



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	REQUESTS: 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 . Thank you.
Item #: P25-215	
Planner: Katelyn Page Phone: 307-733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: G6 LLC & CCC Management, LLC c/o Rob Ottaway PO Box 6433 Jackson, WY 83002 Applicant: Louise Shiverick Jorgensen Associates, Inc. PO Box 9550 Jackson WY 83002	

RESPONSE: by December 5, 2025, with Comments.

For Departments not using SmartGov, please send responses via email to 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
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. All other requests should be sent to 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

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 Grading

If for grading, submit to townengineering@jacksonwy.gov

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 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.

Signature

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, Manager

STATE OF WYOMING)
) ss
COUNTY OF TETON)

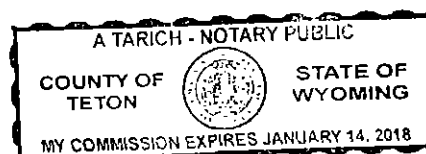

2nd day of January

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


Notary Public

SEAL:

My Commission Expires: 1.14.18



By:

)

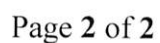
) SS

)

Notary Public

My Commission Expires:

8/27/20



SPECIAL WARRANTY DEED

RELEASED	<input type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input 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 35th day of September, 2012.

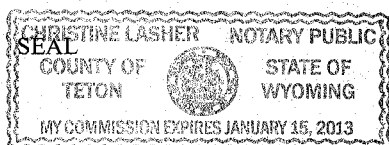
[Signature]
Dennis R. Lamb

[Signature]
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 35th day of September, 20 12.

Witness my hand and official seal.



[Signature]
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

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-

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

FILE PATH: P:\2017\17102 - COWBOY COFFEE\GIS\ARPRO_17102\17102_COWBOYCOFFEE.APRX | DRAFTED BY: AMACDOUGALL

Building Boundary

Subject Property Boundary

Adjacent Property Boundary

PIDN: 22-41-16-32-3-02-001
Maverik Country Store
Attn: Accounting

PIDN:
22-41-16-32-3-02-002
Bison Capital Corporation

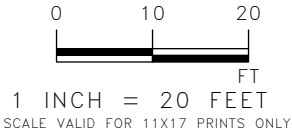
Subject Building
Proposed for
Conversion

PIDN:
22-41-16-32-3-02-003
G6 LLC

PIDN:
22-40-16-06-1-00-001
Big Horns Properties
Wyoming, LLC



JORGENSEN
JACKSON, WYOMING
307.733.5150
www.jorgeng.com



SHEET TITLE:

Site Plan: Building Conversion


Cowboy Coffee Co. Drive-Thru

TOWN OF JACKSON

TETON COUNTY, WYOMING

AERIAL 2024, CONDITIONS AND FEATURES MAY VARY FROM THOSE SHOWN HEREON.

PROJECT NUMBER:
17102



Jackson

Subject Property

Snow King Mountain

S Hwy 89

DESIGN DATE:
11/11/2025

FIGURE: