



# 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: November 13, 2024

Item #: P24-164

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

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

**Owners:**

Episcopal Church of JH  
PO BOX 1690,  
JACKSON, WY 83001

**Applicant:**

Jorgensen Assoc.  
Mila Dunbar-Irwin  
PO Box 9550  
Jackson, WY 83001

**REQUESTS:**

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

For questions, please call Katelyn Page at 307-733-0440 x1302, or email the address shown to the left. Thank you.

**Please respond by: November 27, 2024 (with Comments)**

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto: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](http://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 processed 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](http://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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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

\_\_\_\_\_

Name Printed

\_\_\_\_\_

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: P.O. Box 1690  
Zip code: 83001 Phone: (307) 733-2603  
Email: jimmyestjohnsjesm.org

**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.

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**OWNER, CO-OWNER, CORPORATE OWNER:**

Print Name: The Reverend James P. Bartz

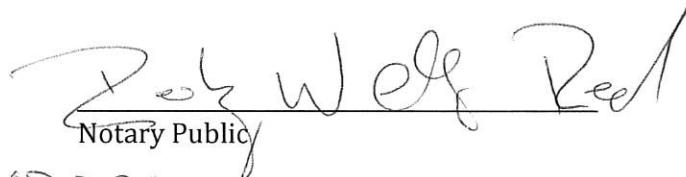
Signature: 

Title: Rector, President

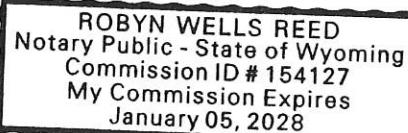
STATE OF Wyoming SS.  
COUNTY OF Lincoln

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

**WITNESS** my hand and official seal.

  
Notary Public

My commission expires: January 05, 2028



P-8 COMBINATION  
This Quitclaim Deed being recorded to show only the 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

1.) 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, 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 28 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 deplatted 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 deplattting 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 improvements 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.

Received 12-10-86 10:45 A.M.
In Book 183 Photo Page 964
269659 \$4.00 pd
V. Jolynn Coonce County Clerk
by Anna Rids Dep.

The Episcopal Diocese of Wyoming, a Wyoming Corporation

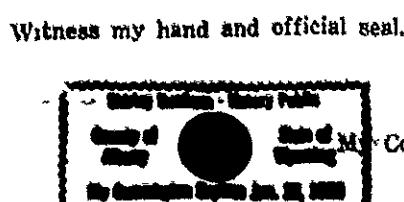
By: *Bob G. Jones*  
President of Corporation  
Attested by Secretary

RECORDED	<input checked="" type="checkbox"/>
COMPARED	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>

State of Wyoming  
County of Albany

The foregoing instrument was acknowledged before me by  
*Bob G. Jones*, *J. Gail K. Fawcett*

on this 17th day of November, 1986.



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



PO Box 9550 | 1315 HWY 89 S., Ste. 201

Jackson, WY 83002

PH: 307.733.5150

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[www.jorgeng.com](http://www.jorgeng.com)

October 16<sup>th</sup>, 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

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

Checked By:

**Hawtin Jorgensen**  
**ARCHITECTS**

Drawn By:

**JACKSON, WYOMING**

**BROWSE & BUY BUILDING**

**DESIGN REVIEW COMMITTEE SUBMITTAL**

**ST. JOHN'S EPISCOPAL CHURCH**  
**CACHE STREET CAMPUS**

**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**

