



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 | planning@jacksonwy.gov

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.
Please see LDR 8.2.2 for more information on this requirement. Please provide contact information for the Environmental Consultant if required by this section.

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
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 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.

Hal Hutchinson

Signature

Date

Name Printed

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: 1/23/2026

LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT

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 : Pamela S. Niner, Pres., Niner Investment Co., mgr, Wind River Partners LLC

Being duly sworn, deposes and says that Wind River Partners LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 150 W. Kelly, Lots 1, 2, 3, 4, 5, 6

Legal Description: Lots 1 through 6 of Block 4 of the Third Karns Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded August 17, 1946 as Plat No. 130

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Marquis Acquisitions, Inc., Conner Martin

Mailing address of Applicant/agent: 4445 Buena Vista Street, Dallas, TX 75205

Email address of Applicant/agent: cmartin@marquisgroup.net

Phone Number of Applicant/agent: 940-782-7451

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 Business License Application
- Demolition Permit Other (describe) Zoning Compliance Verification

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.

Pamela S. Niner

Property Owner Signature

President

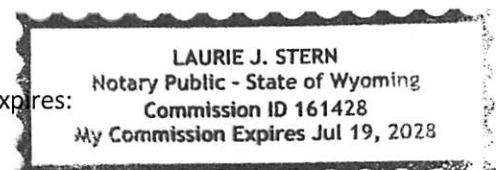
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF WYOMING)
) SS.
 COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Pamela S. Niner this 23rd day of January. WITNESS my hand and official seal.

Laurie J. Stern
 Notary Public

My commission expires: 7/19/2028





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: 03/20/2026

LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT

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 : Marquis Acquisitions, Inc, Connor Martin, as authorized by Pamela S Niner, Niner Investment Co., Mgr, Wind River Partners

Being duly sworn, deposes and says that Wind River Partners, LLC is the owner in fee of the premises located at:
 Name of property owner as listed on deed

Address of Premises: 150 W Kelly Avenue

Legal Description: Lots 1 through 6, Block 4, Karns 3rd Addition to the Town of Jackson

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hal Hutchinson, HH Land Strategies, LLC

Mailing address of Applicant/agent: PO Box 1902, Wilson, WY 83014

Email address of Applicant/agent: hal@hhlandstrategies.com

Phone Number of Applicant/agent: 307-699-0265

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 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 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.

Connor Martin

Property Owner Signature

Authorized Agent for Marquis Group

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

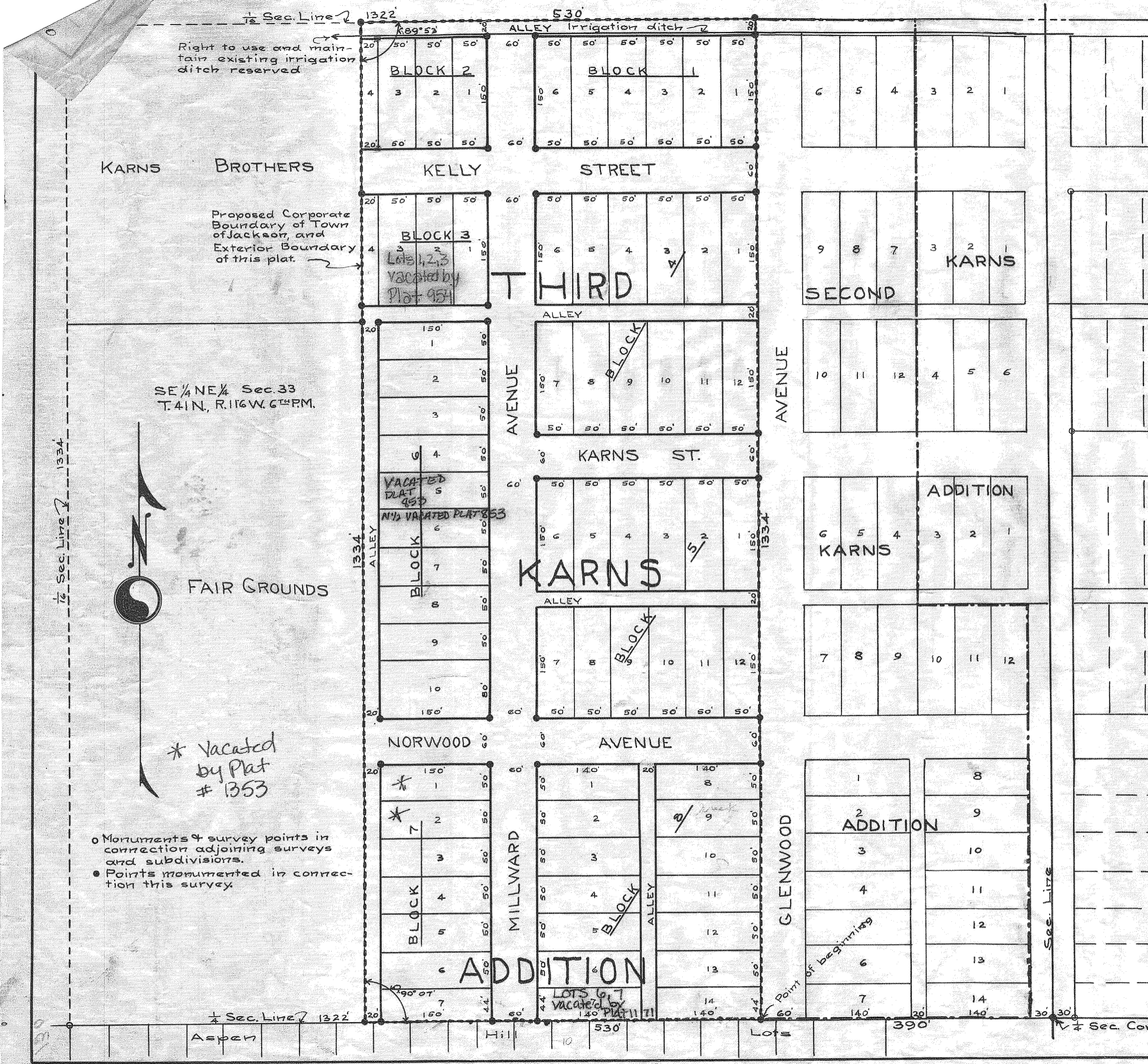
STATE OF Texas)
) SS.
 COUNTY OF Dallas)

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

[Signature]
 Notary Public

My commission expires:





DEDICATION

STATE OF WYOMING }
 County of Teton } ss

The subdivision of a tract of land, as shown hereon, bounded as follows:— Beginning at the SW Cor. of the "Second Karns Addition" on the E-W 1/2 Sec. line through Sec. 33, T. 41N., R. 116W. 6th P.M. a 390ft. Westerly from the East 1/4 Cor. of said Sec. 33, thence Northerly and parallel to the East line of said Sec. 33 for 1334ft. to the NW Cor. of the "Second Karns Addition", thence Westerly along the N 1/2 Sec. line through the aforesaid Sec. 33 for 530ft., thence Southerly and parallel to the East line of said Sec. 33 for 1334ft. to the E-W 1/2 Sec. line through the said Sec. 33, thence Easterly along the said 1/2 Sec. line for 530ft. to the point of beginning, containing 16.23 acres, more or less, lying wholly within the SE 1/4 NE 1/4 of Sec. 33, T. 41N., R. 116W. 6th P.M., as appears on this plat, is with the free consent, and in accordance with the desires of the undersigned owners and proprietors, and the streets and alleys, as hereon shown, are hereby dedicated to public use in fee simple

Rochdale Karns
 Rochdale Karns
Cleyo Karns
 Cleyo Karns

STATE OF WYOMING }
 County of Teton } ss

On this 14th day of August, 1946, before me personally appeared Rochdale Karns and Cleyo Karns, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their own free act and deed, including release and waiver of the right of homestead, the said Rochdale Karns and Cleyo Karns having been by me fully apprised of their right and of the effect of signing and acknowledging the said instrument.

Given under my hand and notarial seal this 14th day of August, 1946.

E. N. Moody
 Notary Public
 My commission expires on the 26 of October 1946

Approved by the Board of County Commissioners of Teton County, Wyoming, this 17th day of August, 1946.

Grace A. Smith
 Clerk of said Board

Approved by the Town Council of the Town of Jackson, State of Wyoming, this 16th day of August, 1946

W. J. ...
 Town Clerk

STATE OF WYOMING }
 County of Teton } ss

No. 31044

Filed for record in my office this 17th day of August, 1946, 10 o'clock A.M. and recorded as Plat No. 130

Fee \$25.00
 Paid

Grace A. Smith
 County Clerk & Ex-Officio Register of Deeds

PLAT OF
THIRD KARN'S ADDITION
 TO TOWN OF JACKSON, WYOMING
 Scale 1"=100'

T. Ross Wilson
 Civil Engineer
 Alta, Wyo.

HH LAND STRATEGIES, LLC

PO BOX 1902, WILSON, WY 83014

307-699-0265 - HAL@HHLANDSTRATEGIES.COM

March 20, 2026

Paul Anthony, Planning Director
Town of Jackson Planning and Building Department
150 E Pearl Avenue
Jackson, WY 83001

Dear Mr. Anthony,

On behalf of Marquis Group, Inc, the contract purchaser of the property at 150 W Kelly Avenue (the "Subject Property"), Town of Jackson, please accept the enclosed Pre-application Conference Request for a Sketch Plan and Development Plan application for the Subject Property. The legal Description of 150 W Kelly is Lots 1 through 6 of Block 4 of the Karns Third Addition to the Town of Jackson, Plat # 130, PIDN 22-41-16-33-1-30-001). The Marquis Group, as contract purchaser of the property, is submitting this application with the authorization of the current owner, Wind River Partners, LLC. Hal Hutchinson of HH Land Strategies, LLC is authorized by Marquis Group, Inc to submit this application on their behalf. Included with this submittal is a Letter of Authorization signed by Pamela Niner as Manager of Wind River Partners authorizing the Marquis Group, Inc. to submit this pre-application conference request (along with a Development Plan application) and a separate Letter of Authorization allowing HH Land Strategies to act on behalf on the Marquis Group. Also included with this application is the Wind River Partners Warranty Ded for the property as well as a copy of Plat 130, Karns Third Addition to the Town of Jackson.

The purpose of the Pre-Application Conference is to identify applicable standards and procedures in the Town of Jackson LDRs and identify submittal requirements for a Sketch Plan and Development Plan application for the Subject Property.

The overall property includes six individual lots, created by the Karns Third Addition to the Town of Jackson (Plat 130) in August of 1946. Town of Jackson zoning on the property is Neighborhood High Density 1 (NH-1) and the Comprehensive Plan District is "Town Residential Core". The property includes six individual lots each measuring approximately 50 x 150 s.f. The 6 lots included in the overall property measures approximately 300' fronting W Kelly to the north and the Town alley south of the subject property, and 150' of street frontage along S Millward Street to the west and S Glenwood Street to the east. The overall property contains approximately 45,000 s.f. Please see attached **Exhibit A - Vicinity Map**, and **Exhibit B - Property Aerial** for a detailed aerial of the property. Also attached to this application is a survey of the property completed by Jorgensen and dated 2/26/2026 (**Exhibit C - Property Survey**)

Currently, the Subject Property contains twelve (12) individual residential units. The existing residential units are manufactured units that were placed on the property sometime between 2003 and 2005. Prior to the existing manufactured units being placed on the property, aerial photo data indicates that all six of the individual lots contains a minimum of two mobile home units each. Each of the individual lots contains two residential units that are "stacked" with one fronting W Kelly and one fronting the alley south of W Kelly. Access to each individual unit is taken from W Kelly to the North and the alley to the south, making for a nearly continuous curb cut along W Kelly for the length of the property.

The contract purchaser of the property plans to redevelop the overall subject property and develop eighteen (18) individual dwelling units. Of these eighteen units, twelve are planned to be unrestricted attached dwelling units. These twelve units are distributed into ten units fronting W Kelly Avenue, with five in one building and five within a second building. The other two unrestricted units are planned to be located fronting S. Glenwood Street, near the alley corner. The remaining six planned dwelling units are to be workforce units and are located in the southwest quadrant of the Subject Property with three fronting S Millward Street and three internal to the property.

Vehicular access to the property is planned to be provided via a curb cut on Glenwood Street and another on S Millward Street, which will act as access to parking spaces within garages and surface parking that will be internal to the site, and this access drive aisle will essentially act as a secondary “alley” serving the development. The existing alley on the south boundary of the site will also provide vehicular access to the site and to on-site parking. A secondary drive aisle between the internal east -west drive aisle and the alley, providing access to the two unrestricted units fronting S Glenwood Street is also planned. Individual unit entrances are planned to front existing primary and secondary streets, with the exception of the three workforce housing units that are internal to the site, where the entrance to these units is provided via a green space located in the south - central portion of the overall site. Additional green space and landscaped areas are located within street frontages and between each of the five-unit buildings fronting W Kelly Avenue.

Please see the attached **Exhibit D - Conceptual Site Plan** for an illustration of the location and configuration of the units, vehicular access and green space. Please note that this conceptual site plan represents building locations that are within setbacks required under NH-1 zoning. However, as we develop the site plan further, and in greater detail, we may consider requesting an administrative adjustment to one or more of the structure setbacks to ensure a functional development and comply with the purpose and intent of the Land Development Regulations.

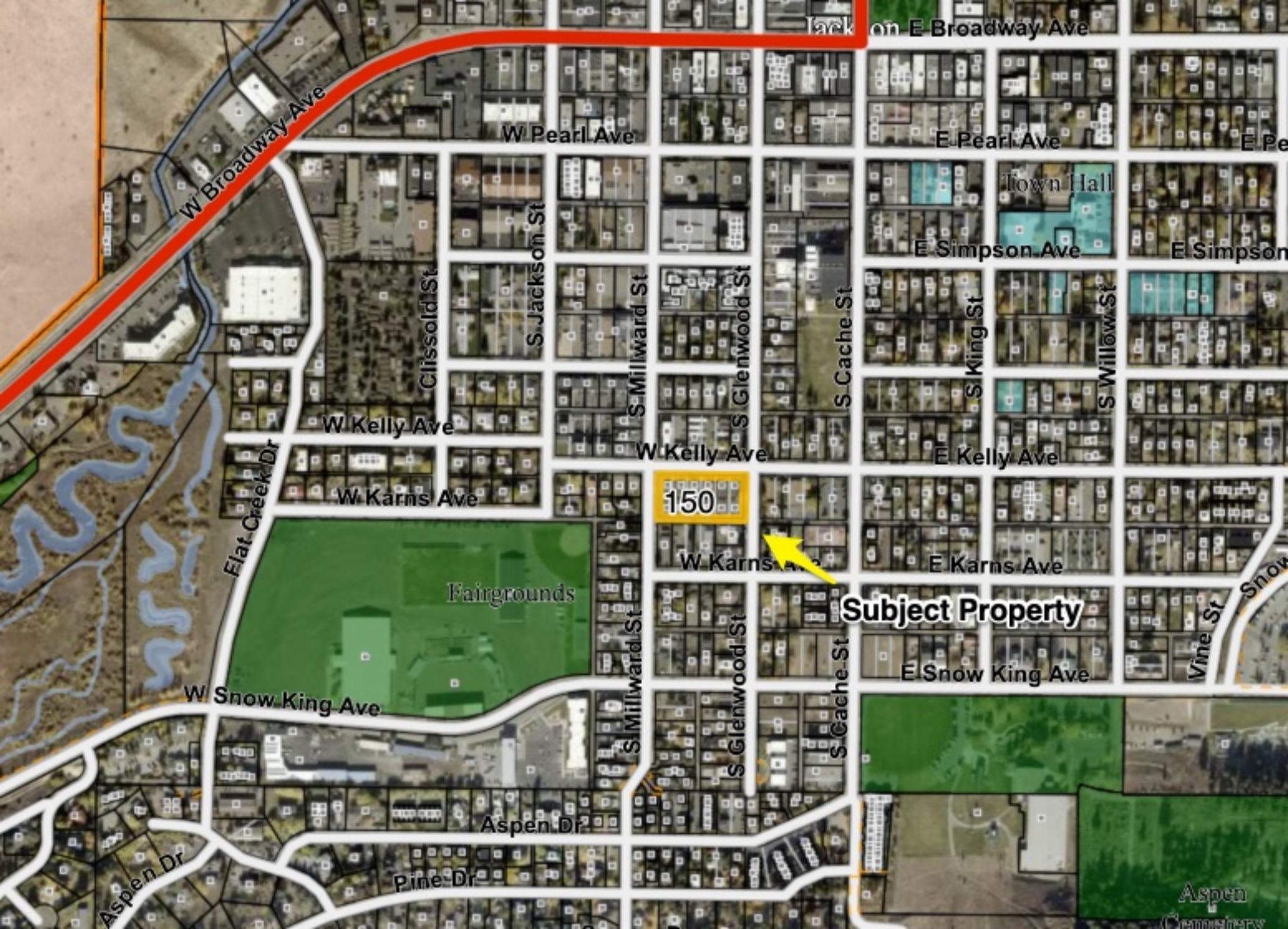
All of the proposed twelve unrestricted units are planned to be three-bedroom units and all six of the workforce housing units are planned to be two-bedroom units. As currently planned, the applicant intends to utilize, to some degree, the “2:1 housing bonus” provided for under the Land Development Regulations.

Please contact me with any questions or concerns, and to schedule the requested Pre-Application Conference at your earliest convenience.

Sincerely,

Hal Hutchinson

Exhibit A - Vicinity Map



W Broadway Ave

W Broadway Ave

W Pearl Ave

E Pearl Ave

E Pearl Ave

Clissold St

S Jackson St

S Millward St

S Glenwood St

S Cache St

S King St

S Willow St

Town Hall

E Simpson Ave

E Simpson Ave

W Kelly Ave

W Kelly Ave

E Kelly Ave

W Karns Ave

150

W Karns Ave

E Karns Ave

Fairgrounds

Subject Property

W Snow King Ave

E Snow King Ave

W Aspen Dr

W Pine Dr

Aspen Cemetery

Exhibit B - Property Aerial



W Kelly Ave

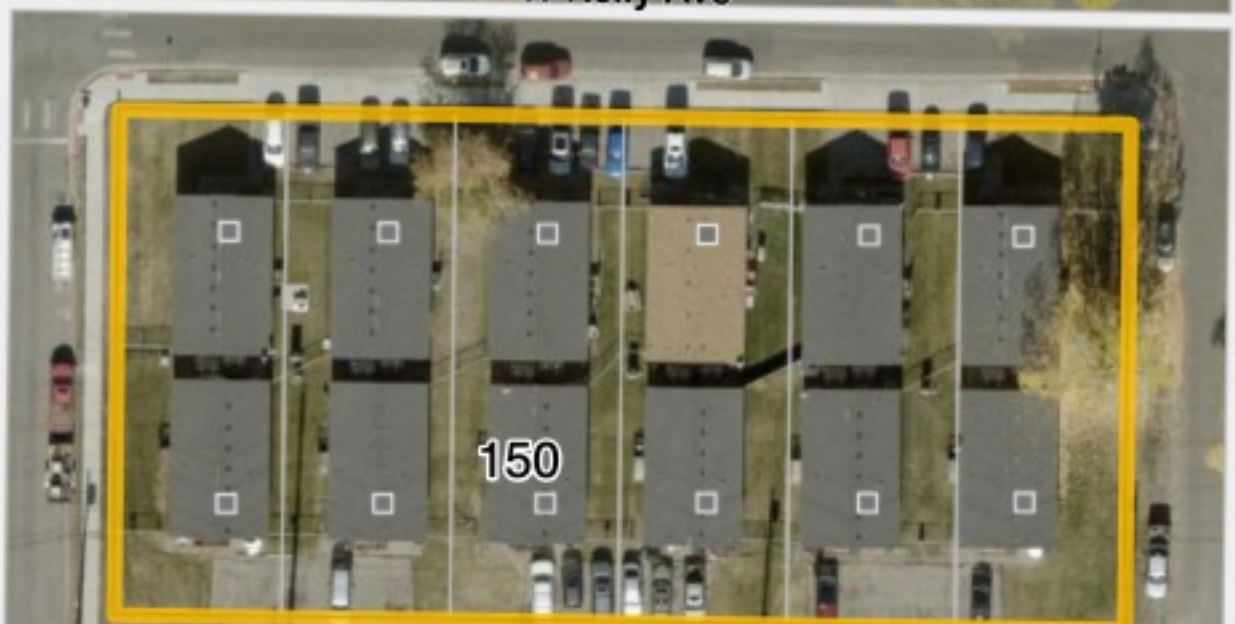
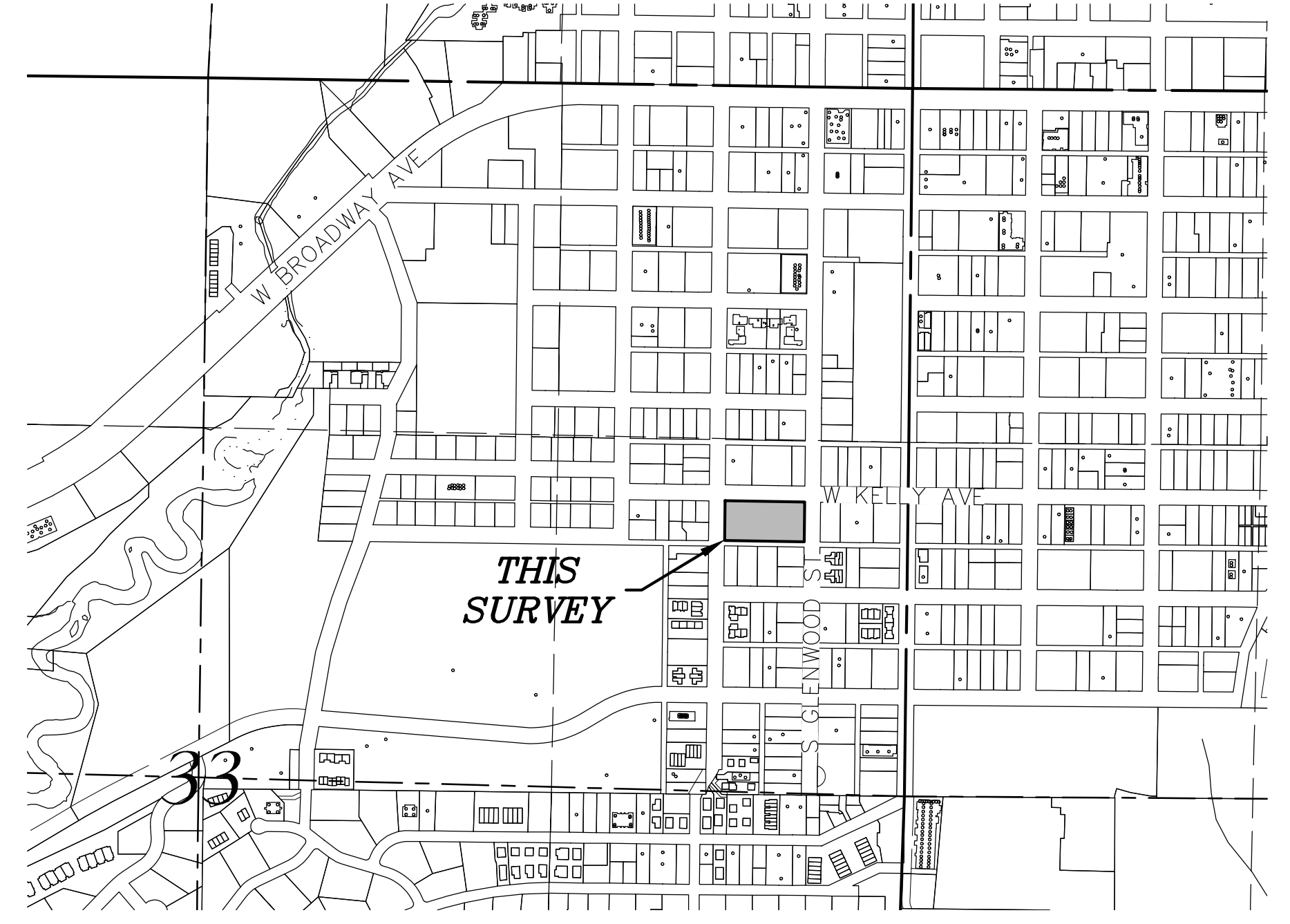
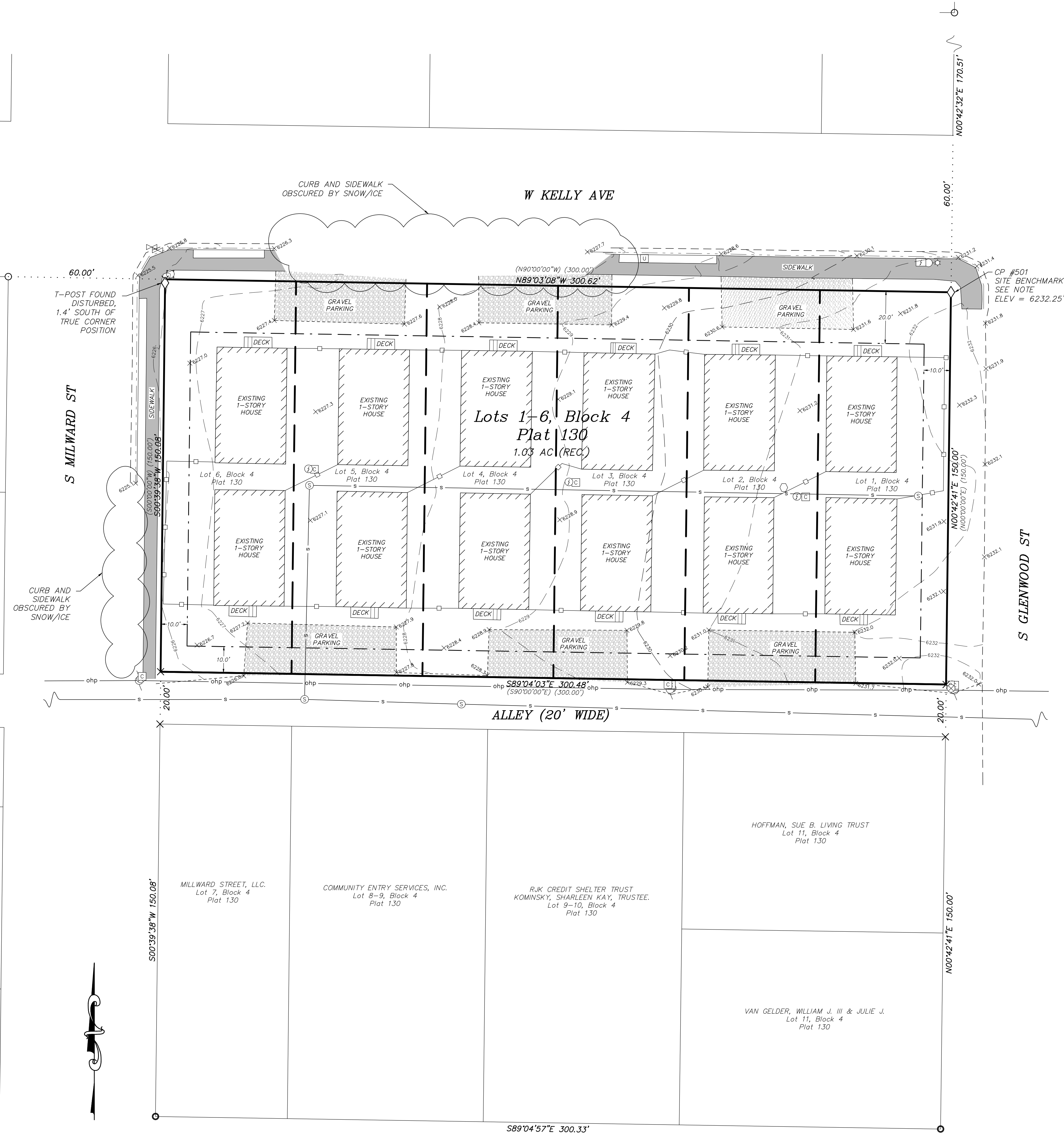


Exhibit C - Property Survey

Printed by Johnson, G. Feb 28, 2026, 11:08am
P:\2026\26022-AMMEND-GRAVEL-PARKING-130-11-4-26\26022-AMMEND-GRAVEL-PARKING-130-11-4-26-Survey\26022-AMMEND-GRAVEL-PARKING-130-11-4-26.dwg
SCALE: 1" = 20' FEET
THIS SCALE VALID ONLY FOR 24x36 PRINTS



VICINITY MAP
T41N, R116W, 6TH P.M.
SCALE: 1" = 500'

LEGEND

- 5/8" diameter reinforcing steel bar with 2" diameter aluminum cap inscribed "PLS 3831" found this survey
- t-shaped steel stake with no cap found this survey
- 5/8" diameter reinforcing steel bar with 2" diameter plastic cap inscribed "PLS 3831" found this survey
- calculated position - no monument found or set. symbol used for drawing clarity only.
- measured bearing & distance or curve geometry
- record bearing & distance or curve geometry, per Plat 130
- boundary, subject property - Lots 1-6, Block 4, Plat 130
- boundary, internal lot boundaries
- boundary, adjoining
- boundary, tie
- edge of sidewalk
- edge of pavement
- top back of curb
- flowline
- edge of gravel
- building line - single story residential house
- fence
- overhead power
- underground sanitary sewer
- index contour, 5' interval
- intermediate contour, 1' interval
- spot elevation
- electric junction box
- electric meter
- fire hydrant
- light pole
- communications pedestal
- power pole
- sanitary sewer manhole
- utility vault
- water curbstop
- water valve
- conduit housing connection to pole mounted transformer

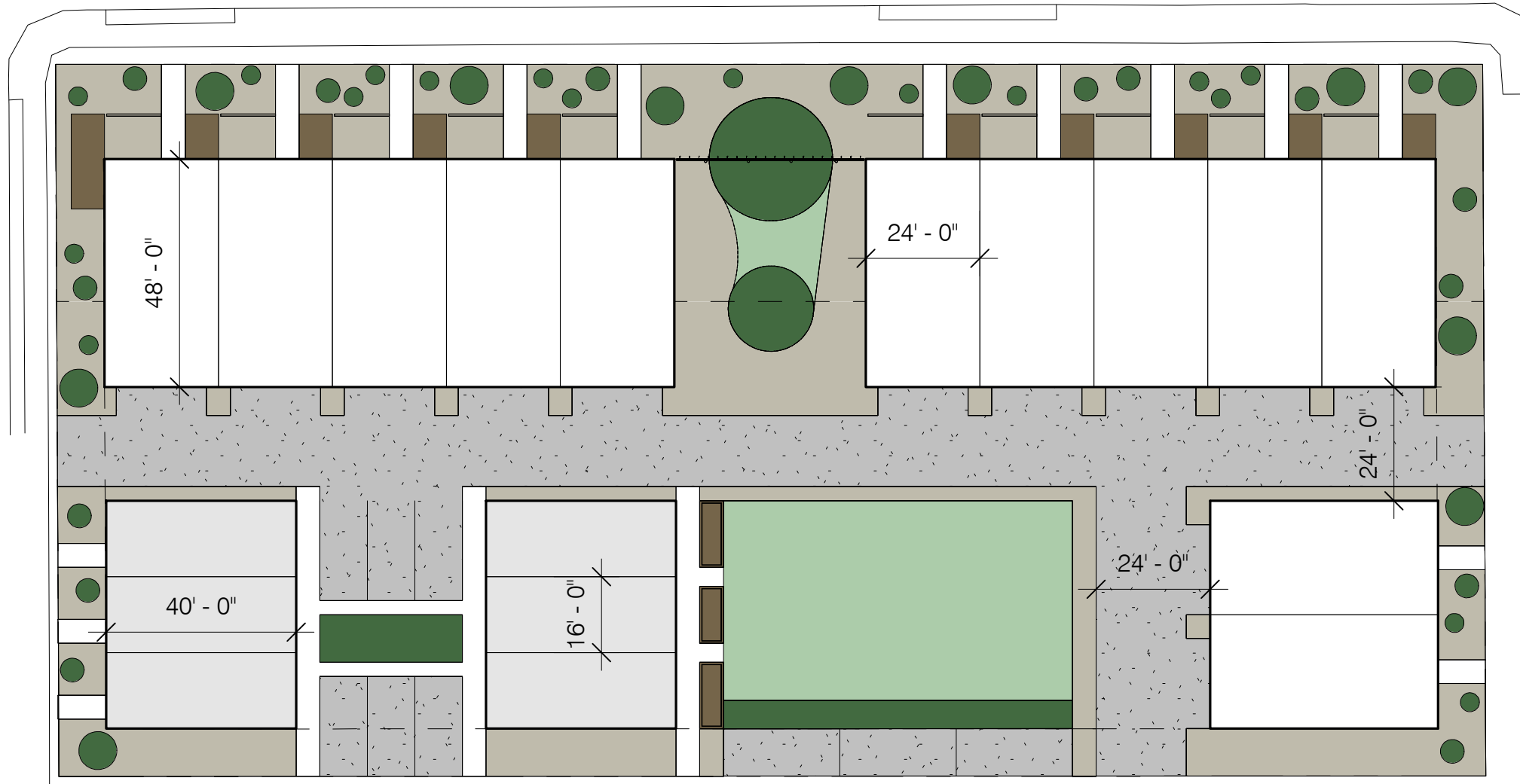
NOTES

This survey was conducted in February 2026 and prepared under the direction of Matthew Gotham, Wyoming PLS 13002.
Locations of utilities depicted hereon are based on visible structures; underground utility locations were not marked during this survey and must be verified prior to any construction activity.
Elevations were derived using GPS observation methods and reference NAVD88. Site benchmark elevation is 6232.25' at the t-post monumenting the north-east property corner of the subject property - see plan note.
Record dimensions and easements shown are from Plat 130.
Building setbacks shown are per the Town of Jackson Land Development Regulations for the NH-1 zone. The application of the setbacks should be confirmed with the Town of Jackson Planning Department prior to development.
This survey was prepared without a Benefit of Title report. Easements or other encumbrances may exist on the subject property.
Bearings are based on Wyoming State Plane Coordinate System, NAD83 (2011), West Zone, with distances scaled to ground using a factor of 1.0003213605.
Snow and ice cover was present at the time of survey and therefore areas of hardscape and utilities were not able to be measured. An updated survey will be produced in Spring, 2026, once the snow/ice has melted.

TOPOGRAPHIC SURVEY
LOTS 1-6, BLOCK 4
KARNS THIRD ADDITION
PLAT 130
LOCATED WITHIN
Section 33
T.41N., R.116W., 6th P.M.
Teton County, Wyoming

JORGENSEN
JACKSON, WYOMING 307.733.5150
www.jorgeng.com

Exhibit D - Conceptual Site Plan



UNRESTRICTED UNITS:
 12 TOTAL
 2600 SF + 800SF GARAGE
 31,200 SF TOTAL
 HABITABLE

WORKFORCE UNITS:
 6 TOTAL
 1,200 SF
 7,200 SF TOTAL HABITABLE

LSR:
 6,830 SF FRONT 1/3
 15,022 SF TOTAL

PARKING:
 24 GARAGE SPACES
 9 SHARED SPACES
 33 TOTAL SPACES