



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: November 21, 2019	REQUESTS: The applicant is submitting a request for a Basic Use permit to add office for the property located at 55 N. Glenwood Street. For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P19-267	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner: Baxter Properties PO Box 69 Jackson, WY 83001 Applicant: Sarah Kjorstad PO Box 13331 Jackson, WY 83002	
Please respond by: December 5, 2019 (Sufficiency) December 12, 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: Crown & Brinn, LLC
Physical Address: 55 N. Glenwood Ste E Jackson, WY 83001
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: ~~Silver Dollar Trac.~~ Baxter Properties Wyoming Phone: 307-732-3920
Mailing Address: Box 69, Jackson WY ZIP: 83001
E-mail: jwaldrop@worthotel.com

APPLICANT/AGENT.

Name: SD, Inc for/ Sarah Kjerstad Phone: 406-600-6022
Mailing Address: Po Box 913331 ZIP: 83002
E-mail: crown.brinn@gmail.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
____ 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.

Signature of Property Owner or Authorized Applicant/Agent

Name Printed

11/18/19

Date

Title

Crown and Brim Business Description

Crown and Brim, LLC makes custom and ready- to-wear hats and hat bands. They hand create unique, contemporary western hats from beaver and rabbit felt. They also custom hand bead, hat bands. It is typically a by reservation outlet but some walk in's do visit the space. They have one full time owner operator and one part-time employee who helps with some sales work and other odd jobs.

LETTER OF AUTHORIZATION

Baxter Properties Wyoming, "Owner" whose address is: Box 69,
Jackson, WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: see attached Exhibit A

(If too lengthy, attach description)

HEREBY AUTHORIZES Silver Dollar, Inc / Jim Waldrop Officer as
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: Chairman

(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 William Baxter this 18 day of
NOVEMBER, 2019.

WITNESS my hand and official seal.

Nancy Takeda
(Notary Public)

My commission expires: 4/4/22

(Seal)

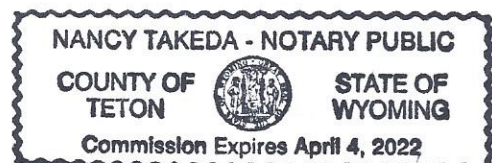


Exhibit A

COMMERCIAL SUBLEASE AGREEMENT
(The Silver Dollar, Inc. / Crown and Brim, LLC)

This Commercial Sublease Agreement ("Sublease") is made effective the date of last signature affixed hereto by and between The Silver Dollar, Inc., a Wyoming Corporation ("Landlord"), or its assigns, and Crown and Brim, LLC a Wyoming Limited Liability Company ("Tenant").

RECITALS

WHEREAS, The Silver Dollar, Inc. has leased from Baxter Properties, LP (hereafter "Owner") the real property and improvements thereon located at 55 North Glenwood Street, Jackson, Wyoming (collectively hereafter "Owners Property"), which is more particularly described as:

The East 53' of the South 6' of Lot 1, and Lots 2, 3 and 4 of Block 9 of the Original Townsite of Jackson, Teton County, Wyoming, according to that plat recorded July 18, 1901 as Plat No. 100 EXCEPTING THEREFROM the following tract of land:

The West 87.00 feet of said Lots 2 and 3 and a portion of Lot 4 in said Block 9, being more particularly described as follows:

Beginning at the Southwest corner of said Lot 4;
thence Easterly 77.00 feet along the South line of said Lot 4 to a point;
thence Northerly, parallel with the West line of said Lot 4, 47.00 feet to a point;
thence Easterly, parallel to said South line, 10.00 feet to a point;
thence Northerly, parallel to said West line, 3.00 feet;
thence Westerly along the North line of said Lot 4, 87.00 feet;
thence Southerly along said West line of Lot 4, 50.00 feet to the point of beginning.

PIDN - #22-41-16-28-4-14-001.

WHEREAS, Owner has consented to Landlord subleasing a portion of the Owner's Property to Tenant.

WHEREAS, Landlord and Tenant desire to enter into this written agreement defining all rights, duties, and liabilities of the parties.

THEREFORE, in consideration of the mutual covenants contained in this written agreement, the parties agree as follows:

1. AGREEMENT TO LEASE & DESCRIPTION OF LEASED PROPERTY.

Landlord agrees to lease to Tenant, and Tenant agrees to lease from Landlord the following portion of the Wort Plaza Building, (hereafter "the Building") located on the Owner's Property:

Space E consisting of approximately 1,200 square feet of space located on the 2nd level of the Building (hereafter referred to as "the Leased Property").

From: [Jim Waldrop](#)
To: [Tiffany Stolte](#)
Subject: Basic Use permit
Date: Thursday, November 21, 2019 12:57:25 PM

Tiffany,

Thanks for your time yesterday. As a matter of background, the Basic Use permit is being applied for in relation to obtaining a Business License by our tenant Crown and Brim, LLC. Silver Dollar, Inc. is applying on behalf of our tenant and owner Baxter Properties of WY has authorized us to do so via the affidavit attached with the application.

We will be reverting back to a previous use of General Office from Amusement, and to the best of my knowledge the previous use predates the 1994 Housing Mitigation Regulation.

Thanks Tiffany

Jim Waldrop

President & General Manager

Silver Dollar, Inc.

- The Wort Hotel

- The Million Dollar Cowboy Bar

- The Wort Plaza Shops

50 North Glenwood- PO Box 69

Jackson, WY 83001

307.732.3920 direct

307.734.1150 fax

jwaldrop@worthotel.com

<http://www.worthotel.com/>

