



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: October 23, 2019	REQUESTS: The applicant is submitting a request for a Basic Use permit to change from office to service for the properties located at 570 S. Glenwood. For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P19-237	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Council Ring PO Box 1251 Jackson, WY 83001 Applicant: ANJA – Jamie Themadja PO Box 2385 Jackson, WY 83001	
Please respond by: November 6, 2019 (Sufficiency) November 13, 2019 (with Comments)	

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

Town of Jackson
PO Box 1687
150 E. Pearl
Jackson, Wy 83001

To Whom It May Concern:

As owners of Lot 8, 75 W. Snow King, and Lot 7, 570 South Glenwood, we give permission for Jamie Themadjaja to apply for one Basic Use Permit for each of these addresses.

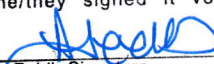
Contact information is:

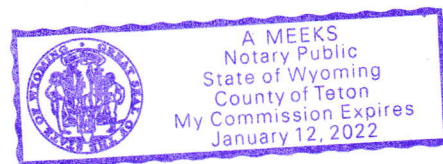
Rebecca and Roger Strout
307-690-2575
beckytstrout@gmail.com

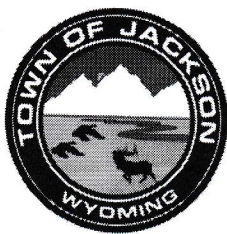
Signed,


Rebecca Strout


Roger Strout

State of Wyoming County of Teton ss}
On this 2 day of October 2019,
before me the undersigned notary public, personally appeared
Rebecca Strout + Roger Strout
personally known or proved to me through satisfactory evidence of
identification, to be the person(s) whose name(s) is/are signed on the
preceding or attached document and acknowledged to me that
he/she/they signed it voluntarily for its stated purpose.

Notary Public Signature





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: ANJA / Spa, massage, facial

Physical Address: 570 S Glenwood St JT WY 83001

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Rebecca Strout Phone: 690-2575

Mailing Address: _____ ZIP: 83001

E-mail: beckystrout@gmail.com

APPLICANT/AGENT.

Name: Jamie Thermodjaja Phone: 699-0969

Mailing Address: P.O. Box 2385 JT WY ZIP: 83001

E-mail: jamie@anjaspaspa.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

Relief from the LDRs

____ Administrative Adjustment

____ Variance

____ Beneficial Use Determination

____ Appeal of an Admin. Decision

Physical Development

____ Sketch Plan

____ Development Plan

____ Design Review

Subdivision/Development Option

____ Subdivision Plat

____ Boundary Adjustment (replat)

____ Boundary Adjustment (no plat)

____ Development Option Plan

Interpretations

____ Formal Interpretation

____ Zoning Compliance Verification

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 #: _____ 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.

Jamie Themasdjaja
Signature of Property Owner or Authorized Applicant/Agent

JAMIE THEMADJAJA
Name Printed

9/27/19
Date

business owner
Title

Housing Mitigation Plan

updated 6/11/19

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tennant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
office	0.000493*sf		150	1	0.074

Existing Workforce Housing Credit

0.074

Step 3: Proposed Development

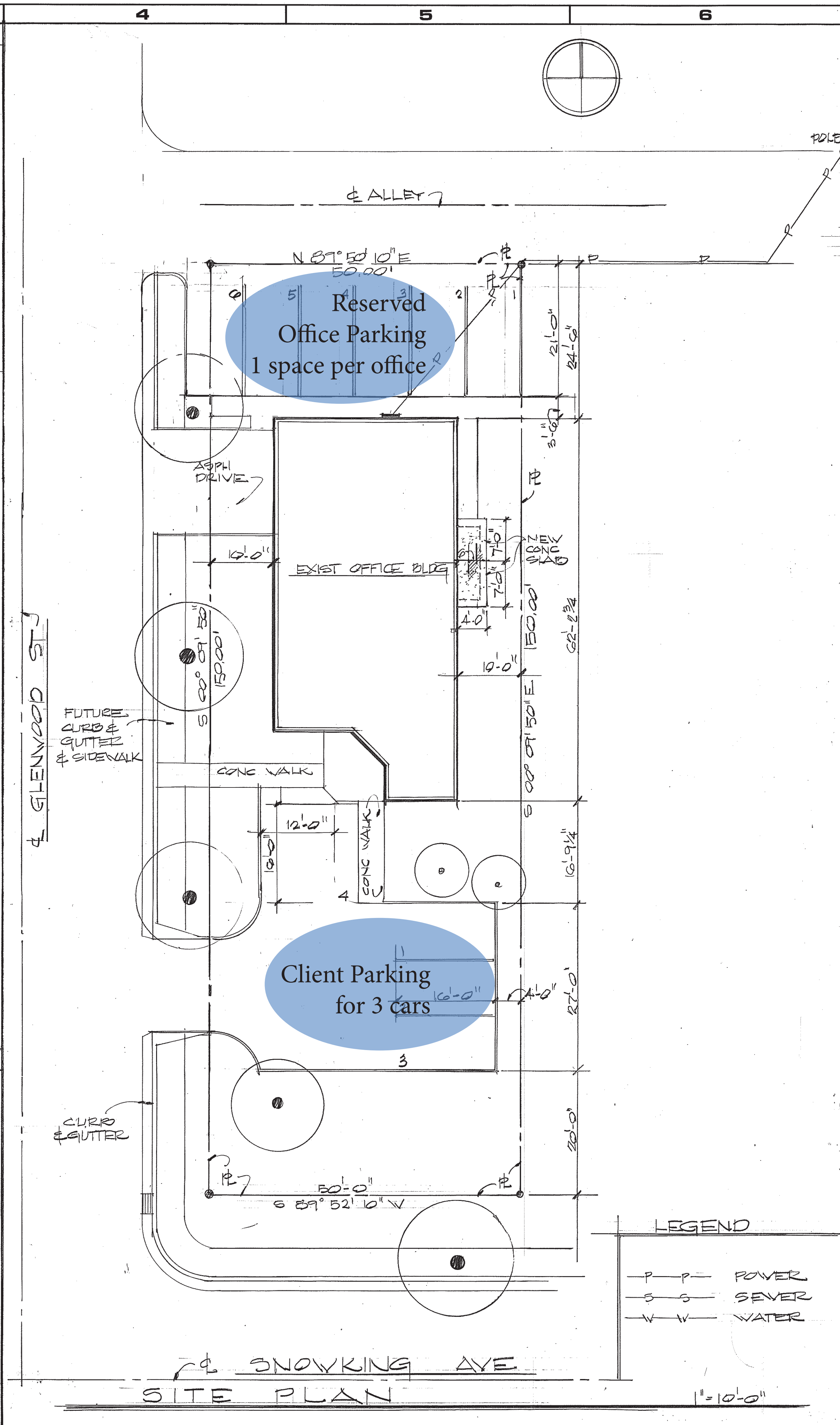
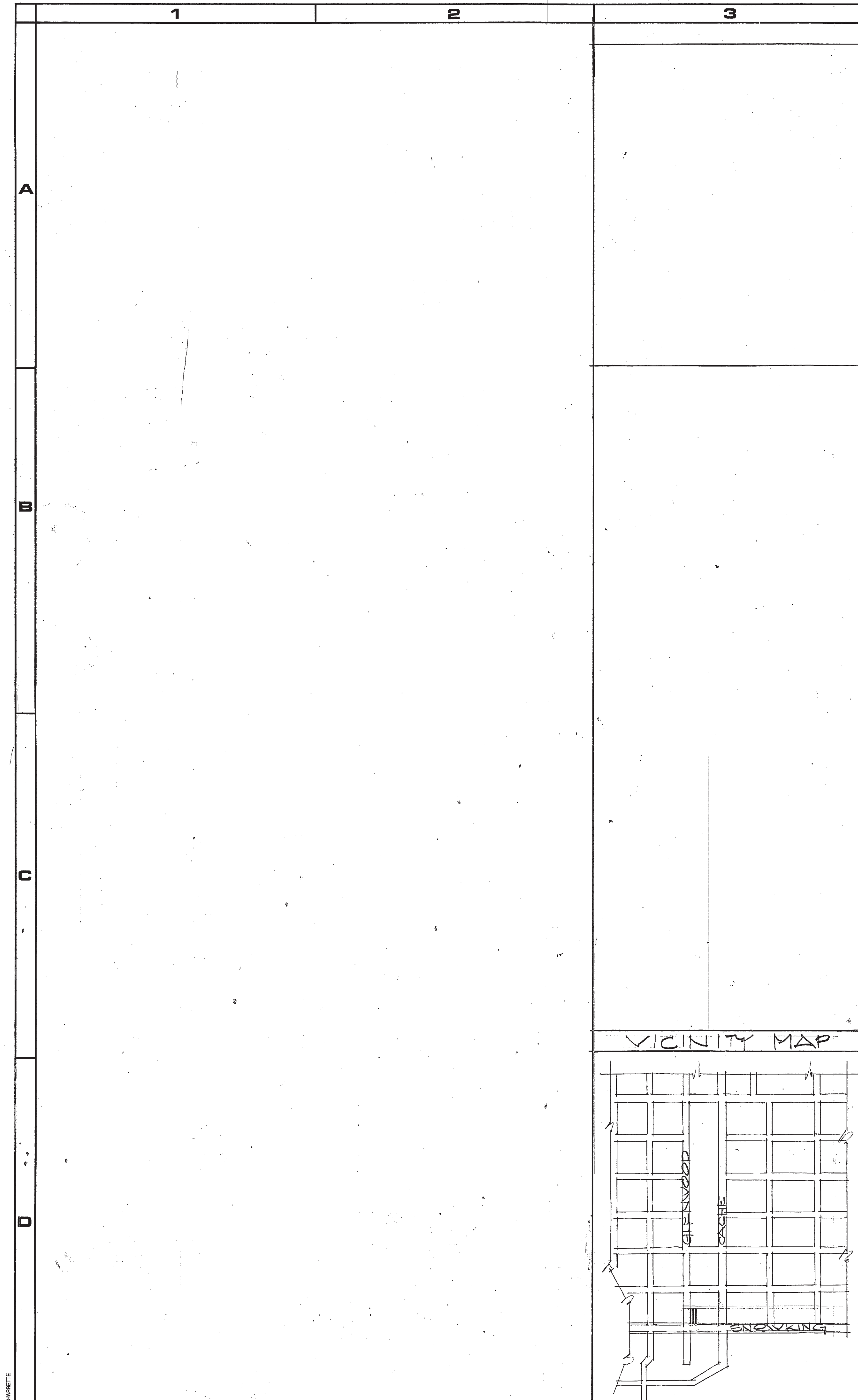
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
service	0.000431*sf		150	1	0.065

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitgation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).



DRAWING INDEX	
A1	SITE PLAN
A2	BASEMENT LEVEL
A3	GROUND FLOOR LEVEL
A4	UPPER FLOOR LEVEL
A5	BUILDING SECTIONS
A6	ROOF PLAN/REFLECTED CEILING
A7	SCHEDULES
A8	ELEVATIONS
E1	BASEMENT ELECTRICAL
E2	GROUND LEVEL ELEC.
E3	UPPER FLOOR ELEC.

PROJECT DATA	
LEGAL	
LOT 7 BLK 3	2ND KARNES
ADDITION	TOWN OF
JACKSON, TERN COUNTY	WYOMING
CODE	
OCCUPANCY	D2 & R1
FLOOR AREA	
OFFICE	
ABOVE GRD	1798
BELOW GRD	841
UPPER APT.	600
LOWER APT.	
TOTAL GSF	
PARKING PROVIDED	10
REQ'D PARKG	10
CONST. TYPE	V N.

AREA CALCS	
NEW APT. w/GAR.	775#
UPPER FLOOR APT. (EXIST)	600#
TOTAL APTS	1375#
OFFICE:	
UPPER	1500#
GROUND	1635#
BASEMENT	924#
TOTAL OFFICE	4,069
TOTAL BLDG	5,444#

LEGEND	
P-P	POWER
S-S	SEWER
W-W	WATER

date	4/20/15
drawn	RFD
checked	
job no.	A1
of 10	SHEETS

post office box 1251
185 east hansen
jackson, wyoming 83001
307-733-5778 fax 733-1454

R P S ARCHITECTS

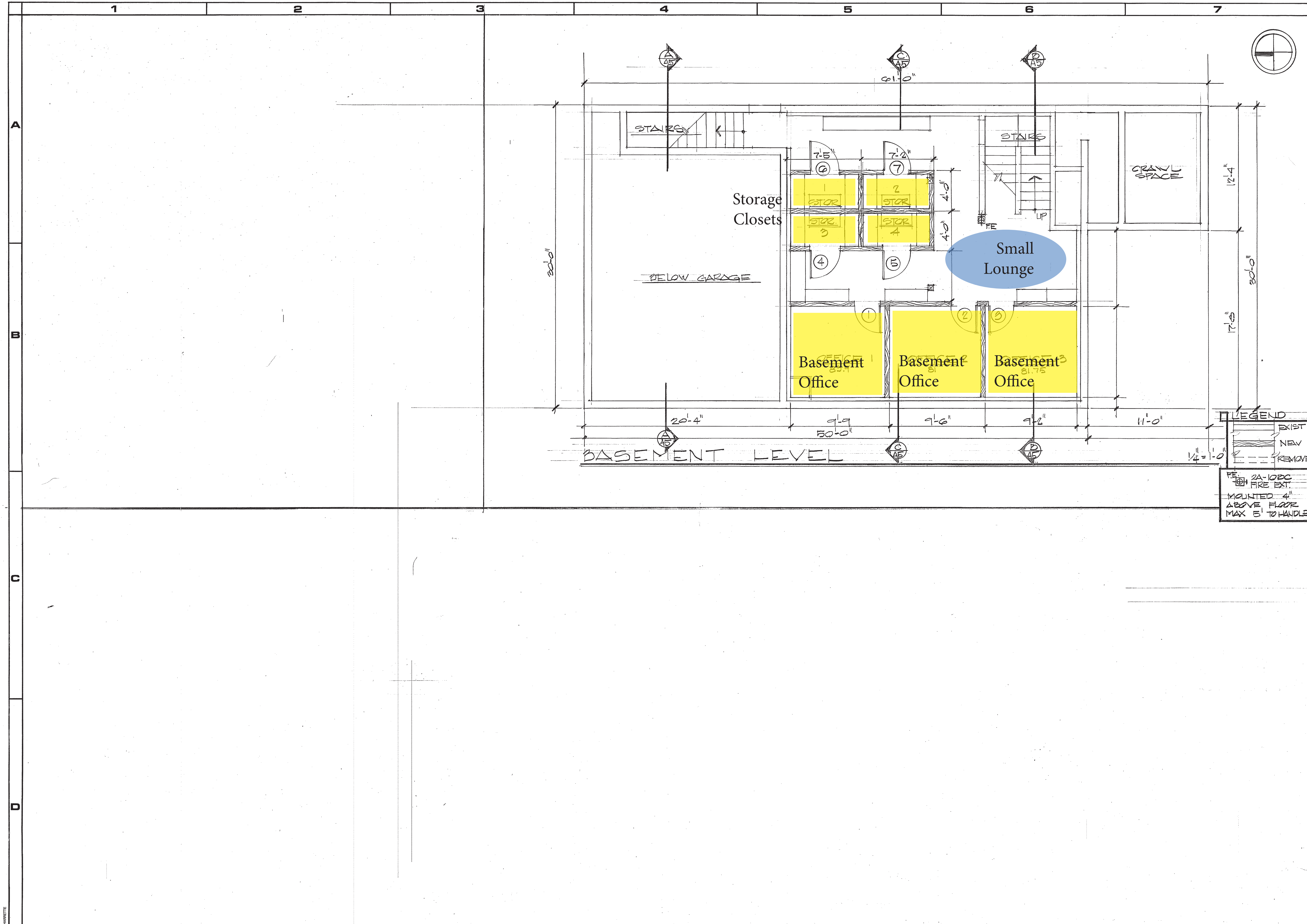
TITLE PAGE / SITE PLAN

STROUT OFFICE BUILDING

25 W. SNOWKING AVE.
JACKSON, WYO.

REVISIONS

key	description	date



LEGEND

EXIST
NEW
REMOVE

2A-10BC
FIRE EXT.
MOUNTED 4"
ABOVE FLOOR
MAX 5' TO HANDLE

post office box 1251
185 east hansen
jackson, wyoming 83001
307-733-5776 fax 733-1454

824
870
934

R P S ARCHITECTS

BASEMENT LEVEL

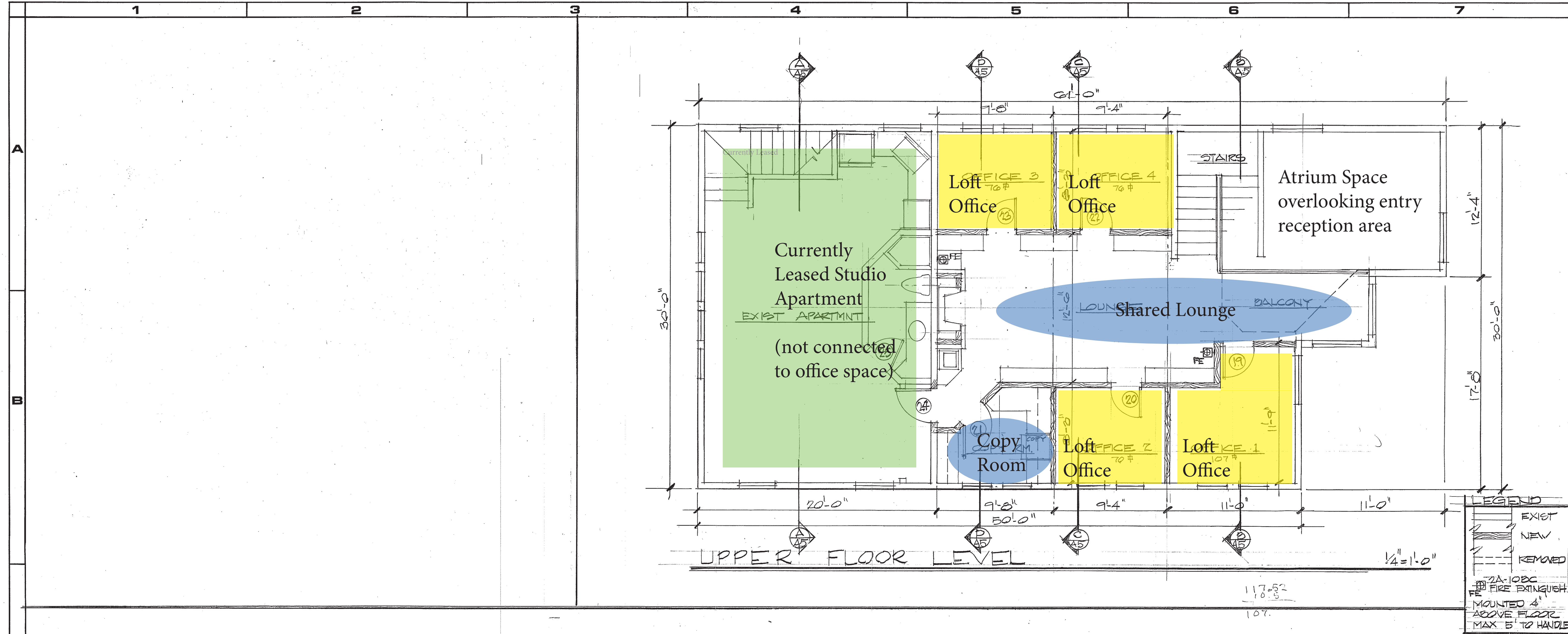
STROUT OFFICE BUILDING

88 W. SNOWMAKING AVE.
JACKSON WY.

REVISIONS	description	date
key		

date 4/20/15
drawn RPS
checked

Job no. **A2**
OF 10 SHEETS



post office box 1251
185 east hansen
jackson, wyoming 83001
307-733-5778 fax 733-1454



R P S A R C H I T E C T S

UPPER FLOOR LEVEL

STROUT OFFICE BUILDING

65 W. SNOWKING AVE.
JACKSON WYO.

REVISIONS	key	description	date

date 4/20/15
drawn RPS
checked

SHEET
A4
OF 10 SHEETS



R P S A R C H I T E C T S

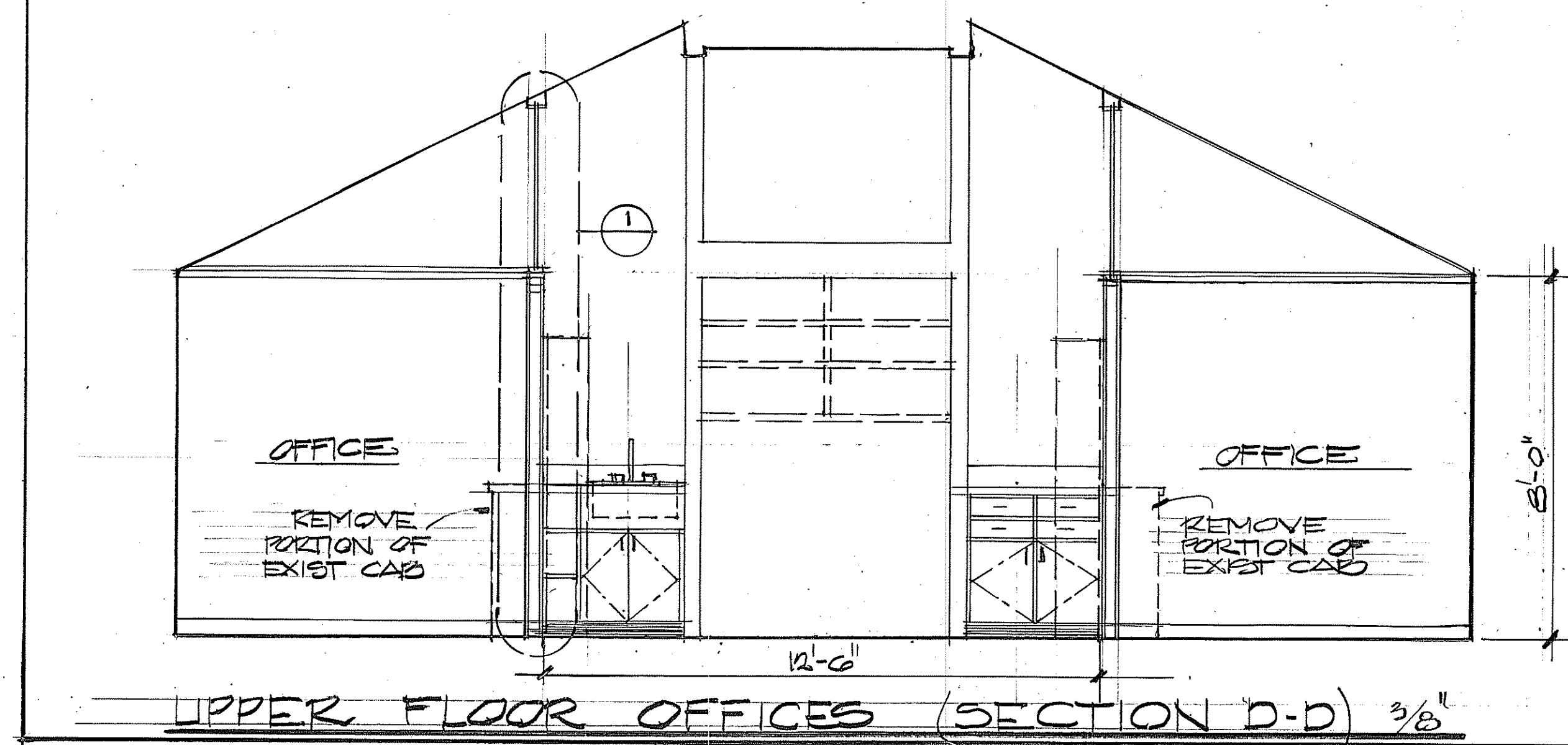
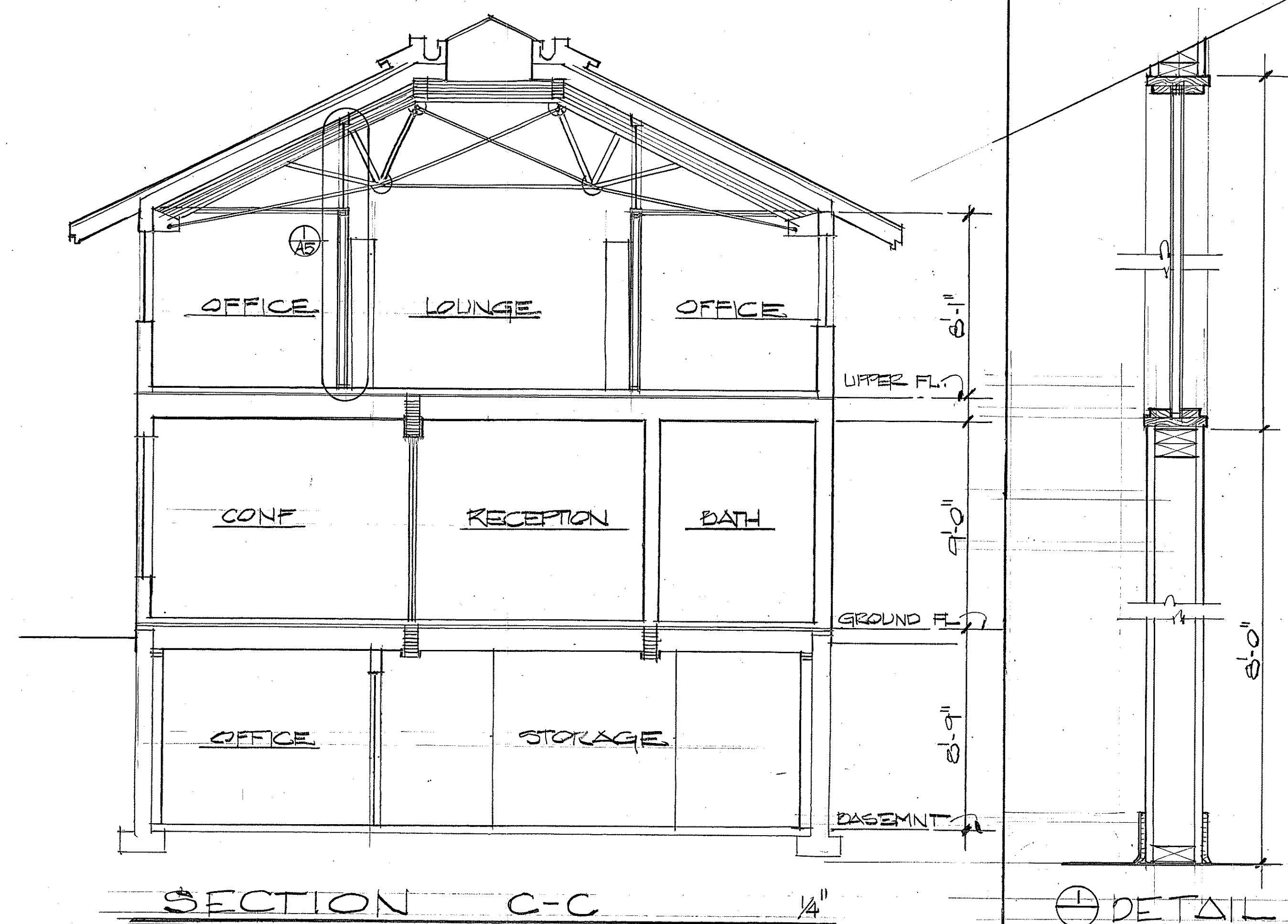
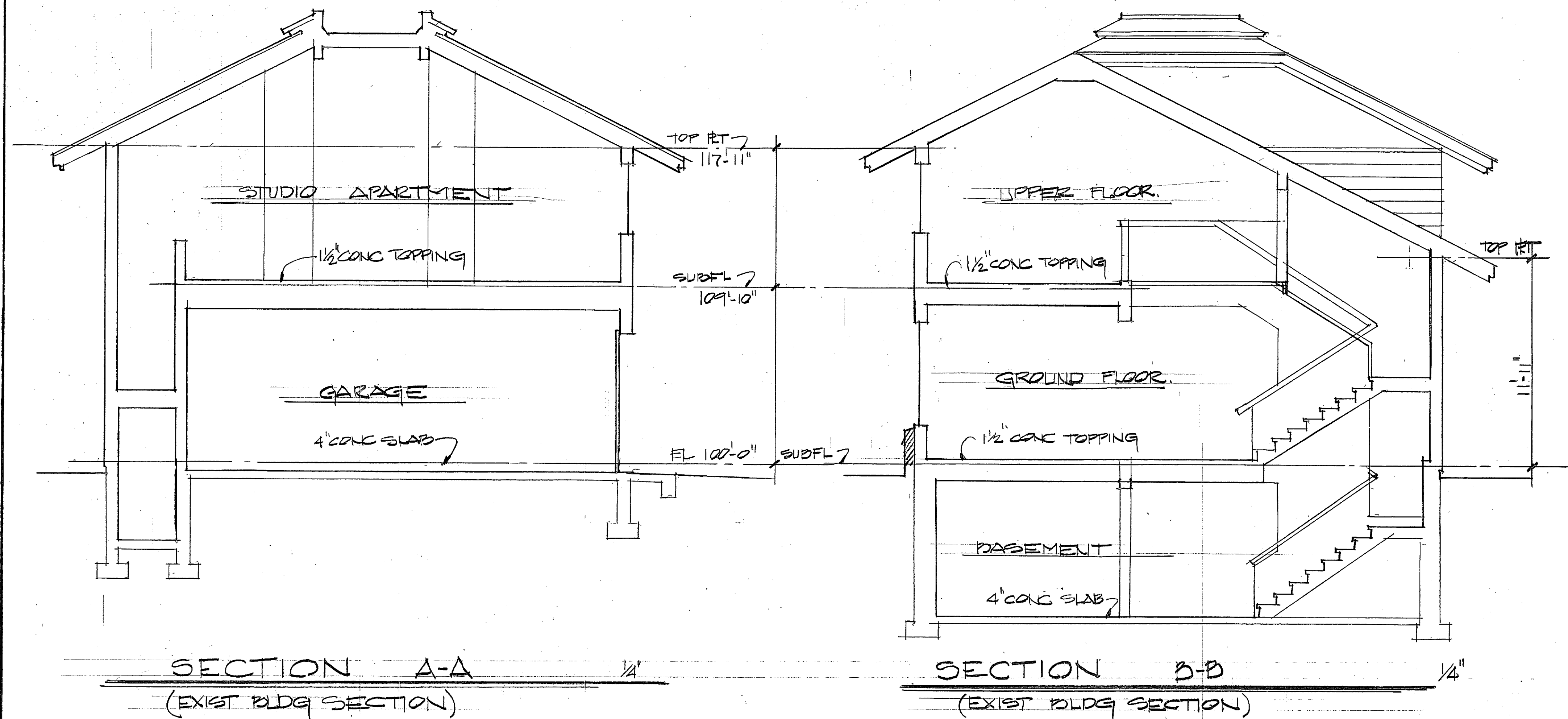
BUILDING SECTIONS
STROUT OFFICE BUILDING

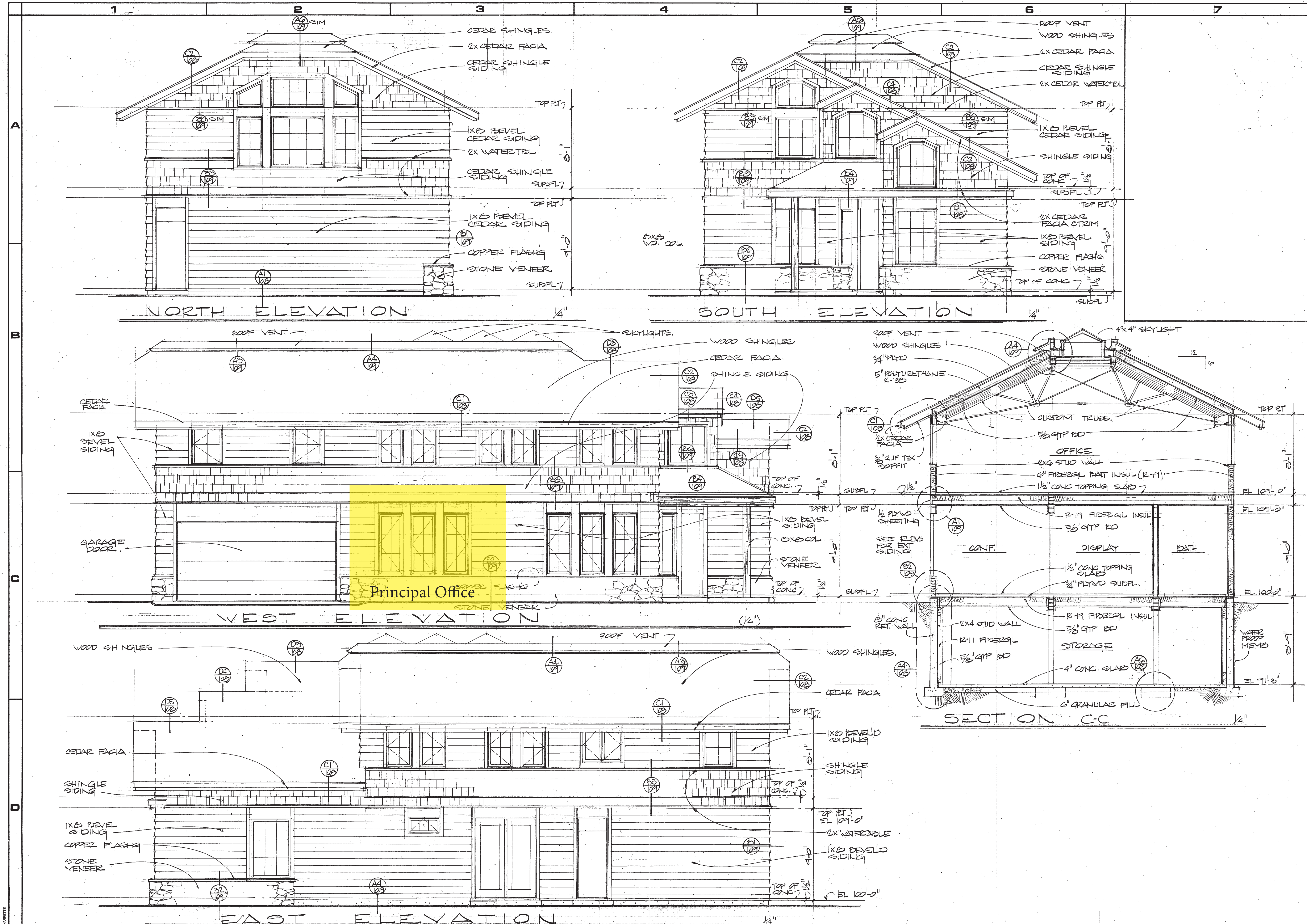
885 W. SNOWYKING AVE.
JACKSON, WY.

key	description	date

date 4/20/15
drawn RPS
checked

Job no. **A5**
SHEET
OF 10 SHEETS





post office box 1251
185 east hansen
jackson, wyoming 83001
307-733-5776 fax 733-1454



ELEVATIONS & SECTION

RPS ARCHITECTS OFFICE BUILDING

at
85 West Snow King Avenue
Jackson, Wyoming

date	4/20/15
drawn	RPS
checked	
job no.	A8
OF 11 SHEETS	

Narrative use for 570 S. Glenwood ave and ~~75 west snow king ave:~~
Massage therapy, spa, treatments and facials and cosmetology, life coaching.