



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- Public Works/Engineering
- Building
- Town Attorney
- Police

Joint Town/County

- Parks and Recreation
- Pathways
- Housing Department

Teton County

- Planning Division

- Engineer
- Surveyor
- 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: January 5, 2026

Item #: P26-004

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner:

EPISCOPAL CHURCH IN JACKSON HOLE, WY
PO BOX 1690
Jackson, WY 83001

Applicant:

Jorgensen Engineering
Isaac Boettcher
PO Box 9550
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a partial vacation without replat (lot combination) for the property located at 139 N. Cache Street legally known as LOTS 6,7, and LOT 14, BLK. 7. Jackson Original Townsite.

PIDN: 22-41-16-28-4-09-005.01

For questions, please call Katelyn Page at 733-0440, x1302 or email to planning@jackson.gov. Thank you.

Please respond by: January 21 (with Comments)

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



January 2, 2026

Town of Jackson Planning Department
P.O. Box 1687
150 E Pearl Ave
Jackson, WY 83001

-via email to planning@jacksonwy.gov -

**RE: Planning Permit Application for a Partial Vacation Without Replat between Lots 6, 7, & 14, Block 7,
Jackson Original Townsite, for Browse N' Buy on Behalf of St. John's Episcopal Church
Jorgensen Associates, Inc., Project No. 23092**

Dear Staff,

Enclosed you will find the necessary materials for a Planning Permit Application for a Partial Vacation Without Replat for the new Browse N' Buy on behalf of St. John's Episcopal Church. This application intends to meet Condition #2 of the Final Letter of Approval of the Development Plan for Browse N' Buy (P25-038). The building permit for the structure (B25-0254), which will be located at 139 N Cache St, was submitted on November 10, 2025. The structure will span Lots 6, 7, and 14 of Block 7 of Jackson Original Townsite as described on Plat 100 of record in the Office of the Clerk of Teton County, Wyoming, which requires partial vacation of said lots.

For processing, please find enclosed the following items:

- Project Narrative
- Planning Permit Application
- Letter of Authorization
- Proposed Site Plan
- Draft Affidavit
- Draft Exhibit A

Should you have any questions or require additional information, please do not hesitate to contact me at our office. Thank you for your assistance.

Sincerely,
JORGENSEN ASSOCIATES, INC.

Louise Shiverick
Deputy Project Manager



PLANNING PERMIT APPLICATION

Planning & Building Department

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

APPLICABILITY. This application should be used when applying for an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to planning@jacksonwy.gov. Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

PROJECT

Name/Description: Partial Vacation Request of The Episcopal Church Jackson Hole

Physical Address: 170 N Cache St, Jackson, WY 83001

Lot, Subdivision: Lots 1-7 & 14-20, Block 7, Jackson Original Townsite PIDN: 22-41-16-28-4-09-005

PROPERTY OWNER

Name: The Episcopal Church C/O James Bartz Phone: 307-733-2603 ext 106

Mailing Address: PO Box 1084, Jackson Wy 83001

Email: jimmy@stjohnsjackson.org

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency: Jorgensen Associates Phone: 307-733-5150

Mailing Address: P.O. Box 9550, Jackson Wy, 83002

Email: iboettcher@jorgeng.com

DESIGNATED PRIMARY CONTACT

Property Owner

Applicant/Authorized Representative

TYPE OF APPLICATION. Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

Use Permit

- Basic Use
- Conditional Use
- Special Use

Relief from the LDRs

- Adminstrative Adjustment
- Variance
- Beneficial Use Determination

Physical Development

- Sketch Plan
- Development Plan

Subdivision/Development Option

- Subdivision Plat
- Boundary Adjustment
- Development Option Plan

Interpretations

- Formal Interpretation
- Zoning Compliance Verification

Amendments to the LDRs

- LDR Text Amendment
- Map Amendment

Other: Partial Vacation

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

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.

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.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

Pre-Submittal Steps (if required). Submit all required pre-submittal steps with application.

Pre-Application Conference #: _____

Note: Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

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/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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.

Isaac Boettcher

Signature

Jorgensen Associates C/O Isaac Boettcher

Name Printed

01-02-2026

Date

Planning Technician II

Title



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: 12/15/2025

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 :The Reverend James P. Bartz Rector/President

Being duly sworn, deposes and says that The Episcopal Church in Jackson Hole is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 170 Glenwood Street, Jackson, WY 83001

Legal Description: Lots 1-7 & 14-20, Block 7, Jackson Original Townsite

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Jorgensen Associates
Joseph Lovett, Brendan Schulte, Mila Dunbar-Irwin, Louise Shiver

Mailing address of Applicant/Authorized Representative: PO Box 9550, Jackson WY 83002

Email address of Applicant/Authorized Representative: jlogett@jorgeng.com; bshulte@jorgeng.com; mdi@jorgeng.com; lshevick@jorgeng.com

Phone Number of Applicant/Authorized Representative: 307.733.5150

Is authorized to act as property owner's representative and be the applicant for the application(s) checked below for a permit to perform the work specified in 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 Other (describe) Encroachment, others related to Browse 'n Buy Project

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.

John R. Johnson
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 Wyoming)
COUNTY OF Lincoln)
) SS.
)

ROBYN WELLS REED
Notary Public - State of Wyoming
Commission ID # 154127
My Commission Expires
January 05, 2028

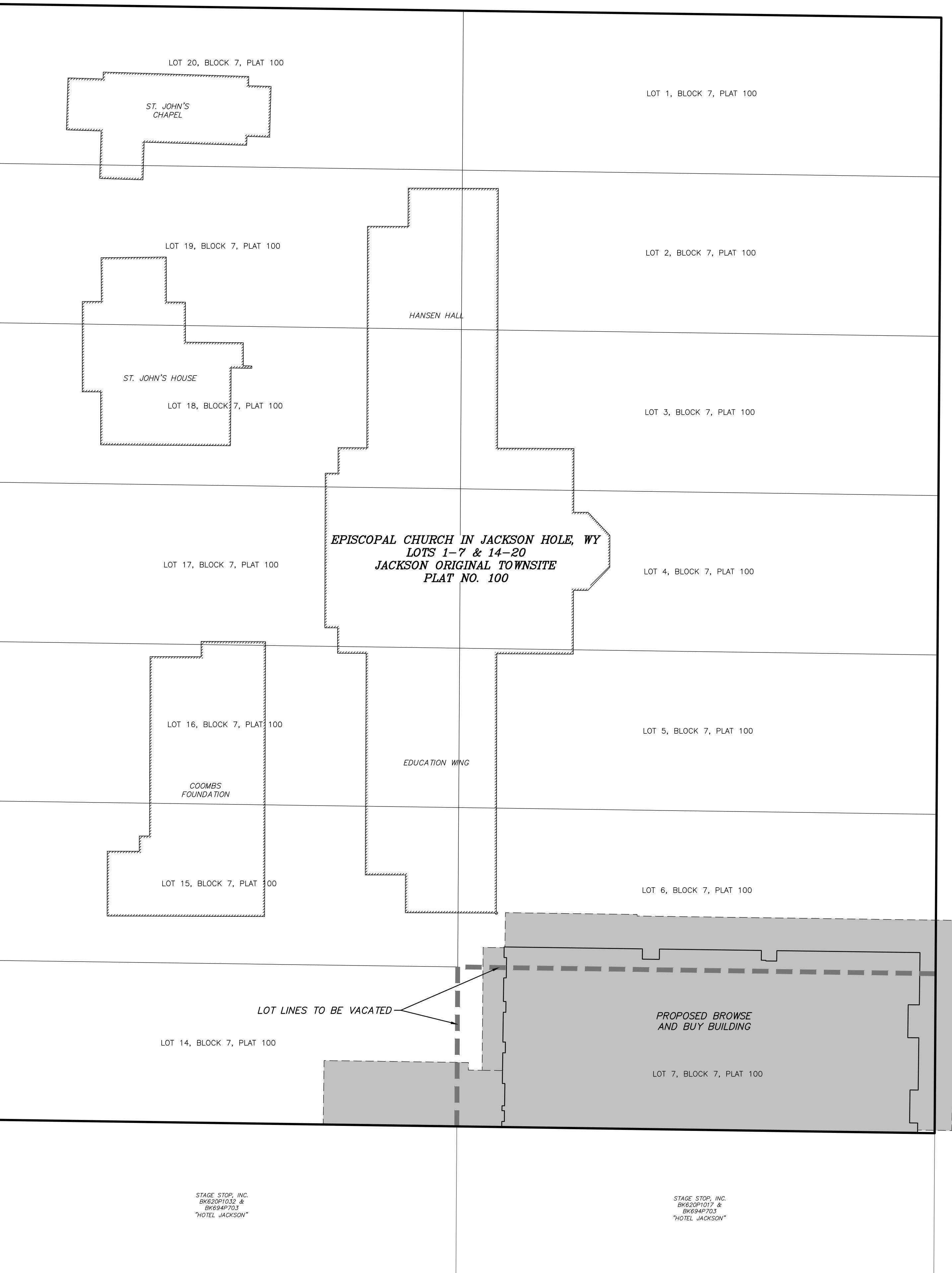
The foregoing instrument was acknowledged before me by James Bortz this 15
day of December . WITNESS my hand and official seal.


Rick Weller
Notary Public

Notary Public

My commission expires: January 03, 2028

WEST GILL AVENUE



SE1/4 SE1/4 Section 28
41 North, Range 116 West



VICINITY MAP
SCALE 1"=200'

LEGEND

- boundary, subject property
- boundary, lot within subject property
- boundary, adjoining property
- structure, proposed exterior face
- structure, overhead/roof
- structure, existing
- boundary, vacated



SITE PLAN
OF

St. Johns Episcopal Church
Browse n Buy Partial Vacation
Lots 1-7 & 14-20 Jackson
Original Townsite Plat No. 100

LOCATED WITHIN
Section 28
T.41N, R.116W, 6th P.M.
Teton County, Wyoming

AFFIDAVIT AFFECTING TITLE

STATE OF)

) ss.

COUNTY OF)

I, Reverend James P. Bartz the Rector/President of the Episcopal Church in Jackson Hole, ("Affiant") being duly sworn, and upon oath deposes and states as follows:

1. This Affidavit is made with respect to real property known and situated at 170 N Glenwood St, Jackson, WY 83001, which is legally described as *Lot 1-7 & 14-20 Block 7, Jackson Original Townsite*, Plat No. 100 as recorded in the Office of the Teton County, Wyoming Clerk on July 18, 1901 with the PIDN 22-41-16-28-4-09-005 ("Properties").
2. As of the record date of this Affidavit, the record owner(s) of the Properties is The Episcopal Church Jackson Hole.
3. On January 2nd, 2025, the record owner(s) requested the vacation of the Lot Lines between *Lots 6, 7, and 14 Block 7* of the Properties.
4. On _____, 20____, the Jackson Town Council met to consider a request to vacate the Lot Lines between *Lots 6, 7, and 14 block 7* of the Properties and acknowledged the vacation.
5. On _____, 20____, the Jackson Town Council determined the requested vacation/lot combination does not abridge or destroy any of the rights and privileges of the other proprietors in the said plat and approved the vacation/lot combination.
6. As a result, the Teton County Clerk shall write, "Vacated" across the lot line between *Lots 6, 7, and 14, Block 7* as shown on Exhibit A attached hereto, and make a reference of said plat of the book and page in which this instrument of partial vacation has been recorded.
7. As a result, the combined lots should be referred to as "*Lots 6, 7, and 14, Block 7* Subdivision recorded in the Office of the Teton County Clerk on on July 18, 1901 as Plat No. 100."
8. As a result, the combined lots cannot be re-subdivided without first receiving subdivision approval from the Town of Jackson, the combination of lots shall be treated as one for all purposes under the Town of Jackson Land Development Regulations in effect at that time, and the combined lots shall be treated as one lot for all purposes under the Town of Jackson Land Development Regulations.

FURTHER AFFIANT SAYETH NAUGHT.

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____, Town of Jackson Planning Director, on this ___ day of _____, 20__.

WITNESS, my hand and official seal.

Notary Public

My Commission Expires:

Dated: _____,

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____, the record owner of the Properties, on this ___ day of _____, 20__.

WITNESS, my hand and official seal.

Notary Public

My Commission Expires:

