to Owner's Property in Teton County, and the modification, development, planning, platting, replatting, improvements, use or occupancy of land, or energy mitigation in Teton County. Owner acknowledges and agrees to be bound and must abide by the written terms or conditions of issuance of any such named Agent or Contractor, whether actually delivered to Owner or not. Owner agrees that no modification, development, planning, platting or replatting, improvements, use or occupancy of land, or energy mitigation involved in any application, as it relates to Owner's Property, shall take place until approved by the appropriate official(s) of Teton County, in accordance with all applicable codes and regulations. Owner agrees to pay any fines and/or mitigation fees to Teton County and will 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, and/or regulations applicable to the action sought to be permitted by the application authorized herein. Owner agrees and authorizes Agent or Contractor to pay any fines and/or mitigation fees to Teton County and for the Agent or Contractor to accept and receive any reimbursement or fee payments due to Owner from Teton County, including but not limited to energy mitigation fees.

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, CO-OWNER, CORPORATE OWNER:

Print Name: The Reverend James P. Bartz

Signature: [Signature]

Title: Rector, President

STATE OF Wyoming

COUNTY OF Lincoln

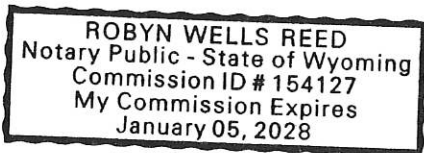
SS.

Subscribed and sworn to before me by James Bartz this
15 day of October, 2024.

WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: January 05, 2028



P.S. COMBINATION
This Quitclaim Deed being recorded to show correct name of the Grantee
QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, That The Episcopal Diocese of
Wyoming, a Wyoming Corporation

grantor, of the County of Albany, State of Wyoming,
for the consideration of Ten Dollars and Other Good and Valuable Consideration
DOLLARS

in hand paid, the receipt whereof is hereby acknowledged, hereby CONVEY(S) and QUITCLAIM(S)
to, The Episcopal Church in Jackson Hole, Wyoming
a Wyoming Corporation,

address of Grantee, P.O. Box 505
City, Jackson County, Teton State of Wyoming 83001

all interest in the following described real property, situate in the County of Teton
in the State of Wyoming, to wit: Lots 1 through 7 and Lots 14 through 20 of Block 7,
1.) Original Townsite, Jackson, Teton County, Wyoming, and any and all improvements thereon
and rights therein.
2.) THAT parcel of land running north to south 350 feet and approximately 20 feet wide
through the north to south center line of Block 7 of the Original Townsite of the Town
of Jackson, Wyoming, being bounded on the east by Lots 1 through 7 of said Block 7 and
bounded on the west by Lots 14 through 20 of said Block 7, being a former alley of the
Town of Jackson, Wyoming vacated and deplatting by Ordinance No. 68 of the Town Council
of the Town of Jackson, filed for record in the office of the County Clerk and Ex-
Officio Recorder of Deeds June 8, 1959 and recorded in book 10 of Mixed Records, on
page 131, which property, by said vacating and deplatting of such alley, became the
property of the contiguous owner of said lots, the Trustees of Church Property of the
Protestant Episcopal Church in Wyoming, a Wyoming corporation, and any and all improve-
ments thereon and rights therein.

This quitclaim deed is being filed to correct those quitclaim deeds filed for record
on January 23, 1976 in Book 45 of Photo, page 147 & 148 and also filed January 29, 1976
in Book 45 of Photo, page 208.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of
the State of Wyoming.

Dated this 20th day of October, 1986

Recorded 12-10-86 10:45
in Book 183 of Photo Page 964
No. 269659 \$4.00 pd
V. Jolynn Coonce County Clerk
by Ann Rids Dep.

The Episcopal Diocese of Wyoming
a Wyoming Corporation

By: *Bob G. Jones*
President of Corporation
By: *Gail K. Faulkner*
Attested by Secretary

RECORDED
COMPALED
INDEXED
ABSTRACTED

State of Wyoming
County of Albany

The foregoing instrument was acknowledged before me by
Bob G. Jones and *Gail K. Faulkner*
this 17th day of
November, 1986

Witness my hand and official seal.



Shirley Denham
notary Title of officer
Commission Expires: 23 January 1988



PO Box 9550 | 1315 HWY 89 S., Ste. 201
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

October 16th, 2024

Town of Jackson Planning and Building Dept.
P.O. Box 1687
150 East Pearl Street
Jackson, WY 83001

-Submitted via SmartGov-

RE: Pre-Application Conference Request – St. John’s Episcopal Church

Dear Staff,

Included with this submittal you will find the necessary materials for a Pre-Application Conference Request on behalf of St. John’s Episcopal Church of Jackson Hole. The property is located at 170 N Glenwood St, Jackson, WY 83001 and is specifically described as Lots 1-7 & 14-20, Block 7, Jackson Original Townsite (PIDN: 22-41-16-28-4-09-005).

We are proposing to replace the existing Browse N Buy with a two-story building with a basement to house the Browse N Buy retail, storage, and sorting space, as well as the Jackson Cupboard. There will also be offices and two apartments for church and partner staff. In addition, there will be dedicated meeting space for the recovery community and other church functions.

Included with this transmittal you will find the following:

- Warranty Deed
- Letter of Authorization
- Conceptual site plan

Please call me if you have any questions, or if you require additional information at this time. Thank you for your assistance.

Sincerely,

JORGENSEN ASSOCIATES, INC.

Mila Dunbar-Irwin
Deputy Planning Manager

CC: Brendan Schulte
Planning Manager – Senior Project Manager

BROWSE & BUY

PHYSICAL ADDRESS: 139 N. Cache Street
LOT, SUBDIVISION: Lots 1-7 & 14-20, Block 7, Jackson Original Townsite
ZONING: Town Square-2 (TS-2)
ZONING OVERLAYS: Lodging Overlay, Downtown Design Overlay-2 (Western Character)
STREET FRONTAGE TYPE: Covered Walkway
BUILDING FRONTAGE TYPE: Town Square

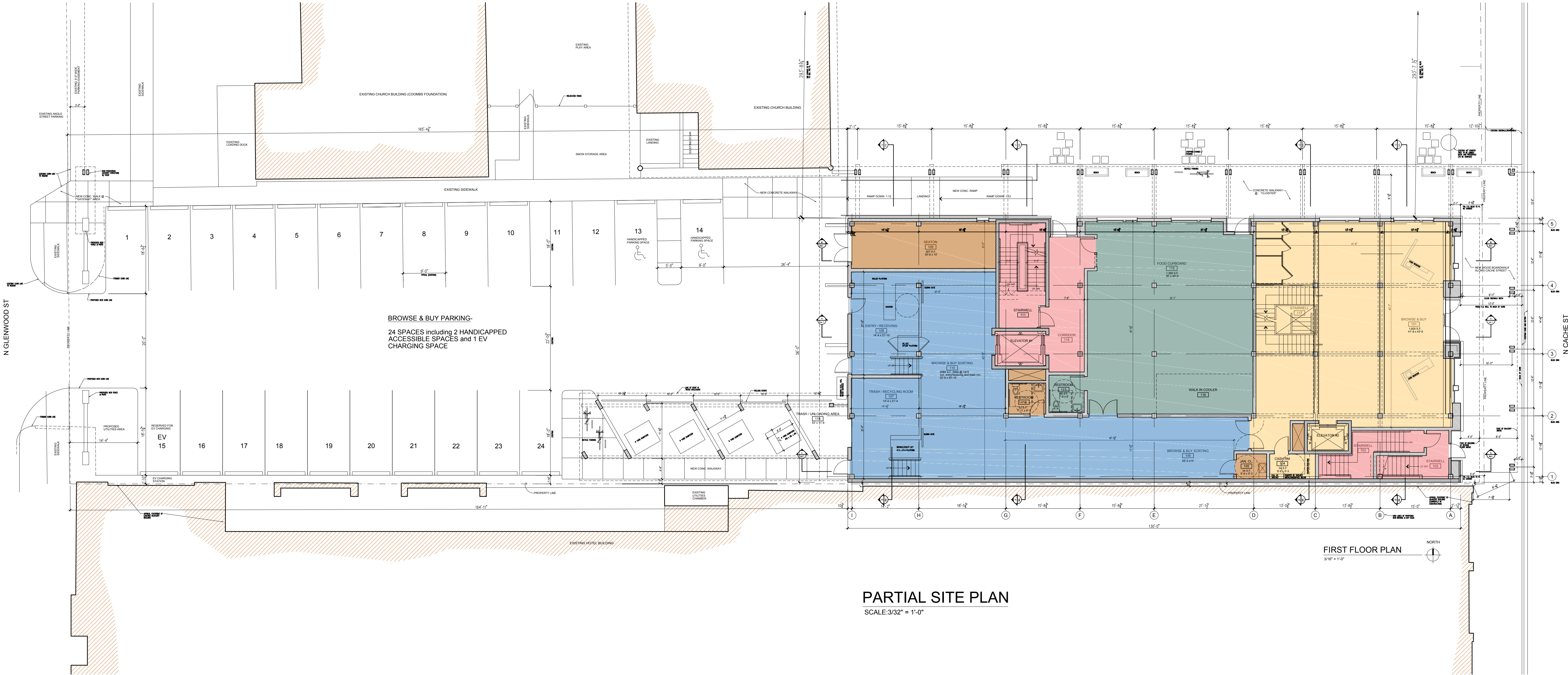
LDR COMPLIANCE SUMMARY

	REQUIREMENT	PROPOSED	COMPLIANCE
PRIMARY STREET SETBACK RANGE (MIN/MAX)	0' to 5'	4'-6" at first fl 6" at second fl	complies
SECONDARY STREET SETBACK RANGE (MIN/MAX)	0' to 5' (N/A)	283'-4"	complies
LANDSCAPE SURFACE RATIO (MIN)	TO BE DETERMINED	TO BE DETERMINED	complies
PLANT UNITS (MIN)	TO BE DETERMINED	TO BE DETERMINED	complies
PARKING REQUIREMENTS	TO BE DETERMINED	TO BE DETERMINED	
BUILDING HEIGHT (MAX.)	42'	37'-1"	complies
STORIES (MAX.)	3	2	complies
FLOOR AREA RATIO (FAR MAX.)	1.83	0.331	complies
PEDESTRIAN FRONTAGE	COVERED WALKWAY	COVERED WALKWAY	complies
BUILDING FRONTAGE TYPE	TOWN SQUARE	TOWN SQUARE	complies
AFFORDABLE HOUSING	1,784	2	complies

DRC SUBMITTAL DRAWING LIST

- SITE-1
SITE-2
- PARTIAL SITE PLAN
OVERALL SITE PLAN SHOWING
LANDSCAPING OF EXIST. CAMPUS
BASEMENT FLOOR PLAN
FIRST FLOOR PLAN
SECOND FLOOR PLAN
BUILDING ELEVATIONS
BUILDING ELEVATIONS
PARTIAL ELEVATIONS
EXTERIOR RENDERING VIEWS
EXTERIOR RENDERING VIEWS

- A2.1
A2.2
A2.3
A3.1
A3.2
A3.3
A4.1
A4.2



BROWSE & BUY BUILDING
DESIGN REVIEW COMMITTEE SUBMITTAL

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

JACKSON, WYOMING

SHEET TITLE:
SCHEMATIC SITE
PLAN

DATE: 5/22/24
REVISIONS:
DRC SUBMITTAL
5/22/24

DRAWING NUMBER:
SITE-1

SCALE ACCURATE ON
24 X 36 SHEETS

POST OFFICE BOX 1249
265 EAST KELLY AVENUE
JACKSON, WYOMING 83001
T: 307.733.4364
F: 307.733.4365
info@hawtinjorgensen.com
Checked By: Anne Jorgensen
Drawn By:

Hawtin Jorgensen
ARCHITECTS