



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police
- Ecosystem Stewardship

Joint Town/County

- Parks & Recreation
- Pathways
- Joint Housing Dept.

Teton County

- Planning Division
- Engineer
- Surveyor
- Assessor
- Clerk & Recorder
- Road & Levee

State of Wyoming

- Teton Conservation
- WYDOT
- TC School District #1
- Game & Fish
- DEQ

Federal Agencies

- Army Corp of Engineers

Utility Providers

- Qwest
- Lower Valley Energy
- Bresnan Communications

Special Districts

- Start
- Jackson Hole Fire/EMS
- Regional Transportation

Date: March 19, 2025	REQUEST:
Item: P25-051	<p>The applicant is submitting a request for a Zoning Compliance Verification (ZCV) for a Boundary Line Adjustment of Lots 4, 5, 6, & 7, Powderhorn Housing Addition to the Town of Jackson, Plat No. 1365, located at 625, 645 & 675 Powderhorn Lane.</p>
Planner: Andrew Bowen Phone: 733.0440 ext. 1306 Email: abowen@jacksonwy.gov	
Owners: Lot 4, 625 Powderhorn Lane Jackson Hole Housing Fund 18312 Minnetonka Blvd. Suite 200 Wayzata, MN 55391	Respective PIDNs: 22-41-16-32-4-43-004 22-41-16-32-4-43-005 22-41-16-32-4-43-006 22-41-16-32-4-43-007
Lot 5 & 6 645 & 675 Powderhorn Lane Powderhorn Housing, LLC P.O. Box 290 Teton Village, WY 83025	
Lot 7 Common Area Powderhorn Housing Homeowners' Association P.O. Box 290 Teton Village, WY 83025	
Applicant: Cirque Consulting George Putnam	For questions, please call Andrew Bowen at 733-0440, x 1306, or email to the address shown below. Thank you.

Respective PIDNs:

- 22-41-16-32-4-43-004
- 22-41-16-32-4-43-005
- 22-41-16-32-4-43-006
- 22-41-16-32-4-43-007

Lot 5 & 6

645 & 675 Powderhorn Lane
Powderhorn Housing, LLC
P.O. Box 290
Teton Village, WY 83025

Lot 7 Common Area

Powderhorn Housing Homeowners' Association
P.O. Box 290
Teton Village, WY 83025

Applicant:

Cirque Consulting
George Putnam

For questions, please call Andrew Bowen at 733-0440, x 1306, or email to the address shown below. Thank you.

PO Box 7775
Jackson, WY 83002

Please respond by: April 15, 2025

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



PO Box 7775
Jackson, WY 83002 307-413-5424

March 14, 2025

Town of Jackson Planning and Building
PO Box 1687
Jackson, WY 83001

RE: Zoning Compliance Verification for Boundary Line Adjustment

Dear Planning Staff,

On behalf of the applicant/owner, Wyoming 770, LLC, please accept this letter and the accompanying materials for a Zoning Compliance Verification (ZCV) for a Boundary Line Adjustment of Lots 4, 5, 6, & 7, Powderhorn Housing Addition to the Town of Jackson, Plat No. 1365, located at 625, 645 & 675 Powderhorn Lane.

Included for your review are the following:

- \$601 fee paid by credit card via phone
- Planning Application
- Project Narrative, Proposed Conditions and ZCV Findings
- Letters of Authorization
- Map to Accompany ZCV

Upon issuance of the Zoning Compliance Verification the applicant intends to submit a Boundary Line Adjustment application with replat to finalize moving the lot line between Lots 4, 5, 6 & 7.

Please do not hesitate to contact me at (307) 413-5424 should you have any questions with this submittal. We look forward to hearing from you upon your sufficiency determination.

Sincerely,

George Putnam
Cirque Consulting, LLC



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: _____

22-41-16-32-4-43-006

22-41-16-32-4-43-007

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.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 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.

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

Powderhorn Housing Boundary Line Adjustment

Owners -

Lot 4, Plat 1365 – 625 Powderhorn Lane

Jackson Hole Housing Fund
18312 Minnetonka Blvd.
Suite 200
Wayzata, MN 55391

Lot 5, Plat 1365 – 645 Powderhorn Lane

Powderhorn Housing, LLC
P.O. Box 290
Teton Village, WY 83025

Lot 6, Plat 1365 – 675 Powderhorn Lane

Powderhorn Housing, LLC
P.O. Box 290
Teton Village, WY 83025

Lot 7 Common Area, Plat 1365

Powderhorn Housing Homeowners' Association
P.O. Box 290
Teton Village, WY 83025



PO Box 7775
Jackson, WY 83002 307-413-5424

Zoning Compliance Verification Request for Boundary Line Adjustment (with Replat)

Property address: 625, 645 & 675 Powderhorn Lane, Jackson, WY.
Lots 4-7 Powderhorn Housing Addition to the Town of Jackson, Plat No. 1365
Town of Jackson Zoning – PUD-NH-1

Project Narrative:

The owners/applicants, Jackson Hole Housing Fund (Lot 4) Powderhorn Housing LLC (Lots 5 & 6) and Powderhorn Homeowners' Association (common area Lot 7) desire to adjust the current boundary lines between their respective lots to rectify as-built building footprints located outside the currently recorded townhouse plat lot boundaries as shown on Plat No. 1356.

The Powderhorn Housing PUD project received approval under the amended Sketch Plan P13-024, Conditional Use Permit for Institutional Residential Use P13-025, and Final Development Plan P13-026. A final townhouse plat was recorded, in 2016 as Plat No. 1356. Due to the phased nature of the project and minor design changes that occurred subsequent to recording the plat, Lots 4, 5, & 6 shown on Plat No. 1356 currently do not match the final building footprints. The proposed boundary adjustment will resolve those discrepancies aligning the lot configuration, access easements and common element designations with the as-built buildings completed in 2024.

A reciprocal ingress and access easement was recorded on October 22, 2024, as Doc No. 1091872 to provide access to Lots 4, 5, & 6 through the stairwells and elevator lying within the as-built buildings. This easement will be vacated concurrently with the amended Final Plat that will assign new limited common elements over proposed Lots 8, 9, 10 and 11 to accommodate dedicated access.

Proposed Conditions:

Adjusted Lot 4 – 625 Powderhorn Lane (proposed Lot 8)
Townhouse Lot Size: .065 acres

Adjusted Lot 5 – 645 Powderhorn Lane (proposed Lot 9)
Townhouse Lot Size: .064 acres

Adjusted Lot 6 – 675 Powderhorn Lane (proposed Lot 10)
Townhouse Lot Size: .065 acres

Adjusted Lot 7 – 625 Powderhorn Lane (proposed Lot 11)
Townhouse Lot Size: 1.797 acres



PO Box 7775
Jackson, WY 83002 307-413-5424

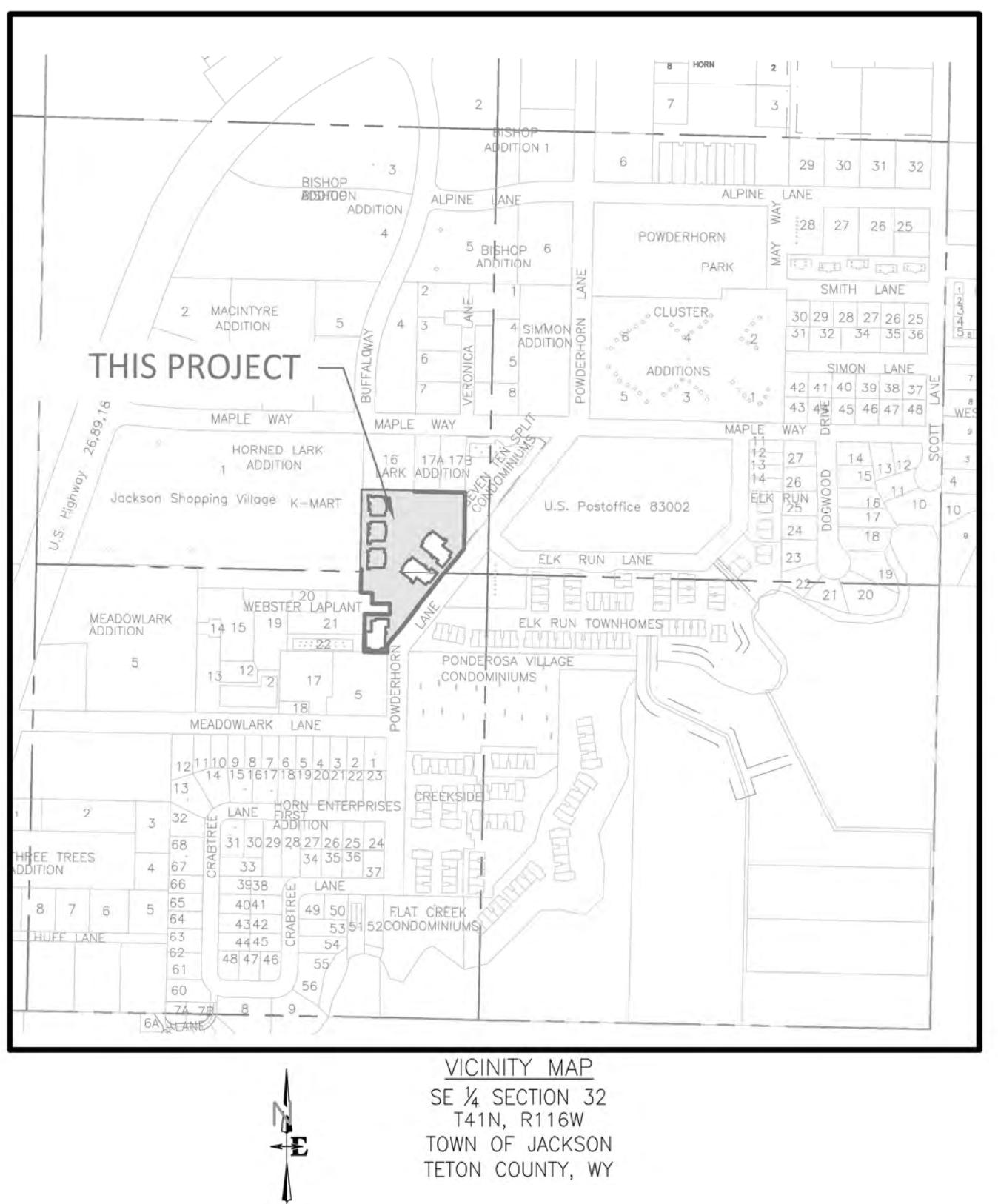
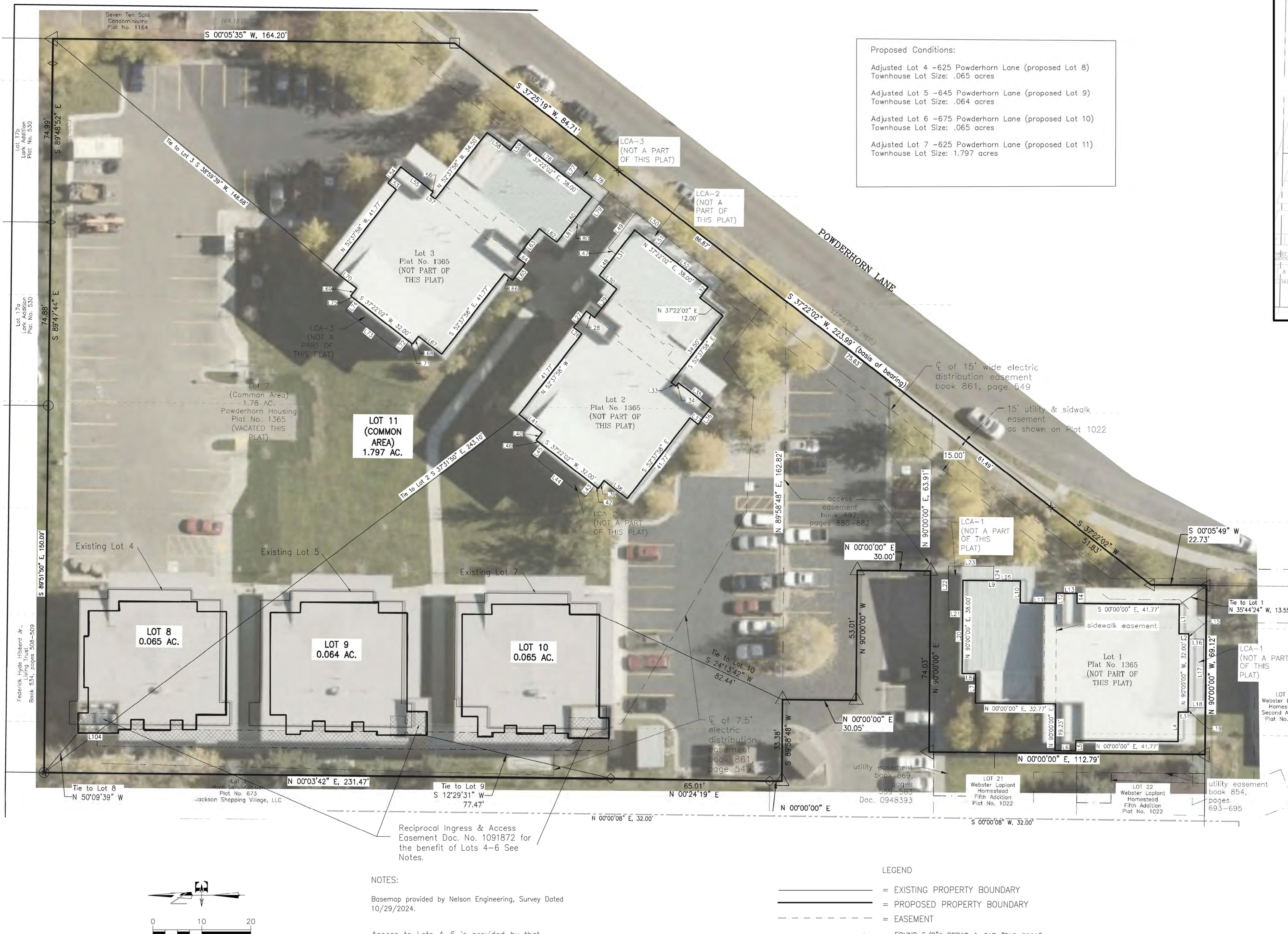
Zoning Compliance Verification Findings:

1. Complies with all relevant standards of the LDRs and other Town Ordinances; and

Finding can be made. The proposed adjusted lots as shown on the attached ZCV map demonstrate compliance with all relevant physical development standards, vehicle access standards, bulk and mass standards, and allowed uses as included in the LDRs for the project under the PUD-NH-1 zone.

2. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

Finding can be made. The existing lots were created according to the Town of Jackson subdivision permit for the Powderhorn Housing Addition to the Town of Jackson, Plat No. 1365. Applicable standards and conditions of Sketch Plan P13-024, Conditional Use Permit for Institutional Residential Use P13-025, and Final Development Plan P13-026 were met at the time of prior plat approval. The proposed boundary line adjustment will bring the lots into further conformity with those approvals by aligning lot boundaries with as-built conditions.



MAP TO ACCOMPANY
ZONING COMPLIANCE VERIFICATION
PREPARED FOR
POWDERHORN HOUSING
BEING
LOTS 4-7 POWDERHORN HOUSING
ADDITION TO THE TOWN OF
JACKSON, PLAT NO 1365

California All-Purpose Certificate of Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Diego

} s.s.

On Mar. 19th 2025 before me, Kncheol Noh, Notary Public

Name of Notary Public, Title

personally appeared Margaretha Walk

Name of Signer (1)

Name of Signer (2)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Signature of Notary Public



Seal

OPTIONAL INFORMATION

Although the information in this section is not required by law, it could prevent fraudulent removal and reattachment of this acknowledgment to an unauthorized document and may prove useful to persons relying on the attached document.

Description of Attached Document

The preceding Certificate of Acknowledgment is attached to a document titled/for the purpose of _____

containing _____ pages, and dated _____.

The signer(s) capacity or authority is/are as:

Individual(s)
 Attorney-in-fact
 Corporate Officer(s) _____
Title(s) _____

Guardian/Conservator
 Partner - Limited/General
 Trustee(s)
 Other: _____

representing: _____

Name(s) of Person(s) Entity(ies) Signer is Representing

Additional Information

Method of Signer Identification

Proved to me on the basis of satisfactory evidence:

form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:

Page # _____ Entry # _____

Notary contact: _____

Other

Additional Signer Signer(s) Thumbprints(s)

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Title(s)

Guardian/Conservator
 Partner - Limited/General
 Trustee(s)
 Other: _____

representing: _____

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form(s) of identification credible witness(es)

Notarial event is detailed in notary journal on:

Page # _____ Entry # _____

Notary contact: _____

Other

Additional Signer Signer(s) Thumbprints(s)

LETTER OF AUTHORIZATION

Powderhorn Housing, LLC _____, "Owner" whose address is: _____
PO Box 290 Teton Village, WY 83025

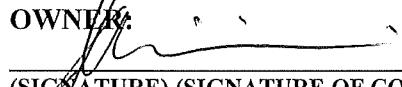
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: Lot 5 and 6 of the Powderhorn Housing Addition to the Town of Jackson, PLat No 1365

(If too lengthy, attach description)

HEREBY AUTHORIZES Cirque Consulting, LLC as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and 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 or regulations applicable to the action sought to be permitted by the application authorized herein.

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: 

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: COO

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

STATE OF Wyoming

)

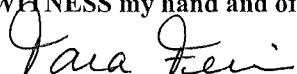
)SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by Doug Pievini this 13th day of March, 2015.

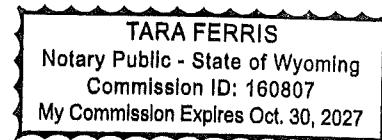
WITNESS my hand and official seal.



(Seal)

(Notary Public)

My commission expires:



LETTER OF AUTHORIZATION

Powderhorn Housing Homeowners' Association, "Owner" whose address is: _____

PO Box 290 Teton Village, WY 83025

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: Lot 7 of the Powderhorn Housing Addition to the Town of Jackson, PLat No 1365

(If too lengthy, attach description)

HEREBY AUTHORIZES Cirque Consulting, LLC as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and 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 or regulations applicable to the action sought to be permitted by the application authorized herein.

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: 

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: COO

(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 Doug Pierini this 13th day of March, 2025

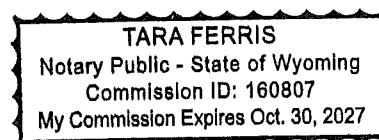
WITNESS my hand and official seal.

Tara Ferris

(Seal)

(Notary Public)

My commission expires:



LETTER OF AUTHORIZATION

Jackson Hole Housing Fund

18312 Minnetonka Blvd, Suite 200, Wayzata, MN 55391

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: Lot 4 of the Powderhorn Housing Addition to the Town of Jackson, Plat No 1365

(If too lengthy, attach description)

HEREBY AUTHORIZES Cirque Consulting, LLC as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and 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 or regulations applicable to the action sought to be permitted by the application authorized herein.

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: JACKSON HOLE HOUSING FUND
A WYOMING NONPROFIT CORPORATION By Marganatha Walk
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: President

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

STATE OF _____)
)
COUNTY OF _____)
)

The foregoing instrument was acknowledged before me by _____ this _____ day of
_____, 20_____.
WITNESS my hand and official seal.

(Seal) See Attached California
All-Purpose Acknowledgment

(Notary Public)
My commission expires: