



# 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
  - Transportation Administrator
  - 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 18, 2025   | <b>REQUESTS:</b>  |
| Item #: P25-215   |   |
| Planner: Katelyn Page<br>Phone: 307-733-0440 ext. 1302<br>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a> | The applicant is submitting a request for an optional Pre-Application Conference for a Basic Use Permit (Retail Use) at the property located at 1007 South Highway 89, legally known as Lot 3, Car Corner Addition. |
| <b>Owner:</b><br>G6 LLC & CCC Management, LLC<br>c/o Rob Ottaway<br>PO Box 6433<br>Jackson, WY 83002                          | <b>PIDN:</b> 22-41-16-32-3-02-003<br><br>For questions, please call Katelyn Page at 307-733-0440 x1302, or email at <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a> . Thank you.                       |
| <b>Applicant:</b><br>Louise Shiverick<br>Jorgensen Associates, Inc.<br>PO Box 9550<br>Jackson WY 83002                        |   |

The applicant is submitting a request for an optional Pre-Application Conference for a Basic Use Permit (Retail Use) at the property located at 1007 South Highway 89, legally known as Lot 3, Car Corner Addition.

**PIDN:** 22-41-16-32-3-02-003

For questions, please call Katelyn Page at 307-733-0440 x1302, or email at [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov). Thank you.

**RESPONSE:** by December 5, 2025, with Comments.

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 East Pearl Ave. ph: (307) 733-0440  
P.O. Box 1687 [www.jacksonwy.com](http://www.jacksonwy.com)  
Jackson, WY 83001

**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, visit <https://www.jacksonwy.gov/204/Pre-Application>

FOR GRADING PREAPPS ONLY, submit to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov). All other requests should be sent to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

#### **PROJECT**

Name/Description:

Physical Address:

PIDN:

Lot, Subdivision:

#### **PROPERTY OWNER**

Name:

Phone:

Mailing Address:

Email:

#### **APPLICANT/AUTHORIZED REPRESENTATIVE**

Name, Agency:

Phone:

Mailing Address:

Email:

**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: Phone:

Mailing Address:

Email:

#### **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

This pre-application conference is:

Use Permit

Required

Development Option or Subdivision Permit

Optional

Interpretations of the LDRs

For Grading

Amendments to the LDRs

If for grading, submit to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov)

Relief from the LDRs

Environmental Analysis

**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. Submit via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov) for all requests other than grading.

**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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

**Narrative Project Description.** Attach a 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

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

Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS). 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, identify these areas on the site plan.

**Application Fee.** The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/204/Pre-Application>

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.

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Signature

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Date

---

Name Printed

---

Title

## LETTER OF AUTHORIZATION

G6, LLC, a Wyoming limited liability company ("Owner"), is the owner of the property more specifically described as Lot 3, Car Corner Addition to the Town of Jackson, Wyoming according to Plat 1145 recorded in the County Clerk's Office of Teton County, Wyoming on April 19, 2005 (PIDN 22-41-16-32-3-02-003)(the "Property"), and HEREBY AUTHORIZES CCC Management, LLC, a Wyoming limited liability company ("CCC"), to pursue construction of improvements on the Property and to pursue all permits necessary in conjunction therewith with the Town of Jackson, Wyoming. CCC and Owner are parties to that certain Ground Lease dated December 8, 2017 (the "Lease"). Nothing herein is intended to modify the terms and conditions of the Lease, and CCC hereby acknowledges that all construction activities on the Property remain subject to the terms and conditions of the Lease. CCC hereby appoints Jorgensen Associates, P.C., a Wyoming professional corporation ("Agent"), as its agent to represent and act for CCC in pursuit of a building permits for improvements on the Property. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized CCC's submittal of the building permit application (and related applications and permits) by the Agent named above. Owner acknowledges and agrees that the Property will be subject to the terms and conditions of the building permit. CCC shall be responsible for all fines and fees related to such permits authorized herein.

Under penalty of perjury, the undersigned swear that the foregoing is true and is given with the appropriate authority of G6 and CCC.

Owner reserves the right to terminate this Letter of Authorization at any time following one (1) days written notice to Agent, CCC and the Town of Jackson.

**G6, LLC,**  
a Wyoming limited liability company

By: Dennis Lamb  
Dennis Lamb, Manager

STATE OF WYOMING )  
 ) ss  
COUNTY OF TETON )

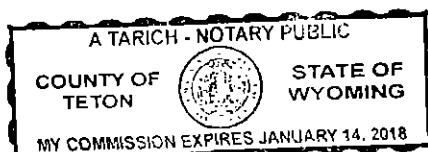
*AA*  
2nd day of January

*AA* The foregoing instrument was acknowledged before me on this 29<sup>th</sup> day of December, 2017 by Dennis Lamb in his capacity as Manager of G6, LLC, a Wyoming limited liability company.

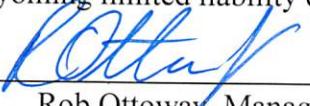
Marie D. Hause  
Notary Public

SEAL:

My Commission Expires: 1-14-18



**CCC Management, LLC,**  
a Wyoming limited liability company

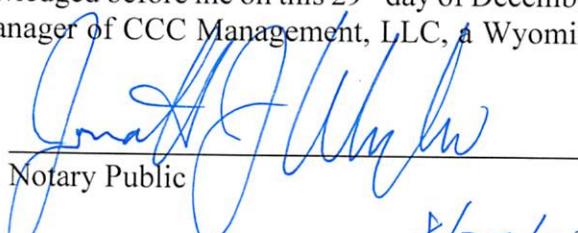
By: 

Rob Ottoway, Manager

STATE OF WYOMING )  
                          ) ss  
COUNTY OF TETON    )

The foregoing instrument was acknowledged before me on this 29<sup>th</sup> day of December, 2017 by Rob Ottoway in his capacity as Manager of CCC Management, LLC, a Wyoming limited liability company.

SEAL:

  
Notary Public

My Commission Expires: 8/27/20





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:

## LETTER OF AUTHORIZATION

## NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

**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 \_\_\_\_\_ is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises:

Legal Description:

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: \_\_\_\_\_

Mailing address of Applicant/Authorized Representative: \_\_\_\_\_

Email address of Applicant/Authorized Representative: \_\_\_\_\_

Phone Number of Applicant/Authorized Representative: \_\_\_\_\_

Is authorized to act as property owner's representative and be the applicant for the application(s) checked below for a

I am authorized to act as property owner's representative and be the applicant for the application(s) checked below. I, a permit to perform the work specified in this(these) application(s) at the premises listed above:

## Development/Subdivision Flat Permit Application      Building Permit Application

Public Right of Way Permit    Grading and Erosion Control Permit    Business License Application

Demolition Permit       Other (describe) \_\_\_\_\_

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of

Property Owner Signature

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

STATE OF \_\_\_\_\_ )  
 ) SS.

COUNTY OF )

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_ . WITNESS my hand and official seal.

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## Notary Public

My commission expires:

SPECIAL WARRANTY DEED

|            |                                     |
|------------|-------------------------------------|
| RELEASED   | <input checked="" type="checkbox"/> |
| INDEXED    | <input checked="" type="checkbox"/> |
| ABSTRACTED | <input checked="" type="checkbox"/> |
| SCANNED    | <input checked="" type="checkbox"/> |

Dennis R. Lamb, a married man dealing in his sole and separate property ("Grantor"), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, the receipt and sufficiency of which is hereby acknowledged, CONVEYS AND WARRANTS in the manner set forth below to G6 LLC, of P.O. Box 530, Jackson, Wyoming, 83001, ("Grantee"), the following described real estate situated in the County of Teton, State of Wyoming, hereby waiving and releasing under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to wit:

Lot 3 of the CAR Corner Addition to the Town of Jackson, Teton County Wyoming according to that plat recorded April 19, 2005 as Plat No. 1145; PIDN 22-41-16-32-3-02-003;

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging; but subject to all covenants, conditions, restrictions, easements, reservations, rights and rights-of-way of sight and/or record.

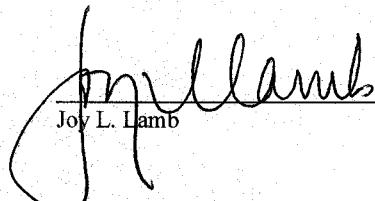
Grantor shall and will specially warrant that the title to the aforesaid property is free from defects or encumbrances created or suffered by Grantor excepting therefrom mortgages of record as of the date of this deed, and will forever defend the property conveyed by the within deed, and every part thereof, against every person lawfully claiming the same, or any part thereof, by, through, or under Grantor, and no other.

Joy L. Lamb, wife of Dennis R. Lamb, executes this Special Warranty Deed for the sole purpose of releasing and waiving all rights in the property under and by virtue of the homestead exemption laws of the State of Wyoming.

WITNESS our hands this 25<sup>th</sup> day of September, 2012.



Dennis R. Lamb



Joy L. Lamb

STATE OF WYOMING )  
                          ) ss.  
COUNTY OF TETON    )

The foregoing instrument was acknowledged before me by Dennis R. Lamb and Joy L. Lamb this 25<sup>th</sup> day of September, 20 12.

Witness my hand and official seal.



  
Notary Public  
My commission expires: 1-15-2013

GRANTOR: LAMB, DENNIS R

GRANTEE: G6 LLC

Doc 0822421 bk 820 pg 342-342 Filed At 15:35 ON 09/25/12

Sherry L. Daigle Teton County Clerk fees: 8.00

By Michele Fairhurst Deputy



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

Jackson, WY 83002

PH: 307.733.5150

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

November 5, 2025

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

*-Submitted via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)-*

**RE: Pre-Application Conference Request – Cowboy Coffee**

Dear Staff,

Included with this submittal you will find the necessary materials for a Pre-Application Conference Request on behalf of CCC Management, LLC. The property is located at 1007 South US Highway 89 and is specifically described as Lot 3 of Car Corner Addition to the Town of Jackson (PIDN: 22-41-16-32-3-02-003). It takes access from South US Highway 89 and South Park Loop Road.

The existing site hosts the Cowboy Coffee Drive-Thru Coffee Shop and associated employee housing, as well as two small storage unit buildings and was approved for Retail, Drive-In Facility, and Mini-Storage uses in 2019. Our client proposes to convert one storage unit building into a roasting facility for Cowboy Coffee.

Included with this transmittal you will find the following:

- Warranty Deed
- Letters of Authorization
- 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.



Louise Shiverick  
Deputy Project Manager

