

AGENDA

Design Review Committee

January 11, 2023 – REGULAR MEETING

5:30 PM

The New Business items have been placed on the agenda in the order they were received. Please note that at 9:00 p.m., the Committee will evaluate the remainder of the agenda to determine if time constraints will permit the full agenda to be heard at this meeting. All items not heard at this meeting will be postponed to the next regularly scheduled DRC meeting of February 8, 2023.

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

1. LOG INTO DRC MEETING

I. Link to Zoom:

<https://us02web.zoom.us/j/83504811264?pwd=Q0lpeVZ3dEJU3I3WjZvb2M4aDU5QT09>

2. CALL TO ORDER

3. ROLL CALL

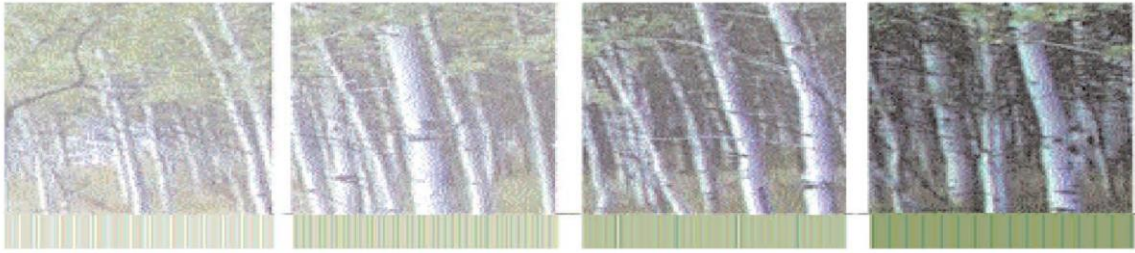
4. NEW BUSINESS

I. P22-297: 295 W. Pearl Ave. - Northern Exterior Alterations

II. Vice Mayor Arne Jorgensen

5. MATTERS FROM STAFF

6. ADJOURNMENT



Town of Jackson Design Guidelines Checklist

Meeting Date: January 11, 2023

Item Number: P22-297

Applicant: CLB Architects (Jeffrey Johnston)

Address: 295 W. Pearl Ave.

Recommendations: Approval

Project Summary:

The proposed project consists of interior floor plan alterations and exterior alternations to materials and openings on the northern half of the existing 7,351 sf structure at 295 W. Pearl Avenue which formerly served as Jackson Hole Twin Cinemas. This committee previously reviewed and approved similar renovations to the southern half of the structure in July 2022 (P22-120). Per the applicant, one goal of this project submittal is to unify the northern renovations with the previously approved design for the southern renovations. To achieve this goal, the applicant primarily utilizes a gray corrugated metal siding material taken from the material palette used on the southern renovations. The southern renovations utilize two siding materials - gray corrugated metal and a wood composite – where the northern renovations utilize the wood composite material only at the portion of the western façade where the tenant spaces meet.

The 2-story structure is located in the Downtown Core-1 (DC-1) zone. Floor area under review for the northern portion of the structure includes 2,438sf of main level total floor area (including 84sf of nonhabitable floor area) and 1,323sf of upper level total floor area (all habitable). Total floor area for the proposed northern tenant space is 3,761 sf. The existing northern tenant space is one level meaning the proposed upper level floor area is newly created space within the building. The building footprint will remain the same. Each level includes a mix of meeting rooms, flexible workstations, and break areas (kitchen/bathrooms). Additionally, the main level incorporates an overhead garage door that opens to a parking area off the alley and serves a pantry and storage area designed for food deliveries or donation intake.

The building design includes 3 encroachments into the public right of way (PROW) – a newly proposed raised planter bed, a newly proposed pedestrian bench, and a covered walkway carried from the southern portion of the structure (introduced in P22-120) and further enlarged as part of this submittal. Such encroachments must be reviewed and approved by Town Council and formalized through an encroachment agreement. Town Council approval of encroachments is not

guaranteed. The proposed encroachments require removal of all existing spruce trees located in the Public Right of Way (PROW) along S. Jackson Street – 2 trees associated with encroachments proposed for the northern renovations and 1 tree associated with encroachments proposed for the southern renovations. Currently, no encroachment agreements associated with 295 W. Pearl Ave. have been reviewed by Town Council.

Stories: 2

Building Height: 21'-0.9" (northern portion)

Floor Area:

- 1st floor: 2,438sf total (entry, pantry/storage, workstations, meeting rooms, break area)
- 2nd floor: 1,323sf total (workstations, meeting rooms, break area, open space overlooking main level)

Zoning: Downtown Core-1 (DC-1)

Previous DRC review of 295 W. Pearl (P22-120):

The southern renovations to the structure were reviewed by DRC at the June 6, 2022 and July 13, 2022 meetings. Based on a comparison of the below elevations submitted for the southern renovations versus the northern renovations, it appears some updates have been made to the design of the canopy/covered walkway design which helps delineate building entrances. Please note that any updates to the southern renovations that have not been reviewed by DRC may require additional DRC review and approval.

The red line depicted in elevations below was added by Planning Staff to help delineate between the southern and northern renovation project scopes. The location of this line is based on floor plans submitted for both P22-120 and P22-295.

S. Jackson St. (western) elevation:



S. Jackson St. (western) elevation showing primarily the southern renovations associated with P22-120)



Alley (northern) elevation:



Interior (eastern) elevation:



Interior (eastern) elevation (from P22-120):



Public Space & Street Wall:



Changes to the building's exterior include new siding material (described in detail below), new window and doors on three sides, and a new pedestrian entrance on the S. Jackson Street frontage. Windows will be introduced on both levels – large spans at the pedestrian and second level to increase transparency and add variety to the current 'blank' walls.

Tree management along S. Jackson Street is planned for the entire building to better delineate entrances. The S. Jackson Street building entries will be clearly demarcated by canopies and changes in transparency. Three existing trees in the public right of way (PROW) are proposed for removal – 2 associated with the northern renovations and 1 associated with the southern renovations. As all trees appear to be within the PROW, please note that tree management must be reviewed and approved by Town.

A covered walkway canopy is proposed to extend from the southern portion of the structure to the north along the western facade in order to help unify the building and maintain a human scale. The proposed canopy also extends into the PROW. Additional encroachments planned for the project include a raised planter box and a pedestrian bench. Such encroachments must be reviewed and approved by Town Council then formalized through an encroachment agreement. Per the applicant, the Architect of Record for full project scope, Cornelius Kinsey, has been in contact with the Town for the review of these encroachments.

Scale, Variety, and Massing:

In its existing condition, the northern portion of the structure is primarily comprised of blank walls. Increased transparency, new window and door openings, as well as the extended canopy introduce variety and maintain a human scale. Additionally, large glass entries and symmetrical glazed openings throughout the building visually activate the S. Jackson Street façade and introduce natural light to the interior.

The proposed canopy also serves to “bring down” the scale and massing along the S. Jackson Street frontage. The introduction of increased transparency and canopy element create an appearance of additive and subtractive massing without introducing setbacks or stepbacks to the existing structure.

Materials:

Materials were selected to match those previously approved for the southern renovations (P22-120). The material palette includes natural wood siding composite, dark gray corrugated metal siding, and a steel and wood lined pedestrian canopy. While wood siding helps visually delineate the two tenant spaces, the gray corrugated metal siding is primarily used for the exterior application to the northern tenant space. Wood composite siding is used at S. Jackson St. façade where the two tenant spaces meet. Material images are included in submittal attachments and samples are available at Town Hall for viewing.



Vision Statement:

“The guiding vision for the Town of Jackson is to create a vibrant urban village to improve the quality of life and physical environment for both residents and visitors alike. The emphasis is on encouraging development that is economically, socially and ecologically sustainable. This concept includes a variety of land uses in the Town where citizens live and work. Future development should consider the regional vernacular of the Intermountain West while inspiring innovative design and creativity that emphasizes a positive pedestrian experience. This will become a reality when the entire community - including government, the private sector, social service groups and special interest groups - agree to positively impact the Town through cooperation, collaboration and partnership.”

The following items are a checklist of general Design Guideline principles to be used by the Committee in reviewing this application for consistency with the Design Guidelines:

A. Public Space

1) Use

- ☐ Human Scale: trees, canopies, other building elements to break the perceived height of adjacent facades.
- ☐ Relationships: engage the interior of a building and relate it to the adjacent buildings' function and use.
- ☐ Detail: lighting, signage benches, paving, planting, canopies, etc. should relate to overall function of the space.

2) Location

- ☐ Seasonal Adaptability: protected from full exposure to sun, snow, wind and rain where possible, oriented to take advantage of daylight.
- ☐ Transition: between buildings and the adjacent streets and alleys.
- ☐ Entry: points of entry should be engaging to the pedestrian.

3) Connections

- ☐ Consider how the proposed development connects with the street and other development on the same block.
- ☐ Consider how the proposed development makes connections with the overall Town open space and pathways systems and Cache and Flat Creeks.

4) Scale & Variety

- ☐ Scale of open space should suit function of the development.

- ☐ Consider within context of increasing the variety of sizes, types and locations of open space throughout town.

5) Screening

- ☐ Screening: whenever possible, use landscaping or architectural elements to buffer the pedestrian from automobiles, utilities and parking lots.
- ☐ Edges: use trees, architectural walls, benches, etc. to create edges for public space. Clearly define space without making it isolated or confined.

B) Composition

- 1) Consider composition, proportion and rhythm of the materials, surfaces and massing of all building elevations to promote visual interest at the scale of both the automobile and the pedestrian.
- 2) Use composition, proportion and rhythm of the materials, surfaces and massing to create a sense of entry and a sense of place.
- 3) To the degree possible, utilize composition, proportion and rhythm to address adjacent buildings.

C) Massing



- 1) Mass & Height:
 - ☐ Human-scale, pedestrian orientation; height should not overwhelm people walking in vicinity.
 - ☐ Canopies should be utilized over sidewalks or property lines to give buildings a human scale.
- 2) Additive & Subtractive Massing: Additive Massing increases the size of the building by linking smaller, compatible elements in a way that allows them to remain visible as separate pieces after they are put together. Subtractive Massing reduces a large building by taking parts of it away in a logical manner.
 - ☐ Sky plane techniques, Balconies that partially step into the building and partially cantilever out away from the building face.
 - ☐ Architectural features on the second story and above may protrude into the public ROW a maximum of five (5) feet.
- 3) Volume Complexity: is achieved by linking g a series of smaller masses, resulting in a building that can be seen as a group of related structures rather than one large element.
 - ☐ Avoid large monolithic buildings.

- ☐ Projects that contain multiple lots shall pay close attention to breaking up the vertical façade into a pattern typical of single lot development.

4) Roofs

- ☐ Parapet, flat, sloping or barrel vaults.
- ☐ Use parapet and flat roofs at the edges of sites to avoid safety problems associated with snow slides.
- ☐ Roof designed so that no snow or rain is deposited onto adjacent public or private walking surfaces.

D) Street Wall

1) Connected Network of Comfortable and Inviting Pedestrian Paths

- ☐ Project should generally be built to the property lines at the sides and along the street frontage.
- ☐ There should be no voids in the street wall except for the circumstances described below.
- ☐ It is appropriate to open up the street wall for a portion of the frontage as necessary to create areas of public open space, identify entrances and make pedestrian connections.
- ☐ At the corner, it is appropriate to step back the street wall to create comfortable pedestrian areas.
- ☐ Vehicle entrances to underground or rear parking areas may be acceptable but should be minimized to avoid conflicts with pedestrians.

E) Materials

1) Application of Materials

- ☐ Pay attention to which materials and their structural application are selected for vertical supporting elements (compressive), spanning over openings (tensile), or creating building planes such as walls (infilling) will lead to appropriate materials used in believable situations.

2) Materials Selection

- ☐ Consider impacts on surrounding buildings, natural environment and culture.

To the Town of Jackson Design Review Committee,

As an integral part of the Jackson community, One22 Resource Center has been presented with an opportunity to lease the Northern half of the former Twin Cinema Building, located at S Jackson St. and W Pearl Ave. One22 is a nonprofit organization whose mission is to invest, advocate and support local community members who are experiencing the unimaginable. The goal of the project is to provide One22 with not only a functional workplace but an opportunity for One22 to grow and adapt while continuing to support and serve the community.

The existing Twin Cinemas building has been split into two spaces for leasing purposes by the building owners, and the following submission intends to unify the northern half (One22) with the previously submitted southern half of the building. The project, presented by CLB Architects in collaboration with Architect of Record Cornelius Kinsey, creates a simple and elegant building for One22, their clients and the town of Jackson.

Materially the project will utilize the same material palette as the previously submitted southern portion of the building. The dark gray corrugated siding maintains the building's previous character, accented with natural wood siding, and a steel and wood lined pedestrian canopy.

The public spaces associated with the One22 space will include updated sidewalks and water management systems. A large glass entry and symmetrical glazed openings throughout the building brings a human scale to the Jackson Street elevation, visually activates the facade, and brings much needed daylight into the building for both One22's staff and clients.

The proposed canopy helps to visually unify the two spaces, while bringing down the scale and massing along Jackson Street. Raised planters and benches also add the public experience and introduce moments for pause while softening the building facade.

CLB's vision is to create an adaptable space that can grow with the community using a simple, quiet exterior that maximizes daylight, unifies the two building facades, and creates a dignified experience for One22's staff, clients and the general public.

Thank you for your thoughtful consideration,
Jeffrey Johnston, CLB Architects

Submittal Checklist for Design Review Committee (DRC)

Applicants for the DRC must fill out the below checklist and submit it with their DRC application. Applications without a completed checklist will not be accepted by the Town. A completed checklist means that all the required items are provided in the application or that a valid explanation is provided for any item that is not provided.

All DRC submittals must include the following required items:

(please check to indicate that each item has been addressed)

- | | | | |
|-------------------------------------|----------------------|--------------------------|--|
| ☒ | New Submittal | ☐ | Resubmittal (provide list of all changes & previous elevations) |
|-------------------------------------|----------------------|--------------------------|--|
- ☒ **Application:** Signed application and notarized Letter of Authorization.
 - ☒ **Narrative:** A clear narrative summarizing the proposed project and intended architectural goals, including how the project meets the Vision Statement and each applicable design guideline (Public Spaces, Composition, Massing, and Materials).
 - ☒ **Elevations:** Elevations and dimensions of all proposed building facades, including colored renderings. Renderings from 3-dimensional computer models shall be provided if available.
 - ☒ **Zoning Compliance:** Demonstration of compliance with zoning dimensional requirements, such as height, setbacks, FAR, LSR, etc. A summary table should be provided in addition to showing all dimensions of all relevant features in submitted plans.
 - ☒ **Site Plan:** A site plan that shows proposed structures in the full context of the affected property. The site plan shall show the location and dimensions of all pedestrian connections, bike racks, benches, and similar public amenities.
 - ☐ **Landscape Plan:** Must show all proposed landscape areas and the size and type of all proposed vegetation. [Provided for reference, please refer to previous submittal of Twin Cinemas](#)
 - ☒ **Adjacent Context/Public Realm:** Drawings that depict the scale or massing of adjacent buildings on the same block face and/or across the street (transverse and longitudinal street elevations). In addition, the application shall clearly state how the project relates to adjacent sidewalks and streetscape.
 - ☒ **Materials:** A graphic depiction/materials palette of all major proposed exterior materials. The applicant shall also bring physical samples of materials to the Planner one week prior to the DRC meeting.
 - ☐ **OPTIONAL: Conceptual Approval:** Applicant may apply for conceptual review by the DRC where feedback is provided but no final approval is sought or provided. In such cases, applicant should provide as much detail as possible on project.
 - ☐ **OPTIONAL: Massing Model:** For larger buildings, a 3-dimensional massing model (scale of 1" = 20' is generally appropriate) that depicts the proposed development in the context of neighboring buildings may be required. Please inquire to staff.

Existing Neighborhood Context:



DESIGN REVIEW SUBMISSION / JANUARY 2023

One22 DRC Submittal

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General Information

Existing Building

Site Plan

Floor Plans

Elevations

Renderings

Materiality

General Information

PROJECT DIRECTORY

Tenant:	One22 Resource Center Jason Dunlop, Owners Representative Telephone: 307-699-4725 Email: jasonjdunlop@gmail.com
Design Architect:	CLB Architects PO Box 9218 215 S. King Street Jackson, WY 83002 Andy Ankeny, Principal Jeffrey Johnston, Project Manager MacKenzie Krall, Project Coordinator Telephone: 307-733-4000 Fax: 307-733-1147 Email: aankeney@clbarchitects.com johnston@clbarchitects.com mkral@clbarchitects.com
Architect of Record:	Cornelius Kinsey 1070 Elkrun Ln. #60 P.O. Box 12258 Jackson, WY, 83002 Telephone: 307-203-2852 Email: kinseycornelius@yahoo.com
General Contractor:	Serenity, Inc. Jeremie M. Moore P.O. Box 7122 Jackson, WY, 83001 Telephone: 307-734-0927 Email: jeremie@serenityinc.com
Structural Engineer:	KL&A, Inc. Structural Engineers and Builders 1717 Washington Ave, Suite 100 Golden, CO 80401 Rachel Harper Telephone: 303-384-9910 Fax: 303-384-9915 Email: rharper@klaa.com
Lighting Designer:	Helius Lighting Group Jarron A. Pew, L.C., IESNA 125 E. Main Street #403 American Fork, UT 84003 Telephone: 800-287-0268 Fax: 801-407-1919 Email: jpew@heliuslighting.com

AREA CALCULATION

MAIN LEVEL HABITABLE:	2,354 sf
UPPER LEVEL HABITABLE:	1,323 sf
TOTAL HABITABLE:	3,677 sf
MAIN LEVEL NON-HAB:	84 sf
TOTAL:	3,761sf

CODE ANALYSIS

2021, International Building Code excl. all appendices, incl. all Amendments adopted by Teton County, WY
Occupancy: Commercial, Business Group B
Construction Type: Type V-B
Number of Stories: 2 Stories Max Above Grade
Max Building Height: 42' <5/12" Pitch above finished grade
Lot Size: 50' x 150' = 7,500 sqft
Max FAR: 1.3
Sprinkled: Yes
Primary Street Setback (min-max): 0'-5'
Rear/Side Setback (min-max): 0'-5'
Zoning: DC-1

FIRE PROTECTION NOTES

01. All spray foam insulation to be ignition resistant.
02. Provide draft-stopping per IRC R302.12 and fire blocking Per IRC R302.11.

DRAWING INDEX

Cover Sheet	
A1.0	Directory/Vicinity Map/Sheet Index

ARCHITECTURAL

R1.00	Grid Layout Plan
R2.11	Main Level Existing and Demo Plan
R2.21	Upper Level Existing and Demo Plan
R2.31	Roof Existing and Demo Plan
A2.11	Main Level Plan
A2.21	Upper Level Plan
A2.31	Roof Level Plan
A3.01	Exterior Elevations
A3.02	Exterior Elevations
A4.01	Building Sections
A4.02	Building Sections
A7.01	Floor Assemblies
A7.11	Wall Assemblies
A7.31	Wall Sections
A9.01	Glazing/Door Schedules

STRUCTURAL

S2.11	Foundation and Main Level Framing Plan
S21.1	Upper Level Framing Plan

LIGHTING

L2.11	Main Level Reference Plan
L21.1	Upper Level Reference Plan

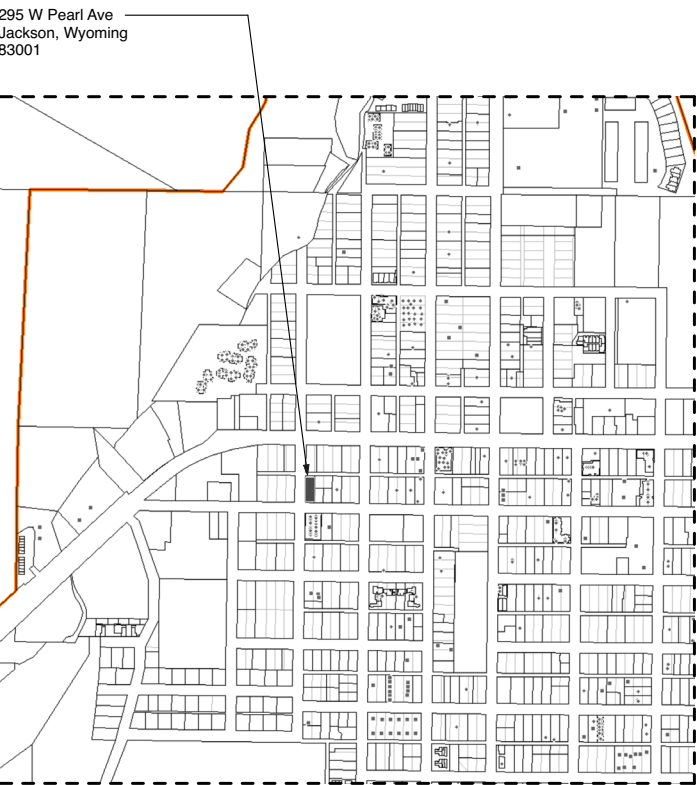
COMPLIANCE SUMMARY

	Downtown Core (DC -1) S Jackson St. and W Pearl Ave.	Complies
FAR	Lot Area 7,500 sqft x FAR 1.3 = 9,750 sqft	Yes
LSR	N/A	Yes
Plant Units	N/A Proposed: 1 raised landscape planter on entire site	Yes
Maximum Lot Coverage	N/A Proposed: 77%	Yes
Height (Max)	42' < 5/12" Pitch above finished grade = 42' Proposed: 21'-0.875"	Yes
Stories (Max) or Height (Min)	3 or 24' Proposed: 2 stories @ 21'-0.875"	Yes
Parking	N/A	
Primary Street Setback	0' - 5'	Yes
Secondary Street Setback	0' - 5'	Yes
Side Setback	0' or 5'	Yes
Rear Setback	0' or 5'	Yes
Blank Wall Area	Primary: 15' (max) Secondary: 30' (max)	Yes
Story Height	Main: 10' (min) Upper: 9' (min)	Yes
Transparency	Main: 40% (min) Upper: 20% (min)	Yes

SITE NOTES

01. The General Contractor shall coordinate with the Architect for the final building location and layout.
02. The General Contractor shall dispose of all excess excavated material.
03. The General Contractor shall maintain the site throughout the course of the project by: Repairing all earth related scarring such as ruts caused by equipment, spills, etc.; Repairing or replacing all scarred, broken, or trees damaged by equipment movement; Excercise routine weekly removal of all refuse or other discarded material.
04. The General Contractor is responsible for the coordination and installation of all necessary site utilities including but not limited to power, telephone, water, sanitary sewer, gas, cable, etc. The General Contractor shall fill in and compact all trenches cut to intall utilities on the site. The General Contractor shall verify the location of all meters, cans, tanks, lines, etc. with the Architect.
05. The General Contractor shall notify the Architect of all utility fees and services to be paid directly by the Owner.
06. The General Contractor shall retain any removed topsoil for finish grading, of which 6" shall be topsoil. All disturbed soil shall be finish graded and machine raked to achieve a uniform surface. This finish grade shall be free of rock and debris greater than 3/4" diameter, twigs, sticks, and other non-soil material and shall taper away from house.

PROJECT ADDRESS



SITE OVERVIEW



Existing Building



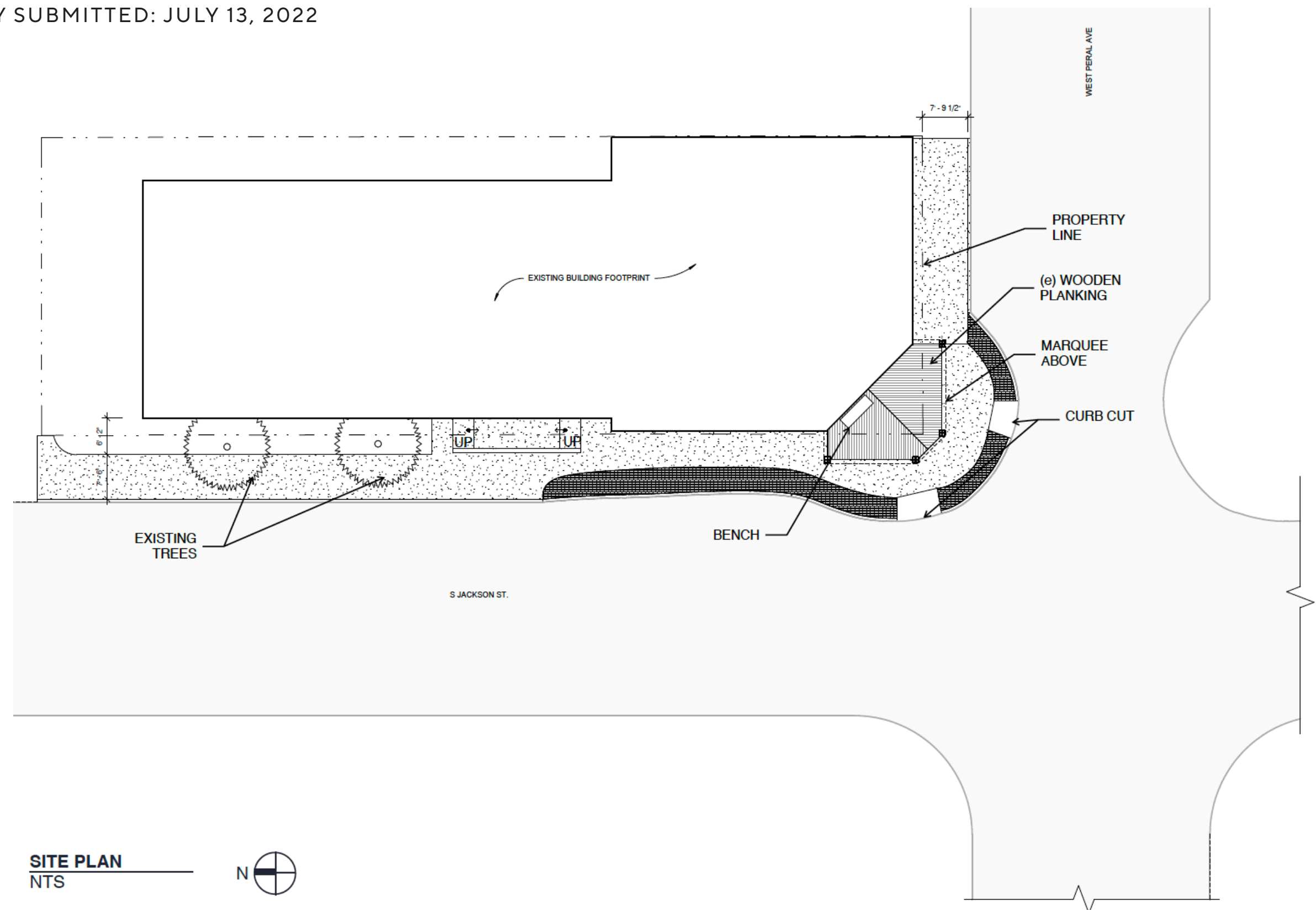
Not In Scope



Site Plan

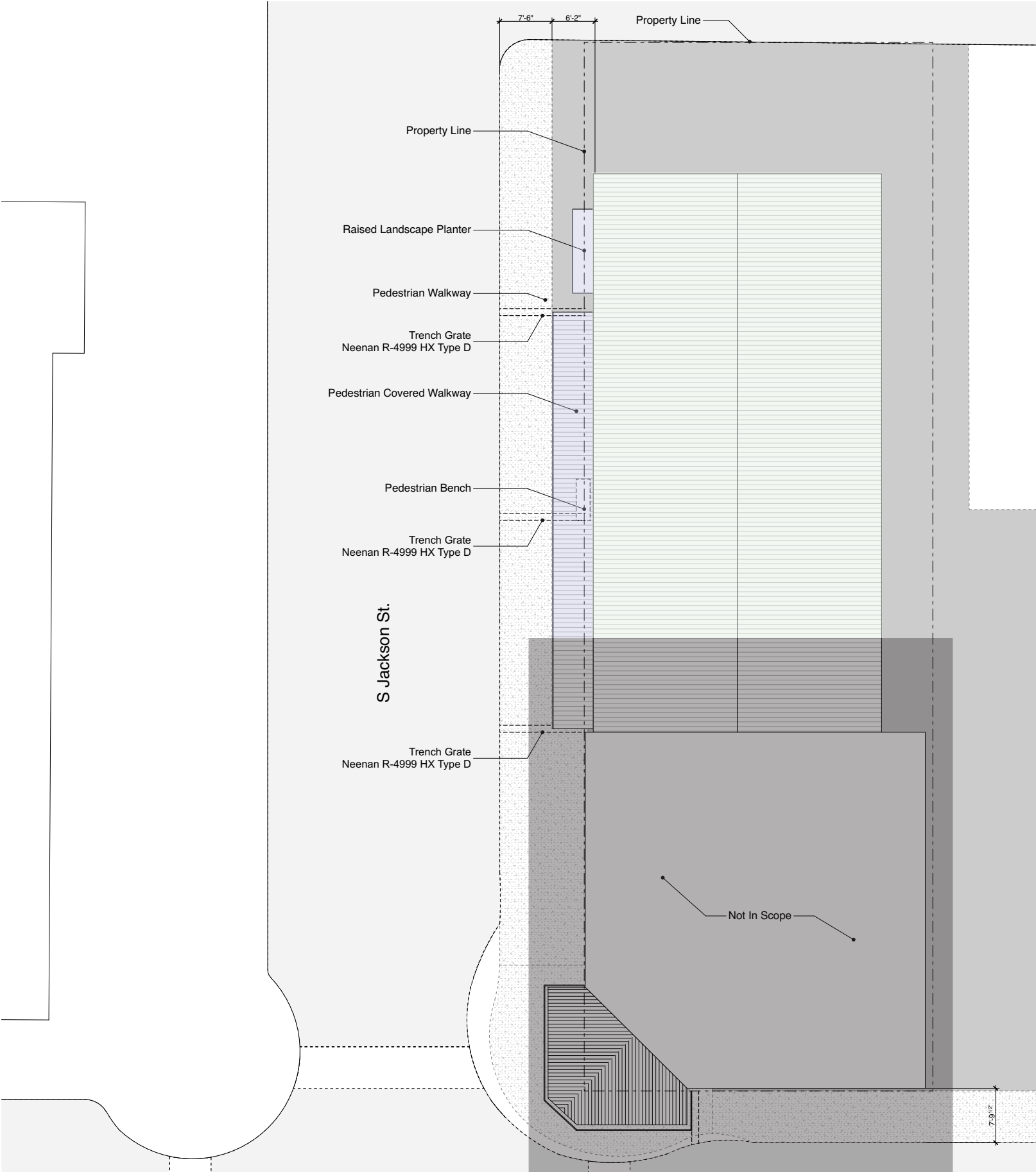


ARCHITECT OF RECORD - PREVIOUS SITE PLAN
PREVIOUSLY SUBMITTED: JULY 13, 2022



CLB - PROPOSED SITE PLAN

- Portion of Building in Project Scope
- Not In Scope
- Existing Site - previously submitted:
July 13, 2022
- Raised Landscape Planter Added
- Pedestrian Covered Walkway
- Enlarged since previous submission:
July 13, 2022

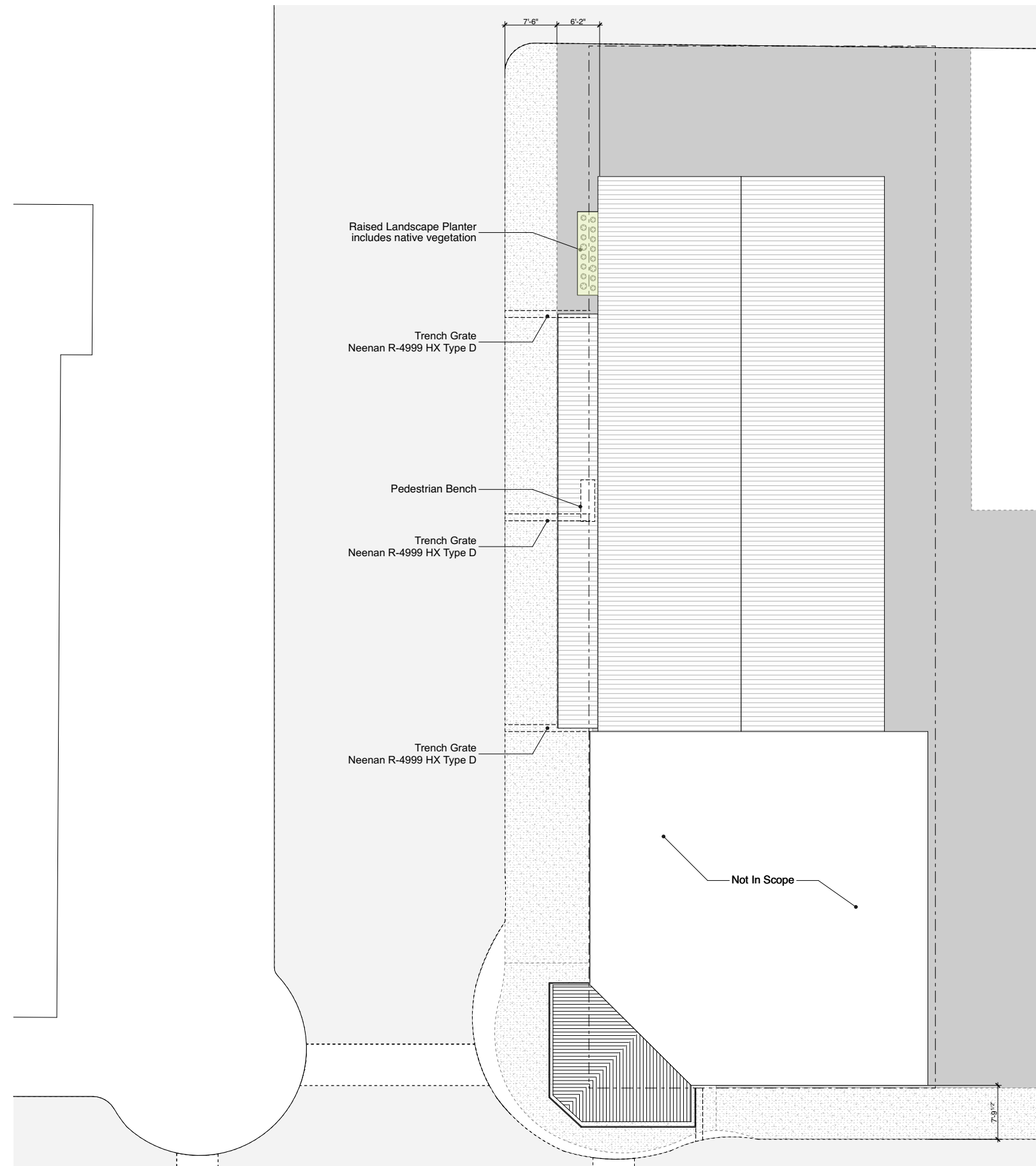


CLB - PROPOSED LANDSCAPE PLAN

12' x 3' Raised Landscape Planter

Native vegetation includes:

- Blue Oat Grass / Helictotrichon
sempervirens

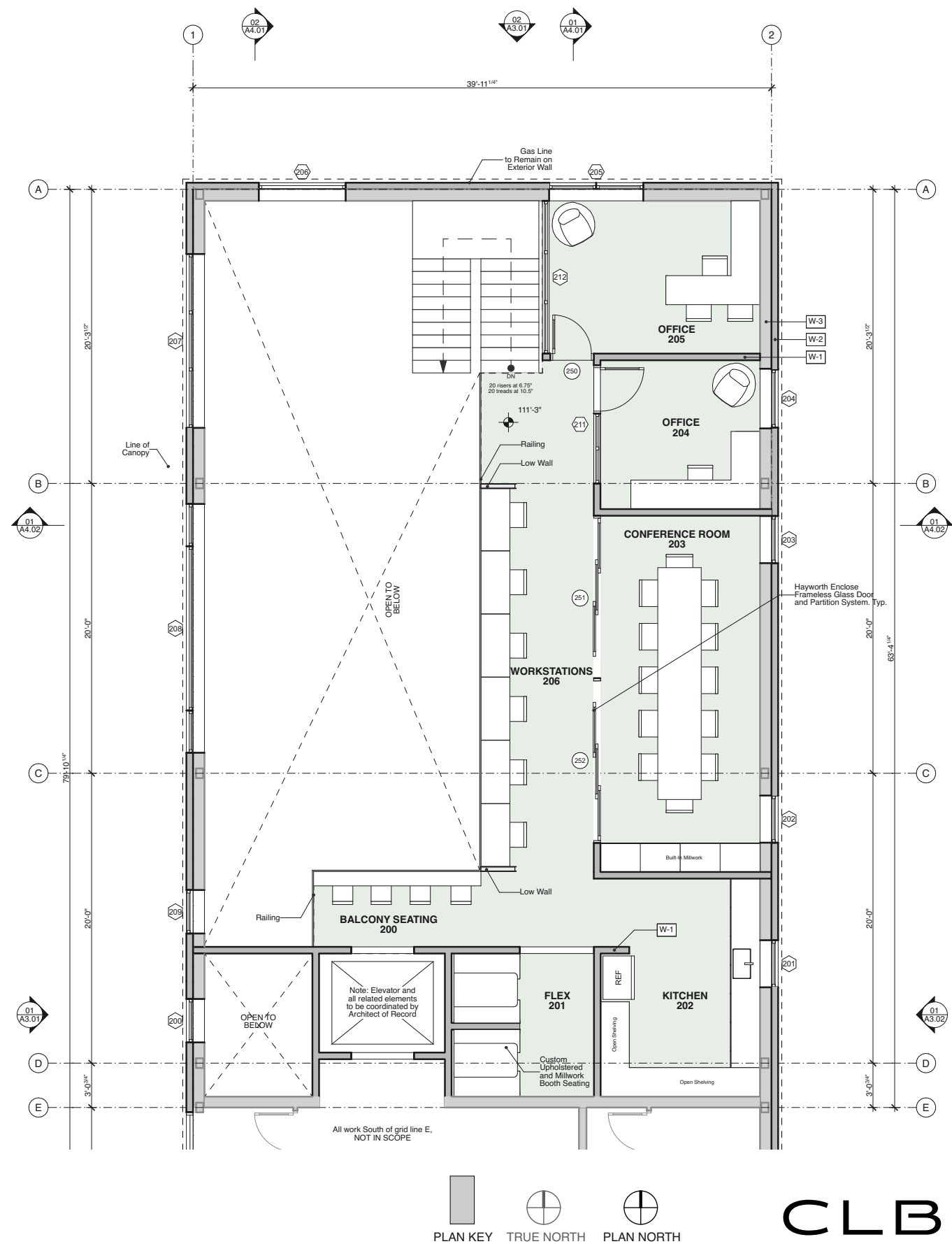


Floor Plans

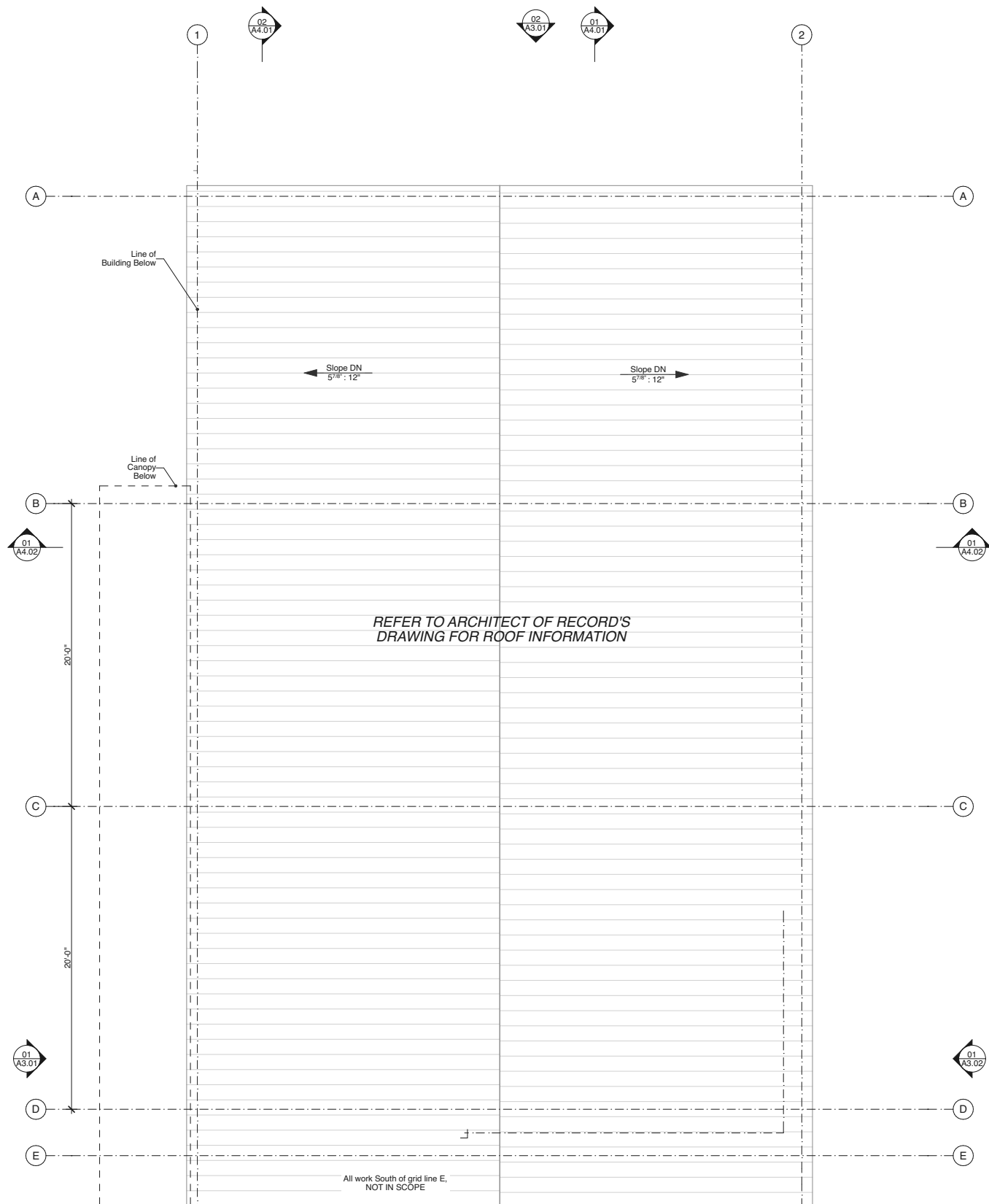
ONE22 / DRC SUBMITTAL 2023



PROPOSED UPPER FLOOR PLAN

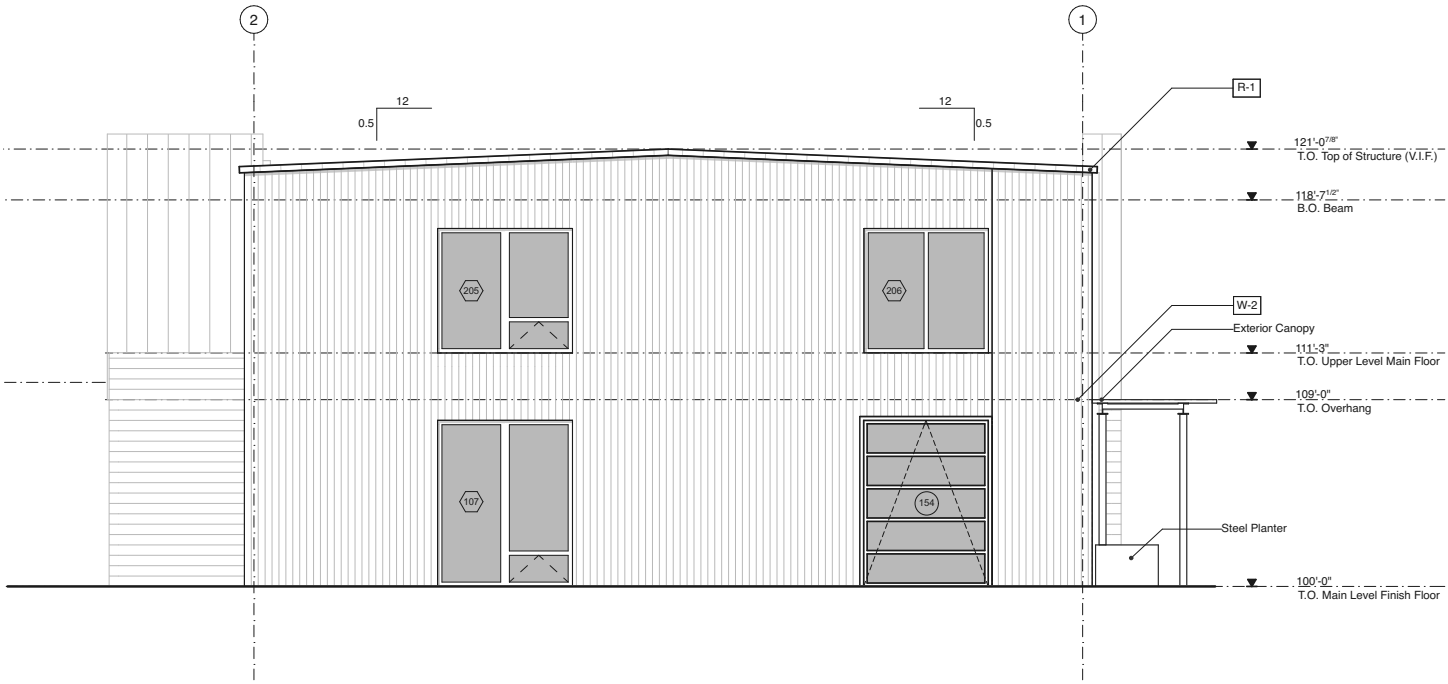


PROPOSED ROOF PLAN



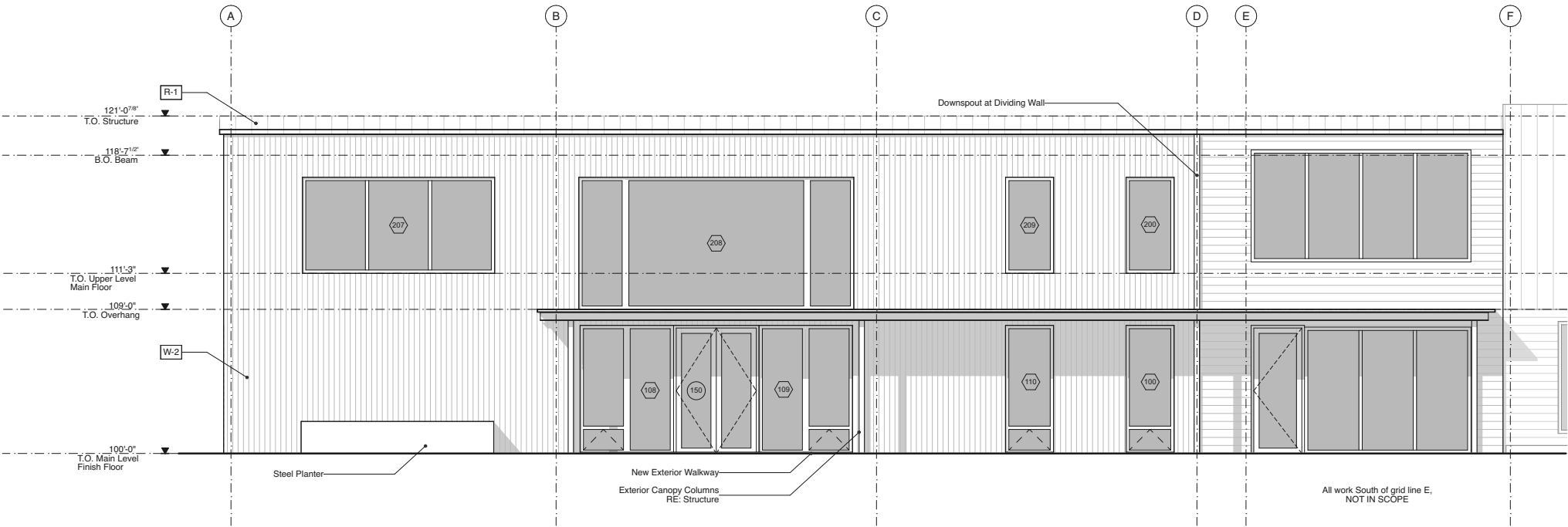
Elevations

NORTH/WEST EXTERIOR ELEVATIONS



02 North Exterior Elevation

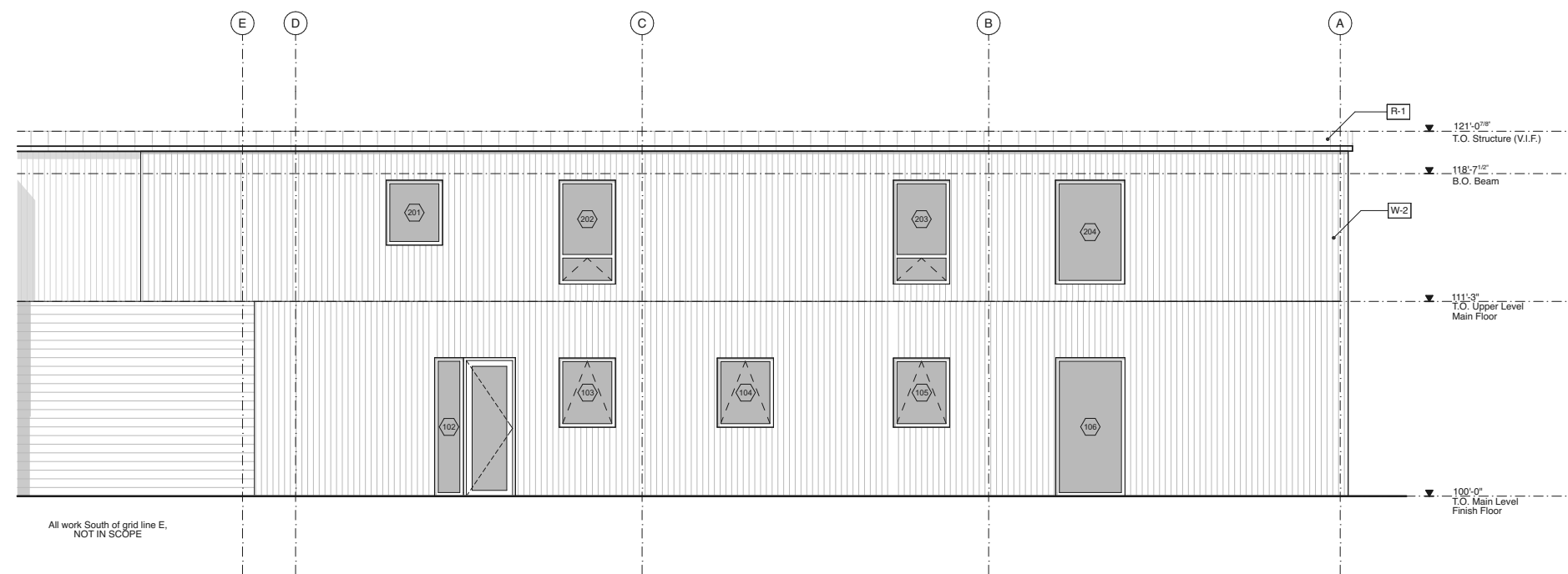
SCALE: 1/4" = 1'-0"



01 West Exterior Elevation

SCALE: 1/4" = 1'-0"

EAST EXTERIOR ELEVATION



01 East Exterior Elevation
SCALE: 1/4" = 1'-0"

Renderings















Materiality

Natural Wood Siding to
match Architect of Records
wood composite material,
submitted July 13, 2022



Brushed Gunmetal
Corrugated Metal
MBCI
PVDF Kynar 500 Finish

CLB



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: One22
Physical Address: 295 West Pearl Ave, Jackson, Wyoming 83001
Lot, Subdivision: 295 PIDN: 22-41-16-33-1-03-005

PROPERTY OWNER.

Name: Teton Gables, LLC Phone: 407.952.1735
Mailing Address: PO Box 6467, Jackson, Wyoming ZIP: 83002
E-mail: tylerdavis34@gmail.com

APPLICANT/AGENT.

Name: CLB Architects Phone: 307.733.4000
Mailing Address: PO Box 9218, Jackson, Wyoming ZIP: 83002
E-mail: jjohnston@clbarchitects.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner ☒ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

____ Basic Use
____ Conditional Use
____ Special Use

Physical Development

____ Sketch Plan
____ Development Plan
☒ Design Review

Interpretations

____ Formal Interpretation
____ Zoning Compliance Verification

Relief from the LDRs

____ Administrative Adjustment
____ Variance
____ Beneficial Use Determination
____ Appeal of an Admin. Decision

Subdivision/Development Option

____ Subdivision Plat
____ Boundary Adjustment (replat)
____ Boundary Adjustment (no plat)
____ Development Option Plan

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 #: N/A Environmental Analysis #: N/A
Original Permit #: N/A 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

Name Printed

JEFFREY JOHNSTON

Date

12.23.22
CLB ARCHITECTS
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:

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT All 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 Teton Gables is the owner in fee of the premises located at:

Address of Premises: 295 W Pearl Ave Name of property owner as listed on deed

Legal Description: Lot 7 Block 3 North

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: CLB ARCHITECTS, JEFFREY JOHNSTON

Mailing address of Applicant/agent: PO Box 1218 JACKSON WY 83002

Email address of Applicant/agent: JOHNSTON@CLBARCHITECTS.COM

Phone Number of Applicant/agent: 307-413-0462

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

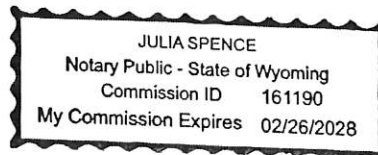
- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Demolition Permit
☐ Other (describe) ORC

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.

[Signature]
Property Owner Signature
Manager

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 Teton) SS.



The foregoing instrument was acknowledged before me by Tyler Davis this 22nd day of December, 2022. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: 02/26/2028