



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
- Surveyor- *Nelson*
- 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: May 13, 2019

Item #: P19-116

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Fax: 734-3563

Email: bconboy@jacksonwy.gov

Owner:

Sage Properties
PO Box 1196
Jackson, WY 83001

Applicant:

DeNisha Anderson
PO Box 62
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Basic Use permit to add the use of office space to the property located at 180 Center St., legally known as OFF CENTER SQUARE CONDOMINIUM ADDION TO THE TOWN OF JACKSON.

For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.

Please respond by: **May 27, 2019 (Sufficiency)**
June 6, 2019 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



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: Off Center Square

Physical Address: 180 N Center Street, Jackson

Lot, Subdivision: Lots 1,2,3,4 of Off Center Sq Condo Ad

PIDN: 22-41-16-27-3-21-004

PROPERTY OWNER.

Name: Sage Properties, Inc

Phone: 307-413-4445

Mailing Address: PO Box 1196, Jackson

ZIP: 83001

E-mail: anderson83001@gmail.com

APPLICANT/AGENT.

Name: DeNesha Anderson

Phone: 307-690-6723

Mailing Address: PO Box 62, Jackson, WY

ZIP: 83001

E-mail: DeNesha@c21jh.com

DESIGNATED PRIMARY CONTACT.

Property Owner Applicant/Agent

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

Use Permit

Basic Use

Physical Development

Sketch Plan

Interpretations

Formal Interpretation

Conditional Use

Development Plan

Zoning Compliance Verification

Special Use

Design Review

Amendments to the LDRs

Relief from the LDRs

Subdivision/Development Option

LDR Text Amendment

Administrative Adjustment

Subdivision Plat

Map Amendment

Variance

Boundary Adjustment (replat)

Miscellaneous

Beneficial Use Determination

Boundary Adjustment (no plat)

Other: _____

Appeal of an Admin. Decision

Development Option Plan

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 #: _____

Environmental Analysis #: _____

Original Permit #: _____

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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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

DeNesha Anderson
Name Printed

5-10-19
Date

Co-Owner C21
Title

LETTER OF AUTHORIZATION

Sage Properties, Inc. "Owner" whose address is: 180 N Center St
PO Box 1196, Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Sage Properties, Inc., as the owner of property
more specifically legally described as: 180 N Center St
Units 1,2,3,4 of Off Center Square Condo Addition, recorded on Nov 11, 1985 as Plat 597

(If too lengthy, attach description)

HEREBY AUTHORIZES DeNesha Anderson

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)
Title: Pres/ Director LLC

(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 James G. Anderson III this 29th day of April, 2019.

WITNESS my hand and official seal.

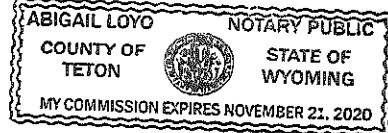
De la Rosa

~~John J. Doherty~~

(Notary Public) My commission expires: Nov 21, 2070.

(Notary Public) My commission expires: Nov 21, 2070.

(Seal)



1725 N East Butte Rd
Jackson WY 83001
307-732-8181

Town of Jackson
150 E Pearl Ave
Jackson, WY 83001

We have signed a lease to rent Unit #1 at 180 N Center Street for our company; Century 21 Jackson Hole. The office will focus on helping consumers purchase or sell real estate in Teton County. We are a smaller real estate office with 3-5 agents who rotate time in the office.

Regarding the layout of the office, there were no changes other than cosmetic upgrades: paint, flooring and lighting. All of the existing walls will remain.

With the property being on the corner of Center Street and Gill Ave, there are several options for parking. The complex has 7 parking spaces on site that are rotational parking; ideally for customer use to rotate. Agents will utilize street parking and the parking lots on Gill while in the office. It is anticipated that agents will rotate throughout the day and not be stationed in the office for long stretches of time.

Thank you in advance for your consideration.

Regards,



DeNesha Anderson
DeNesha@c21jh.com
307-690-6723

OFF CENTER SQUARE, TENANT PROFILE
BY GIBB MANAGEMENT

UPDATED 4/21/04

PROPERTY INSURANCE
 CPI INCREASE/DEC
 TC PROPERTY TAXES
 TOJ- H2O & SEWER

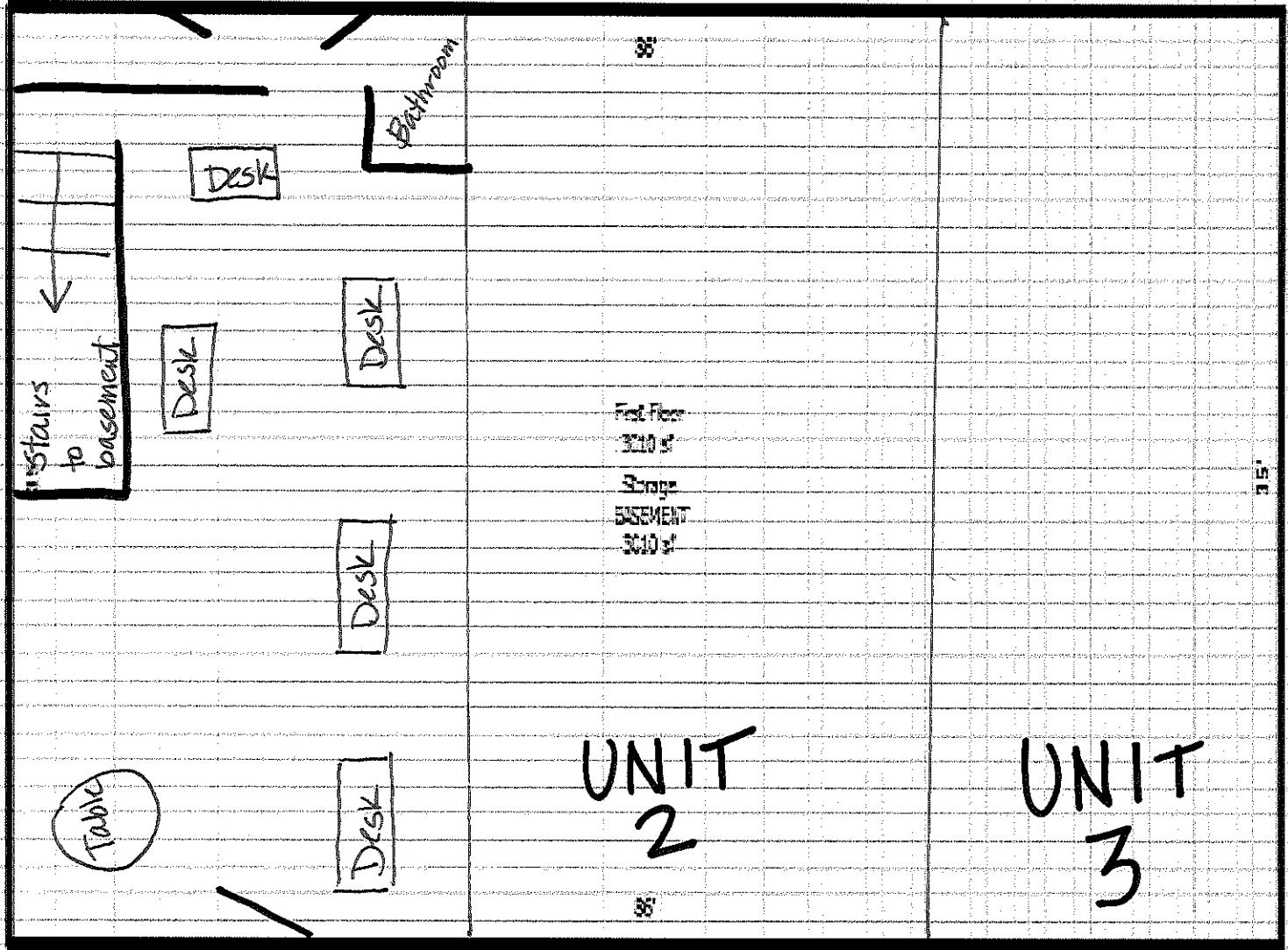
1-Apr
1-Jun
1-Nov
Mnth

#	NAME	SQ/FT	RENT	\$/FT	TERM	LEASE BEG	LEASE END	LEASE RNL	NOTE
1	TETON LITERACY	1050	\$ 2,675.00	\$ 30.57	1	4/1/2005	3/31/2006	12/30/2005	
2	CHAR-RAL FLORAL	910	\$ 4,328.00	\$ 26.50	3	4/1/2005	3/31/2008	1/30/2007	STEP \$4,328.00
3	CHAR-RAL FLORAL	1050				4/1/2005	3/31/2006		\$4,410.00
						4/1/2006	3/31/2007		
						4/1/2007	3/31/2008		\$4,492.00
4	WY EMP FEDERAL CREDIT	1000	\$ 1,750.00	\$ 21.00	3	5/1/2003	4/30/2006	1/31/2006	
5	MILL VALLEY LEATHER	750	\$ 1,250.00	\$ 20.00	3	5/1/2003	4/30/2006	1/31/2006	NO INC
6	HEADS UP, HANDS DOWN	750	\$ 1,275.00	\$ 20.40	3	4/1/2004	3/31/2007	1/30/2006	CPI
7	T. COUNTY HOUSING AUTH	840	\$ 1,470.00	\$ 21.00	3	5/1/2004	4/30/2007	12/30/2006	NO INC
8	T. COUNTY HOUSING AUTH	660	\$ 1,155.00	\$ 21.00	3	5/1/2004	4/30/2007	12/30/2006	NO INC
9	OK INVESTMENTS	420	\$ 1,666.00	\$ 19.00	3	5/1/2003	4/30/2006	1/31/2006	STEP
10	OK INVESTMENTS	580							
11	JH PROPERTIES	1050	\$ 2,275.00	\$ 26.00	3	5/1/2003	4/30/2006	1/31/2006	NO INC

9060	\$ 17,844.00
	\$ 23.63

No interior
Changes.

Existing Walls,
bathroom.



Ground First

320 s.f.

10'

Center St

UNIT

180

E Gill Ave